Student Regulations & Procedures

Research Students

University of HUDDERSFIELD
Inspiring global professionals

2026/27

Please note that these regulations and procedures may be subject to change within the academic year and as such, any printed or downloaded documents will not reflect these changes.

For the most up to date version, please refer to Registry's website.

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COMMUNITY CODE OF CONDUCT 164

A Welcome Note from the University of Huddersfield

Welcome to Huddersfield. You are now part of the University community.

Huddersfield Students' Union is led by students for students and exists to make student life better. Each year you elect a team of full-time officers to run the Students' Union, alongside a community of staff and a Board of Trustees.

Whether it's joining a sports club or society, liberation networks, running a life-changing campaign (or for election!), or just having fun at some of our epic events – we'll be here all year-long to provide you with great services, support and advice on just about everything! We welcome feedback on your experiences with our activities so please do get in touch with us to share your thoughts!

This handbook contains the regulations helping you on your student journey. Our free, independent and non-judgemental Advice Centre will be here for you every step of the way. If you feel like you just want a chat, you can use our confidential peer listening service – run by student, for students.

You can connect with us online or face-to-face by visiting us on Floor 5 of Student Central.

Enjoy your time at Huddersfield,



Dhiya Rani Dey SU President on behalf of the Students' Union

Community Code of Conduct

The University of Huddersfield is a community brought together by a common focus on education, where staff, students and employers work together to advance teaching, learning and the quest for knowledge. We maintain a commitment to freedom of expression and the exploration of complex and sometimes sensitive issues informed by the diverse nature and background of our members. To ensure an accessible and supportive environment, we aim to foster an atmosphere of respect and understanding which embraces the diversity of our members and promotes respect for individuals.

To help maintain and develop good relations within our University community, this Code of Conduct draws together the principles which underpin appropriate behaviour. The Code applies to all staff, students and employers when on campus, online within a teaching environment in addition to any social media interactions, on placement, study visits or in other circumstances where the interests of the University of Huddersfield are affected.

The following four principles form the foundations of acceptable conduct:

Respect and Courtesy	You should exercise consideration for others. You should be respectful and courteous, and act towards others and their property as you would want them to act towards you and your property. You should arrive to classes and meetings on time. You should also be mindful about the use of electronic devices in classes, your social media usage and how this may impact on others.
Professionalism	You are accountable for your actions and should behave professionally and apply ethical standards to your work.
Self Control	You should follow established regulations and procedures, use language appropriate to the circumstance, and be assertive rather than aggressive when attempting to resolve disputes.
Community	You should show commitment to the University, its vision and, to that end, adhere to its rules and regulations, contribute to its academic and social life, and protect its good name. This includes your actions within the wider community when you are not on campus and any additional measures or restrictions which the University puts in place. Previously, this has included adhering to measures in line with government guidelines to manage Covid-19.

Breaching the Code of Conduct

If you display unacceptable or inappropriate behaviour you may be subject to disciplinary action. Please refer to Section 11 of the Regulations for full details on student disciplinary.

Examples of behaviours that breach the Code of Conduct

The following are examples of behaviour that we may consider to be unacceptable. Please note, that this is not an exhaustive list and these examples can happen both on and off campus or online and can involve members of the public:

Number	Breach
1.	Academic or research misconduct
2.	Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University. This includes interfering with or intimidating other parties involved in disciplinary, or other, proceedings and/or breaching the confidentiality of a regulatory process
3.	Breach of the regulations which students accept as a condition of enrolment, including failure to meet mandatory requirements specified in the Course Materials or by PSRBs (for example, timely completion of required DBS checks, mandatory training, etc)
4.	Behaviour which, in the reasonable opinion of the University, brings the University into disrepute
5.	Breach of professional conduct
6.	Conduct which may be regarded as a breach of the criminal law
7.	Misuse of alcohol, drugs and legal highs
8.	Bullying, harassment or discrimination, including the use of discriminatory language (we use the definitions of discrimination formally adopted by the UK government, and other associated legal advice). This Behaviour can make a person feel offended, intimidated or humiliated if it occurs because of, or connected to, protected characteristics. Examples include, but are not limited to; ▪ Humiliation to a person owing to a protected characteristic e.g. their religion ▪ Unwarranted physical contact or threatening gestures
9.	Physical, written, or verbal abuse or intimidation, including in communications via social media or within an online teaching environment
10.	Sexual misconduct which relates to all unwanted conduct of a sexual nature. This includes sexual harassment or sexual violence. Examples of sexual misconduct include, but are not limited to; ▪ Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment (as defined by the Equality Act 2010) ▪ Assault (as defined by the Sexual Offences Act 2003) ▪ Physical unwanted sexual advances (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017) ▪ Intimidation, or promising resources or benefits in return for sexual favours (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017) ▪ Distributing private and personal explicit images or video footage of

	an individual without their consent (as defined by the Criminal Justice and Courts Act 2015).
11.	Fraud, deceit, deception or dishonesty
12.	Action likely to cause injury, impair safety or raise false alarm on University premises
13.	Damage to property, including the placing of posters and signs, caused intentionally or recklessly, and theft or misappropriation of such property
14.	Misuse or unauthorised use of University premises or items of property
15.	Dropping litter of any description on University premises whether inside or outside buildings or smoking in unauthorised areas
16.	Vexatious, reckless or malicious allegations against other students, staff or members of the public
17.	Misuse of a student ID card
18.	Failure to give your name and student ID card to a member of staff when asked
19.	Failure to comply with a previously imposed penalty or instruction under any University regulation, policy or procedure
20.	Unacceptable behaviour or actions as set out in other policies, procedures and regulations of the University.
21.	Unacceptable behaviour when representing the University

Our Student Charter: A Partnership for Success

Education has the Power to Transform Lives

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 in what we do.

University Vision

A globally recognised university that transforms lives through
inspiring education, groundbreaking research, and international engagement.

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.

Vice-Chancellor on behalf of Senate



Professor Bob Cryan

SU President on behalf of the Students' Union



Dhiya Rani Dey

Our PGR Charter: A Partnership for Success

Together at Huddersfield, we will share excellent opportunities for learning so that our postgraduate researchers (PGRs) can embrace the challenge of advanced higher education.

We all aspire to realise our full potential and excel at what we do. This agreement has been jointly written by the University of Huddersfield and Huddersfield Students' Union, to enable good working practice within the postgraduate researcher community.

Postgraduate researchers should feel confident in raising any concerns that might arise during the course of their time at University, and support is available in Schools from your supervisors; Doctoral College Admin Support team and your Director of Graduate Education (DGE or deputy). Centrally PGRs will find independent support from our Doctoral College, the Students' Union Advice Centre and the Disability and Wellbeing Service.

Joint Responsibilities of PGRs and their Supervisors

1. Postgraduate researchers and supervisors share the responsibility for maintaining regular and frequent contact

At an early stage, PGRs and their supervisors should establish, negotiate and review ground rules around expectations of the supervisor and PGR roles, including expectations about contact and provision of feedback.

The nature and frequency of contact between PGRs and the supervisory team will vary depending on the discipline, stage and duration of the programme; approaches to the research; and the amount of support needed by an individual PGR, but our minimum expectations are that:

- PGRs and main supervisors should meet at least once a month (or once every two months for part-time PGRs).
- This time should include at least an hour of individual one-to-one supervision over the course of the month.
- For PGRs who are studying on an approved distance learning degree, supervision should take place face-to-face via Teams or similar, and also be supported via email. It should never be wholly by email.

If your student / supervisor relationship is not working well, you both have the responsibility to discuss problems at an early stage in supervision or to raise the issues with your School DGE (or deputy) who can support you to find a resolution.

2. Postgraduate researchers and supervisors share the responsibility for identifying training needs

PGRs and supervisors should work together – especially in the early stages - to plan a programme of training to support the PGR's development as an independent researcher.

Training must include research integrity and may include training in research methods; academic integrity; research ethics; academic writing and academic English for non-native speakers.

3. Postgraduate researchers and supervisors share the responsibility for recording supervision.

PGRs should record the outputs of supervisory meetings and agree them with supervisors to ensure there is a shared understanding of mutual expectations. Records may contain information on objectives; progress made; key feedback areas; areas of discussion, debate or disagreement; concerns raised.

PGRs and supervisors are expected to use the online supervision log for this purpose (currently the PGR Data Management System). Completion of supervisory records is mandatory.

What you can expect from supervision

1. Qualification for the role

In the supervisory team, there will be a combination of research excellence in a relevant discipline and experience of research degree supervision. Teams are appointed in line with regulations that have been agreed by the University Research Committee (see Section A3: Supervision of our regulations).

All University of Huddersfield supervisors have compulsory training for the role, which they are required to keep up to date.

Although supervisors may sometimes direct PGRs to other members of staff who can offer guidance, they should have familiarity with:

- The regulations for research degrees including timelines, progression, examination, interruptions, extensions.
- School PGR processes for induction, engagement and attendance monitoring, progression monitoring, conference funding.
- Availability of PGR training.
- Sources of pastoral support for PGRs in the School and across the University more widely.

2. Contact between supervisors and PGRs

- PGRs should meet with their main supervisor at least once a month (or once every two months for part-time candidates).
- PGRs should have a meeting with the whole supervisory team at least four

times a year (or twice a year for part-time candidates).

- PGRs should remain in regular contact with their supervisor throughout any writing-up period; there is a reasonable expectation that supervisors will be available to review drafts of your work at least once every two months (please note: it is the PGR's responsibility to send the work to their supervisor in good time, so that the supervisor has time to read the work and make comments ahead of any submission date).
- An 'on track to submit' meeting should take place between the PGR and their supervisory team, at least four months before the thesis is due for submission (for Doctoral and MPhil candidates) or at least one month before submission (for Master's candidates). The purpose of the meeting is to ensure that the PGR is well prepared and on track to submit the thesis by the submission date and examination arrangements are in place. The meeting will also make final preparations for the viva voce examination for Doctoral or MPhil candidates.
- PGRs should be able to contact their supervisors easily for advice and guidance, regardless of where they are based.
- PGRs should know who to contact if their main supervisor is not available; normally there will be more than one supervisor on the team.
- PGRs should know who their DGE (or deputy) is and how to contact them in case any problems arise.

3. Academic guidance

Supervisors are expected to provide academic guidance on all areas of research including: reviewing literature; planning the research; data collection and analysis; interpretation of findings; writing the thesis; research integrity (including academic integrity and research ethics); preparing for key milestones such as ethical approval, progression monitoring and final examination. Supervisors will advise on whether the thesis is at a suitable standard for submission (though ultimately the responsibility for submission is the PGRs).

4. Supporting professional development of PGRs

The supervisory team should encourage PGRs to be involved in the wider academic community both at University and externally.

Supervisors may encourage PGRs to write for publication - ideally in a form that supports the development of the thesis.

Supervisors should play an active role in guiding choices about appropriate journals and also conferences PGRs might attend or present their work at.

5. Administration

Supervisors will support PGRs to know the dates of important milestones in their programme and how to submit work, PGRs can also seek advice from the Doctoral College PGR Support Team.

Supervisors must complete the following tasks to support research degree progress:

- Identify appropriate progression assessors and examiners.
- Complete administrative processes in a timely manner including: ensure progression monitoring is scheduled; counter-sign applications for ethical approval and expenditure; discuss interruptions and extensions; make exam arrangements.
- Raise significant concerns about PGR engagement, progression or research with the DGE (or deputy) to make sure that PGRs are provided with the best advice and support.

Supervisors should let their PGRs and the DGE (or deputy) know if they are going to be away for an extended period – for example, if they are going on sabbatical or maternity leave, etc – so that arrangements can be made for continued supervision in their absence.

What supervisors can expect from PGRs

1. Engagement and personal development

- PGRs are expected to take full responsibility for designing and completing their research, within the expected timeframe, under the guidance of the supervisory team. The thesis is the work of the PGR.
- PGRs need to make a commitment to their research.
- PGRs are expected to develop as independent researchers, and that includes taking full advantage of the advice and feedback they receive from their supervisors, and from other academics who assess the work during the course of the degree, such as progression assessors.
- Advice from supervisors should be viewed as guidance rather than instruction, though in some cases a change of supervision team may be necessary if you wish to proceed in a direction they cannot support.
- PGRs are expected to pro-actively engage with supervision and with training programmes offered at the University.
- PGRs are strongly encouraged to engage with the wider research community, including the Students' Union Postgraduate Society who put on a range of activities and events to help PGRs meet each other.
- PGRs are strongly encouraged to attend School and University researcher conferences, the Huddersfield heat of the national 3 Minute Thesis competition or other events to gain experience in presenting their research to expert and lay audiences.

- If PGRs are unable, for any reason, to engage with their research, they need to share this with their supervisors or Doctoral College PGR Support team, in the same way you would report absences to an employer. We expect PGRs to let us know of any circumstances which might be affecting their ability to progress their work so that we can provide timely support.
- There may be times when PGRs are unable to engage with their research due to personal difficulties or health issues, which they do not feel comfortable discussing with either their supervisors or the Doctoral College PGR Support Team. If this is the case, PGRs can contact their School DoGE (or deputy), or if preferred can find support outside of the School by contacting either our Doctoral College Culture and Development Team, the Director of the Doctoral College, the Students' Union Advice Centre or the Disability and Wellbeing Service. These forms of support can offer confidential advice and guidance which will only be shared if PGRs provide consent to do so.

2. Administration

PGRs are responsible for knowing the dates of important milestones in their programme, and when and how to submit work. If in doubt, they can ask their supervisors or the Doctoral College PGR Support Team.

PGRs are required to adhere to safe working practices that relate to their area of research at all times, or any teaching assistance undertaken, and should be familiar with relevant health and safety policies.

PGRs need to make sure they are well informed and that they abide by University and School regulations and policies that relate to their research degree.

PGRs are expected to familiarise themselves with the sources of information and support available to them, which include:

- The supervisory team.
- Staff in the Doctoral College.
- The Director of Graduate Education (or deputy) of their School.
- The Doctoral College Culture and Development Team.
- Training resources (including online materials) available via Brightspace and the PGR Data Management System.
- Postgraduate Researcher Hub
- Students' Union Advice Centre.
- Regulations for your programme and student regulations (including those around research conduct and dealing with unforeseen circumstances). These are all available online and can be accessed through MyHud.

Glossary

These definitions should be read in conjunction with the Regulations for Awards (Research Degrees).

Term	Definition
(Generative) Artificial Intelligence (AI)	Generative Artificial Intelligence refers to systems that appear to have "intelligent behaviour by analysing their environment and taking actions – with some degree of autonomy – to achieve specific goals" (European Commission, 2018, p. 4). AI-based tools can be used to transform, produce or generate any kind of content, such as text, images, art, music, or programming code.
Academic judgement	This is a judgment about the standard of your work in relation to learning outcomes or research misconduct that can only be made by someone who has relevant academic expertise.
Academic year	This is the phrase we use when talking about the year in which you will study. It runs from August to July.
Appeal	If you do not agree with a decision the University has made about your conduct, results or withdrawal you can ask us to review it.
Approved	This is an outcome you will be given if we accept an interruption or extension request.
Balance of probabilities	This is the burden of proof we apply when making decisions in disciplinary cases. This means that based on the evidence and information presented, the circumstances are more likely to have occurred than not.
Complaint	A formal expression of dissatisfaction by a student about the University's action or lack of action, or about the standard of service provided by or on behalf of the University.
Completion of procedures letter	This is the letter that is issued in response to an appeal or complaint, once we have completed all our internal procedures. If you choose to, you can take this letter to the OiA and ask them to carry out an independent review of our final decision.
Concern	An issue, query or request for clarification that is raised by a student.
Course Assessment Meeting (CAM)	A panel of academics who reach decisions on your performance, your progression to the next stage of

Term	Definition
	your course or your final award. For Professional Doctorate candidates only.
Credit	This is the value of a module you successfully complete. For Professional Doctorate candidates only.
Dean	The senior academic in charge of a School and its departments.
Director of the Doctoral College	The senior academic in charge of overseeing graduate education across the University.
Deferral	(Taught elements of professional doctorates only) You are permitted to retake an assessment task that was affected by extenuating circumstances as if for the first time. This means the module will not normally be capped at the minimum pass mark unless you have previously been referred. A deferral is only given when you have failed the module. le .
Deputy Vice Chancellor	The senior member of University staff who holds this job title, or their nominee.
Registrar and University Secretary	The senior member of University staff who holds this job title, or their nominee.
Discrimination	In determining whether discrimination has occurred, the University will have regard to the Equality Act 2010, any definitions formally adopted by the UK Government and its duties under the Freedom of Speech legislation.
Engagement	Engagement refers to the level of extent to which you are taking ownership of your learning and participating actively in your learning journey. We expect you to engage with all aspects of your course which includes both online and in-person activities. Engagement correlates positively with higher levels of academic attainment and increased satisfaction with your course.
Exclusion	You are permanently removed from the University and not allowed to return to undertake any further study with us.
Extension	You apply for this when you cannot meet your deadline and need a short period of extra time to complete the work.
Doctoral College	The Doctoral College brings together staff and services from across the University to support PGRs. They are the central administration team which

Term	Definition
	manage core functions of a PGRs journey, provide training opportunities and provide access to a community of researchers and supervision and examination teams.
Gross disciplinary breach	A very serious form of misconduct which breaches our policies and disciplinary procedures and results in a fundamental breakdown in trust and confidence between the University and the student.
Harassment	Behaviour that includes unwanted behaviour or conduct which makes a person feel offended, intimidated or humiliated if it occurs because of, or connected to, protected characteristics. For an indicative list of what may constitute harassment, please refer to the University's Code of Conduct.
Independent Documentation	Information from a third party, normally a healthcare professional but not a friend or family member that confirms the impact your circumstances have had on you in relation to any relevant procedure.
Interruption of Study	An interruption of study is a formal procedure which allows you to request a break from your studies.
Investigator	An appropriate member of staff who investigates allegations and / or issues raised under any of our procedures.
Major disciplinary breach	A form of misconduct which breaches our policies and disciplinary procedures and results in considerable impact or harm.
Minor disciplinary breach	A form of misconduct which breaches our policies and disciplinary procedures and results in limited impact or harm.
Mitigation	Independent documentation of any circumstances you would like us to consider when investigating allegations against you under these regulations. It might result in a lesser penalty if you are found to have breached the regulations.
No Contact Agreement (Voluntary)	This may be used during a student disciplinary investigation and may be temporary or permanent. It is a signed voluntary agreement that you will not make any direct or indirect contact of any kind with another named student, or request that others make contact on your behalf. A No Contact Agreement will remain in place while you and the other student are members of the University of Huddersfield community or until The Registrar and Secretary's Office

Term	Definition
	determines that the agreement is no longer required and this is communicated to both parties in writing. If you breach this agreement, an investigation under the Student Disciplinary regulations may take place. The agreement may also help to prevent any further breaches of the Community Code of Conduct.
No Contact Agreement (Required)	A compulsory agreement set as an outcome of a University investigation that you will not make any direct or indirect contact of any kind with another named student, or request that others make contact on your behalf. The agreement may also help to prevent any further breaches of the Community Code of Conduct. A No Contact Agreement will remain in place while you and the other student are members of the University of Huddersfield community or until The Registrar and Secretary's Office determines that the agreement is no longer required, and this is communicated to both parties in writing. If you breach this order, an investigation under the Student Disciplinary regulations may take place.
OiA	The Office of the Independent Adjudicator for Higher Education. This is higher education independent body who review unresolved student complaints about universities.
Precautionary measures	We take a risk-based approach to investigating allegations. We take the safety and protection of our students, staff and the general public very seriously. If we consider that you are at risk or pose a risk to others, we may take precautionary measures based upon a risk assessment, which could for example restrict your access to campus or your University activities such as attending placements. If we decide to impose precautionary measures, we will explain why. Where precautionary measures have been taken, the course team should ensure that you receive any handouts or notices pertinent to the course.
Pro Vice Chancellor	A senior member of University staff who holds this job title, or their nominee.
Procedural irregularity	A substantial mistake in carrying out our procedure that is likely to have changed the outcome of the matter.

Term	Definition
Progression monitoring	This is a formal assessment of your progress. For Doctoral candidates only.
Referral	When you have not met the pass criteria for a module and have to undertake reassessment. The module will be capped at the minimum pass mark. For Professional Doctorate candidates only.
The Registrar and Secretary's Office	The University's central service which manages the regulations and procedures that support the student journey.
Report	Anyone, including members of the public, can make a report to the University expressing dissatisfaction with student's behaviour. This will normally be investigated using the Student Disciplinary Procedure.
Reporting party	A person who reports an incident, behaviour, or a concern to the University via the Student Disciplinary Procedure.
Research misconduct	Cheating which includes copying (reproducing or imitating), collusion (agreement to deceive, using the words or ideas of colleagues or other students and not acknowledging the source, allowing another student to see or use an assessment), preventing or attempting to prevent another student from being able to be assessed properly, contract cheating, plagiarism, self-plagiarism and other breaches of assessment or other examination regulations or procedures.
Reported party	A person who receives a report about their behaviour or an incident they were involved in via the Student Disciplinary Procedure.
School	The University is split into Schools, where related subject areas are managed and taught.
School Director of Graduate Education (or deputy)	The senior academic in charge of overseeing graduate education in your School.
Senate	The Senate is responsible for the consideration of the academic plan of the University, its associated academic activities and the resources needed to support them, and for advising the Vice-Chancellor and the University Council who are at the highest level of authority at the University.
Sexual misconduct	Relates to all unwanted conduct of a sexual nature. For an indicative list of what may constitute sexual

Term	Definition
	misconduct, please refer to the University's Code of Conduct.
Student Conciliator	A member of University staff who has been trained to help students to resolve their problem with the University. The conciliator is impartial and will work with you to try to provide a reasonable solution to the problem, if this is possible.
Supervision	This is regular interaction with academic staff who are supporting and guiding you through your research degree.
Supporter	A person who supports the student during a University procedure. For example, an adviser from the Students' Union Advice Centre. They might attend meetings with you or help to complete paperwork.
The University	The University of Huddersfield.
Unauthorised partnership	When you have worked too closely with another person when submitting work for an assessment that has led to you trying to achieve an unfair advantage.
Upheld	This is an outcome you will be given if we agree to overturn a decision we have made.
Us	Usually, the University of Huddersfield and its staff members.
Vice Chancellor	The senior member of University staff who holds this job title, or their nominee
Viva or viva voce examination	Is the final examination whereby you will give the verbal defence of your thesis.
We	The University of Huddersfield and its staff members.
Withdrawal	You are removed from your degree and will have to formally re-apply if you wish to return to further study with us.
Witness	A person who has seen an event take place and is willing to provide evidence during one of the University's procedures. They might do this on behalf of the University or you.
Working day	Any day between Monday and Friday when the University is open. It excludes public holidays and University closure days.

Section 1: Important Information Applicable to all Students

You should read the following information fully and in addition to the **Key facts about your enrolment.** It sets out what is expected of you and of us.

If you are unclear or require support with the information listed below, contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities by emailing advice-centre@hud.ac.uk

1.1 Enrolment and Re-registration

1.1.1 Before you begin your course, you are required to enrol with us:

- You will officially register or re-register as a student on your course using the University's online enrolment process. You must complete enrolment or re-registration within three weeks from your course start date otherwise you may be withdrawn from your course. Please see 1.2 and 1.3 for more information.
- If you feel that you cannot commence your course as planned, you should contact the Doctoral College Admissions Team. You may be able to defer your place to start the following academic intake.

If you are already a student and you feel that you cannot continue your course as planned, you should contact the Doctoral College PGR Support Team at graduateschool@hud.ac.uk to discuss your options as you may be able to interrupt your studies.

- As a research student, you are normally only able to register on one course at a time. Exceptions may be made for Continuing Professional Development (CPD) short courses. However, it is your responsibility to make the admissions team aware of any other current or intended study at the point of application, prior to enrolment. The University reserves the right to cancel an application or withdraw any offer if it is found that an applicant is registered on another course. The University also reserves the right to withdraw a student from a course following enrolment if it is subsequently found that the student is registered on more than one course. If you are based on campus you are not entitled to receive tuition or to use the University's facilities until you have completed the enrolment process and have been issued with a student campus ID card.
- If you are a distance learning student, you will be able to access material online on completion of enrolment, but you will need to apply for a student campus ID card if you want to visit campus.
- It is your responsibility to ensure that your correct name has been recorded on the student records system in full (guidance on how to change your name is provided in the Personal Details section below).
- No shortened versions of forenames or punctuations are acceptable.
- The student campus ID card is issued for the duration of your course and will be revalidated annually.

- A £10.00 fee is charged for the replacement of lost cards.
- You are required to carry your student campus ID card with you at all times and to make it available to staff on request.
- You can access information about enrolment on our Welcome to Huddersfield webpage
- Award certificates will not usually be re-issued in a different name to that recorded at the Course Assessment Board and/or on the student records system. Please refer to 1.8.4 for full information.

1.2 Late Enrolment, Late Re-registration and Withdrawal

1.2.1 All students (including students at franchise partners) must be enrolled or re-registered within three weeks of their course state date. The start dates for the different intakes will be published on the university website each year.

1.2.2 Any new students who have not enrolled by the end of this three week period will be classed as not starting study with the University and your student record will be changed to reflect this. You will also be reported to any funding body as not in attendance at the University.

1.2.3 If you are an international student in receipt of a CAS, this will be cancelled if you are not enrolled by this point and you must not travel to the UK.

1.2.4 If you are a returning student who does not re-register by the end of this three week period, you will be interrupted from study until the start of the next academic year, where following failed attempts to resume you will be withdrawn from your studies. During any interruption period You will also be reported to any funding body as not in attendance at the university. If you are an international student, you will have your student visa curtailed and you will need to return to your home country.

1.3 Late Enrolment and Re-registration Withdrawal Appeal Procedure

If you are unclear or require support with the information listed below, contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities by emailing advice-centre@hud.ac.uk.

1.3.1 There will be a period of one week at the end of the enrolment & re-registration period where you can appeal the decision to disallow enrolment after the deadline, if you have grounds to do so. You will be expected to provide suitable supporting evidence as to why you were unable to enrol during the standard period. Examples include, but are not limited to;

- Significant health issues
- Significant IT issues – evidenced by communications with IT Support or other internal university teams

- Issues with confirmation of tuition fee funding, for example from Student Loans Company. Note that if no funding has been confirmed by the enrolment deadline, where a proportion of the fee has not already been paid as a condition of enrolment, students must pay 25%[1] of the tuition fee due for the year before being permitted to enrol. This payment is made at the student's own risk, but is returnable if funding is subsequently confirmed by a funding body
- Procedural error by the university preventing correct enrolment for the academic year
- Late applicants [2] – you have been exceptionally offered a place less than a week before the start of teaching
- You are an international student who may already be in transit after immigration delays despite submitting the visa documentation in time

1.3.2. You must submit your appeal within five working days from the last date of enrolment for your course by completing the Late Enrolment Withdrawal Appeal Form and send it to studentrecords@hud.ac.uk. If you submit your appeal late it will not normally be considered and the original decision of non-enrolment or non-registration will stand.

1.3.3 Once an appeal has been lodged and accepted, no outcome will take effect until the review procedure has been completed.

1.3.4 A decision will be made within five working days as to whether the appeal can be upheld. If upheld, you will be permitted to re-register or enrol. If your appeal is not upheld, you will be provided with an explanation within your outcome letter and the original decision of non-enrolment or non-registration will stand. **There are no further stages of appeal.**

1.3.5 Permission to enrol after the deadline must also be supported by your academic school. Any appeals will be considered by the Student Records Manager or nominee for Home students and by the Head of International Operations or nominee for Overseas students and their decision will be final. Any extension granted to the period of enrolment will not extend past the end of the week permitted for appeals.

1.3.6 No enrolment or re-registration or appeal will be permitted after the end of the appeal period for your intake.

1.4 Administrative withdrawal and appeal process

1.4.1 Outside of being withdrawn due to the late registration/re-registration procedure, you may also be administratively withdrawn from your research degree if :

- You do not submit work by the agreed deadline.

[1] Home students only. International students are subject to different deposit conditions.
[2] This does not include the late issuance of a CAS which is at the student's own risk

- You continuously fail to engage with your research degree.
- The University is no longer able to provide adequate supervision.
- Without good reason, you do not attend either the progression monitoring or final examination viva.

1.4.2 Students who are withdrawn will lose access to their University accounts within 10 working days of the withdrawal letter/email. If the University notifies you that you are being withdrawn, you will be given 10 working days in which to save any documents or correspondence that you may need from your University accounts, before the University formally withdraws you.

1.4.3 If you are administratively withdrawn you can appeal if you can demonstrate:

- That a procedural irregularity occurred during the process that led to your withdrawal; and / or
- You have exceptional circumstances which – for good reason – you could not have told us about before the withdrawal decision was made.

1.4.4 If you are withdrawn for non-submission, non-engagement, inadequate supervision capacity or exam absence, you should complete the PGR withdrawal appeal form in full.

1.4.5 You must submit your appeal no later than 10 working days after the date you are contacted to confirm that you are being withdrawn. If your appeal is submitted later than this without a good reason, we will reject it. If you have a good reason for submitting your appeal late, you must provide independent information or documentation to support this.

1.4.6 We will consider your appeal and normally respond no later than 10 working days from the date of receiving your completed appeal form and associated documentation. We will send you the outcome by email and we will explain the reasons for our decision. This decision will be final and will bring to an end the University's internal procedure. There are no further stages of appeal and we will issue you with a completion of procedures letter at this stage:

- If your appeal is **successful**, we will notify you and your School of the outcome.
- If your appeal is **not successful**, then the original decision made by your School will remain.

1.4.7 **OIA Independent Review:** Our appeal decision is final and there are no further appeal stages within the University. If you wish to request an independent review of our final decision, you should contact the Office of the Independent Adjudicator (OiA) within 12 months of the date of the completion of procedures letter.

1.5 Student ID card

1.5.1 You are required to carry your student ID card at all times and to make it available to staff upon request. If you wear any items of clothing, headwear, or anything else that obscures your face you may be asked to remove it for the purposes of identifying you against your campus card. If this is the case, all due care will be taken to do this in a discreet and sensitive manner.

1.5.2 You should only have one valid student ID card at any time. You should never have another student's ID card in your possession.

1.5.3 A lost or damaged student ID card should be replaced immediately. There is an administrative charge for this.

1.5.4 If you are a distance learning student, you will need to apply for a student campus ID card if you want to visit campus. If you are based overseas and need to attend the campus, you may need to obtain a visa prior to entering the UK. Please email immigration@hud.ac.uk for further information.

1.6 Email correspondence

1.6.1 You will be contacted primarily through your student email address and it is your responsibility to ensure that you check this regularly, including your junk/spam folder.

1.7 Change of address

1.7.1 You should update your personal details electronically via the Student Portal and click on My Details. You must ensure that both your home address and your term time address are completed and up to date at all times; these should be your details and not those of an agent. You should not use the University's address to receive mail on your behalf.

1.8 Change of name

1.8.1 It is your responsibility to ensure that your full legal name has been recorded on the University's Applicant and Student Information System (ASIS). This will be the name which appears on your award certificate and transcript as these official documents can only be issued in your legal name.

1.8.2 If you do change your name legally, we will update all our records and documents. Proof of the name change will be required. You should advise either the Doctoral College PGR Support Team or the Student Records Team of any change in name and provide original 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. You should do this as soon as possible following the name change.

1.8.3 No shortened versions of forenames or initials are acceptable. If you prefer to

be known by another name, you should advise the Doctoral College PGR Support Team or the Student Records Team so that this can also be recorded on ASIS. Normally, communications from the university will be addressed to you in your preferred name.

1.8.4 Award certificates will not be re-issued in a different name to that recorded as your first name on the University Applicant and Student Information system (ASIS) at the time of ratification by either the Director of the Doctoral College or the Pro Vice-Chancellor (Research, Innovation & Knowledge Exchange). Exceptionally, a certificate can be issued in a different name to that recorded only where you provide evidence of either:

- A change of identity due to participation in a witness protection programme;
- Official documentation to verify gender reassignment.

1.9 Change of research programme/mode of study

1.9.1 If you wish to change your research programme, this can only be done at the point of re-registration and cannot be requested in-year. You must discuss any potential change with both the Doctoral College and the Student Finance Office so you can be advised of any study or financial implications. If you sponsored by your employer or another organisation, you must also discuss this with them first.

1.9.2 If you receive financial support through a doctoral loan, you are strongly advised not to change course without first checking that the loan provider (e.g. Student Finance England) is willing to continue to fund you.

1.9.3 If you are studying on a student visa, you must inform and obtain approval from the International Office if you wish to transfer course (or change research topics). There will be visa and possibly ATAS implications for any course transfer. If you are sponsored by your government, you must also ask for their written permission before you change course.

1.10 Students studying in partner institutions

1.10.1 If you study at a partner institution, the University remains responsible for the academic quality and standards associated with the University's courses and qualifications. You are required to adhere to the University's regulations in relation to its courses. You will be expected to follow any regulations which are local to the provider where you study; however, where an issue involves academic appeals and complaints relating to the academic standards and / or quality of the learning opportunity the University's regulations will apply.

1.11 Allegations under the regulations for postgraduate research students and conferment of credit or award

1.11.1 If an allegation is made against you, under any of our regulations, the burden of proof lies with us, that is, the University must prove that you have done what you are accused of doing. You should not have to disprove the allegation. However, it may be to your advantage to help us by providing any evidence you feel supports your case.

1.11.2 Some circumstances, may require you to prove that you have or have not done something, or that something has happened. For example, if two students are accused of plagiarism, and one student provided evidence that the original work was theirs and the other student copied it, the other student will need to rebut that evidence.

1.11.3 If an allegation is made against you under any of our regulations, you also need to prove any mitigating factors that you rely on when we consider the penalty.

1.11.4 We work to the civil standard of proof, which can more commonly be referred to as the 51% test. This means that we will consider whether, on the balance of probability, we believe the case against you to be true. As such, we will need to be satisfied that, based on the evidence provided, an event is more likely to have occurred than not.

1.11.5 If a new allegation is raised during an existing investigation, this will be addressed as a separate matter through the appropriate procedure. If a different procedure is used, we will explain why.

1.11.6 If you have submitted all the work for your course but are being investigated under the Research Misconduct procedure, the conferment of any award will be withheld until the investigation has been concluded.

1.11.7 If you have completed all assessments for your course but are being investigated under the Student Disciplinary procedure, the conferment of your award would not normally be withheld and the investigation would close. However, if you applied to return to the University at a later stage for further study, the investigation would need to be completed prior to your admission.

1.11.8 If you have been withdrawn or permanently excluded from the University and you are studying on a student visa, we will report this to the Home Office once the relevant procedural appeal period has passed.

1.12 Withdrawal under multiple procedures

1.12.1 If you have been withdrawn under multiple procedures, and one of those is a withdrawal under the finance regulations for fee debt, you must first appeal the finance withdrawal, see Section 3.4. Only if that appeal is upheld, we would then consider appeals under other procedures.

1.13 Procedural Investigation Meetings and Student Union representation

1.13.1 Most procedural investigatory meetings and panels are held via Microsoft Teams, however there may be circumstances where an in-person meeting is more

appropriate. These circumstances can include (but are not limited to) the need to manage reasonable adjustments set out in a PLSP, the need to facilitate a meeting under our Support to Study procedures, or the managing of additional needs set out by either a panel or reported party. The university does not permit the recording of these meetings, instead, a note taker will be present to create an accurate record. You will be given a copy of these notes to check for accuracy, either before or along with your outcome.

1.13.2 Student Union Officers or their nominee sit on some of our student panels and will have been given training and support from the Students' Union and The Registrar and Secretary's Office.

1.14 Revocation of Award or Credit

1.14.1 Awards made by the University are conferred in good faith, however, there may be reasons where an award or credit is required to be revoked. They are normally under the following conditions:

- There is satisfactory evidence to prove an administrative error contributed to the decision to award.
- It is found that the student provided false information through the admissions process which, if known, would have resulted in them not being admitted onto the course.
- A Research Misconduct hearing issues a decision upholding evidence of academic misconduct following an allegation(s).

1.14.2 Recommendations for revocation will be referred to the Vice Chancellor or a nominee from the Senate membership for approval. If your award or credit has been revoked under this regulation, the reasons for the decision will be clearly outlined to you. As part of the process, you have the right to appeal the decision under the following grounds;

- There was an irregularity in how the decision to revoke your award or credit has been reached;
- There was bias or a reasonable perception of bias in how the decision to revoke your award or credit has been reached;
- You have submitted evidence that would have materially affected the decision

1.14.3 You must submit your reasons for appealing to studentconduct@hud.ac.uk within 10 working days of receiving notification of the revocation.

1.14.4 As part of the appeal process, the University will decide, based on the condition for revocation, if a hearing panel should be convened in order for you to further present your case. This will not usually be required if the revocation was due to administrative errors. If a panel is required, it will consist of;

- A member of Senate (Chair)
- A senior member of The Registrar and Secretary's Office
- A Students' Union Officer

1.14.5 If a panel is not required, your appeal will be considered by a member of The Registrar and Secretary's Office who has not been involved in the process and their decision will be approved by a nominee appointed by the Senate.

1.14.6 You will receive an outcome within 20 working days of submitting your appeal/attending your panel hearing. The decision approved by the Senate is final and you will be issued with a Completion of Procedures letter.

1.14.7 **OIA Independent Review:** You can request an independent review of our final decision. You will need to send your completion of procedures letter to the Office of the Independent Adjudicator (OIA) within 12 months of the date of the completion of procedures letter.

1.15 Fit to Sit and Fit to Submit Policy

1.15.1 It is your responsibility to attend vivas and submit the correct work for the assessment in the specified format, by the agreed submission date. The University operates a **Fit to Sit** and **Fit to Submit** policy, which means that if you undertake any assessment activity you are declaring yourself well enough to do so.

1.15.2 It is your responsibility to follow the University's procedures for extensions where it is believed that your performance or ability to meet a deadline will be affected. The following regulations apply to all research students;

- By attending a viva, you are confirming that you are **fit to sit** that viva
- By submitting any element of an assessment, you are declaring yourself **fit to submit** the assessment.

1.15.3 The **Fit to Sit** and **Fit to Submit** policy may affect your ability to make a claim for an extension. This can apply if you have submitted a claim which has been approved prior to submitting the work or attending the viva, or if you try to submit a claim after the work has been submitted or viva has been attended,

1.16 Emergency regulations

1.16.1 There may be times, because of exceptional circumstances beyond our reasonable control, when the University needs to apply its emergency regulations. The introduction, duration and termination of the Emergency Regulations will be recommended by Graduate Board then approved by University Research Committee and Senate.

1.17 Smoking on campus

- You must not smoke within any University building or vehicle at any time.
- You must not smoke at any location where second-hand smoke can enter a building, such as entrances and exits, windows, and air intake vents.
- If you wish to smoke, you must do so away from building entrances, exits, windows etc.

- The above prohibitions also apply to vapour cigarettes, electronic cigarettes and similar devices.

1.18 Parking

1.18.1 You cannot park on campus unless you have been confirmed as requiring a space through our Estates and Facilities Team or Disability and Wellbeing Services. If you are disabled and you need a parking space then you will need to apply for a parking permit using the application form available from Student Services, Level 4, Student Centre, Schwann Building. You can also refer to the University's Car parking regulations for further guidance.

1.18.2 If you are identified as parking inappropriately, in areas restricted for staff use or parking your car in a restricted area on campus grounds, without specified and approved permission, you will be subject to our Student disciplinary procedure

1.19 Additional relevant policies and frameworks

1.19.1 Any relevant policies to you as a PGR are kept within the University's policy framework and **can be found here.**

1.19.2 As a PGR, you should be aware of the following frameworks;

- **PGR Teaching Framework** – this framework provides guidance for PGRs who wish to teach.
- **Authorship and Postgraduate Researchers** – this guidance supports authors to be identified and acknowledged fairly and accurately.

1.20 Procedural supporting information guide

1.20.1 When considering what supporting information may be appropriate to support you through certain procedures, please use the link here to access the University's Supporting Information Guide which details guidance for the following;

- Interruptions and Appeals
- Progression / End Extensions Appeals
- Assessment Appeals
- Fit to Sit and Fit to Submit Policy
- Research Misconduct Mitigation and Appeals
- Withdrawal Appeals
- Student Disciplinary Appeals
- Support to Study Appeals
- Student Complaints
- General Information applicable to all areas above:
    - Late Appeals
    - PLSPs
    - Sensitive Information
    - General Information on Medical Evidence

Section 2: International Student and Student Visa Information

If you are unclear or require support with the information listed below, contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities by emailing advice-centre@hud.ac.uk

2.1 Right to study

2.1.1 All students, including home applicants must be able to demonstrate that you have the right to study in the UK. If you are studying on a student visa or have limited leave to remain in the UK, then these sections are relevant to you. Please read them carefully as they are very important.

2.1.2 With effect from 5 October 2020, the Tier 4 (General) immigration category was changed to the student route and all international applicants who apply for a visa to study in the UK will be granted leave as a "student" as opposed to Tier 4 (General). We refer to this category of immigration permission as "student" leave but the provisions in these regulations also cover those with Tier 4 (general) leave.

2.2 Passport and visa

2.2.1 You must be able to demonstrate to us that you have the right to study in the UK. To do this, you need a valid passport and an appropriate visa which allows you to study. It is your responsibility to ensure that you have a valid passport as well as the correct visa.

2.2.2 When requested upon enrolment or arrival, you must provide us with a copy of your visa and passport. You should also ensure you provide updated versions of your visa / passport as appropriate throughout your course when requested by the International Office. This is applicable to home or international students who require a visa.

2.2.3 It is your responsibility to comply with the terms of your visa and with the regulations of the University at all times. It is a condition of your enrolment or re-registration on your course that you accept these obligations. If you do not comply with immigration controls or provide evidence of your right to study, we may suspend your studies and ultimately, we may be required to withdraw you completely. This could result in your student visa being curtailed or cut short.

2.2.4 Under the government's immigration rules, we are obliged to report students who do not meet their visa conditions or who are suspected of being in breach of their visa status. We 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. The Home Office may also impose additional sanctions.

2.2.5 We may decline to issue a confirmation of acceptance for studies (CAS) or withdraw our sponsorship of your student visa if you do not comply with the

requirements in this section. We may also do this if, in our opinion, your circumstances may compromise or pose a risk to our licence as a student sponsor. If we withdraw our visa sponsorship, we will also withdraw your registration as a student of the University immediately. This also includes a CAS for extending your visa in the UK and may affect any subsequent graduate route visa.

2.2.6 You must leave the UK when your visa expires unless you have obtained further valid leave to remain.

2.3 Obligations on student visa holders

2.3.1 The main obligations imposed by the Home Office on those studying in the UK on a student visa 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. We may, therefore, amend our policy and practice at short notice to reflect revised Home Office rules and guidance.

2.3.2 If you wish to change course (or research topic), we must inform the Home Office. Therefore, you must discuss this request with the International Office before doing anything else.

If your course requires Academic Technology Approval Scheme (ATAS) and your main supervisor changes during the course of your studies, you will be required to apply for new ATAS clearance.

2.3.3 If you need Academic Technology Approval Scheme (ATAS) clearance, you must obtain this before you apply for a visa or before you transfer into a course for which you require clearance. Guidance on the Academic technology approval scheme

2.3.4 You must tell us if:

- You change address (note that your new address must remain within a reasonable commuting distance of the Huddersfield campus). You can do this using “My Details” online, by going to the Doctoral College PGR Support Team or by advising staff in the International Office.
- You change personal contact details, including email address or telephone number.
- You obtain a new passport.
- Any of your personal circumstances change (e.g., marriage, divorce, illness, or planned absence).

2.3.5 If you are on a student visa, in addition to the attendance monitoring regulations and visa compliance procedure, the University is obliged to advise the UKVI of any absence exceeding ten contact points. Our visa compliance procedure is based on more regular attendance requirement and as such you may be

withdrawn for less than ten missed expected contact points. Withdrawal from the University would lead to the cancellation of your student visa.

2.4 Registration and attendance

- You must complete enrolment and re-registration at the scheduled times so that you are always a “current student” of the University.
- You 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 we usually require you undertake on campus. The other check point is a face-to-face event; you must attend this and bring your passport and visa with you.
- The International Office will inform you when these events are due to take place. We will use your University email address to do this, so please check it regularly.
- If you fail to attend the check point event by the deadline stated in the email, we will undertake an investigation into your attendance and your account may be blocked. Failure to engage with the check point could lead to your withdrawal from your course.
- Attendance on campus at the University is monitored and you must register your attendance at all scheduled sessions, seminars, tutorials, or appointments with an academic supervisor. These events must take place on campus, over Teams or at a temporary location authorised in advance by the International Office. If the scheduled activity takes place on campus, you will usually be expected to swipe your campus card.
- Attendance online is also monitored but you do not need to take any action to register your engagement.
- If you do not comply with course attendance requirements, or use your card to swipe fraudulently, we will immediately refer you to the student disciplinary procedure which could result in your withdrawal, a consequence which will include the cancellation of your student visa.
- In addition to identity card swipes, attendance is monitored by spot checks conducted by your School. We will take immediate action, if there is any discrepancy between the swipe system and the spot check. You will be required to report to the International Office, within five working days. If you fail to report, we will issue a written warning and apply immediate sanctions. If you do not comply within a further five days, we will withdraw you from your course and withdraw sponsorship of your visa, both with immediate effect.
- Any authorised absences must be approved in advance by visiting your School in person, unless we make an exception in response to extraordinary circumstances when you will be permitted to meet with us online. The School will then formally record the reason on your attendance record.

2.5 Work

- If you have a part-time job, you must not work more than the permitted maximum

number of hours under the immigration rules. You must never schedule paid work that conflicts with required attendance at the University. You must check with your School as to what hours you may work as further restrictions may be imposed by a PSRB.

- You must ensure that you comply with any working conditions or restrictions placed on you by your visa. It is your responsibility to check the conditions of your visa very carefully as a breach has serious consequences and we may be required to report a breach to the UKVI.
  - You are not entitled to claim benefits from public funds.
  - If your course offers a "sandwich" placement, please note that these are subject to Home Office conditions and we are required to monitor these arrangements carefully.

2.5.1 It is extremely important, for the benefit of all our international students, that we are able to comply with our duties as a sponsor and maintain our student visa sponsor status. As such, we 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 our part which we believe are necessary or desirable to comply with our statutory duties.

2.6 University requirements

2.6.1 In addition to the obligations imposed by the Home Office and listed above, we also require that you adhere to the conditions set out below:

- You are expected to remain in the UK at the address you have notified to the University until the official end of the academic year.
- You must live within a reasonable commuting distance of the University so that you are able to attend all scheduled sessions, seminars, tutorials or activities with an academic supervisor and fully engage with your course on campus.
- Reasonable commuting distance will be assessed on a case-by-case basis and requirements may vary dependent on the academic requirements of the programme and the circumstances of the student.
- We may delay your enrolment at the University or curtail your visa if you are unable to demonstrate that you live within reasonable commuting distance.
- Travel distance and financial difficulties arising from excessive commuting distances will not be taken into account as mitigating circumstances, if you breach your visa conditions or the PGR engagement and attendance regulation
- You are expected to fulfil the requirements of the PGR engagement and attendance regulation
- In response to external factors, beyond our control, we may at our discretion permit variations to the above requirements in order to facilitate remote study.

2.7 Students on a standard visitor visa

2.7.1 Students who 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 are required to have a standard visitor visa to be able to study at the University.

2.7.2 If you are studying or undertaking research in an area that requires ATAS, you will be required to obtain ATAS clearance before commencing any study or research at the University of Huddersfield. We will not issue a visa support letter until we have confirmation that ATAS clearance has been obtained.

2.7.3 If you who fall into these categories, you will not be permitted to undertake any work, even if it is unpaid. This includes unpaid internships, clinical or observation placements. You will not be permitted to "switch" visa categories while in the UK.

2.7.4 You are required to comply fully with University PGR engagement and attendance regulations

2.8 Other visa categories

2.8.1 If you are studying under any other different visa category (dependant, skilled worker, etc.), you are required to comply fully with the PGR engagement and attendance regulations

2.9 The Graduate Route

2.9.1 The graduate immigration route allows international students to remain in the UK to either work or look for work for two years (three years for doctoral students) after they have completed their course. It is important to note that applications for the Graduate Route are dependent on successful completion within the timeframe and acceptance onto a degree does not guarantee you will be able to apply for the Graduate Route Visa.

2.9.2 Those with leave to remain under the graduate route will not be sponsored by the University.

2.93 Study that would otherwise require the issue of a CAS is not permitted for those with leave to remain under the graduate route.

2.10 Visa renewals

2.10.1 You are expected to take responsibility for ensuring that your visa is renewed in time and that you do not remain in the UK without valid permission to study.

2.10.2 The International Office provides a free student visa renewal service and will assist you with your student visa extension.

2.10.3 We cannot assist you in the visa renewal process and will not issue a CAS for visa renewals, unless the following conditions are met:

- You are not a debtor.
- Your attendance record and engagement with your studies meets Home Office and the University's requirements.
- You comply with all the requirements of this handbook, as well as meeting any specific course requirements as stipulated in the relevant course handbook.
- We are 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.
- The school have authorised the continuation of your studies in the UK and not specified that you need to complete from your home country.

2.10.4 Whilst we can provide some support to assist students through the visa renewal process, we may not always be able to assist you and we cannot take responsibility for the outcome of renewal applications.

2.11 Interruption of study Information for International Students

2.11.1 We will normally withdraw sponsorship of your visa if your studies are formally interrupted for any period of time, including, without limitation, interruptions arising from:

- Medical or personal circumstances (see below – Applying for an interruption of study)
- Programme transfers
- Periods of study or work or work experience / placement outside the University.
- A requirement to complete assessments as an external candidate.
- Proceedings brought under the University's disciplinary procedure.
- Failure to pay outstanding debt.
- Breach or suspected breach of immigration conditions.
- Failure to demonstrate right to study.

2.11.2 If you interrupt your studies, you may be able to resume them at a later date.

2.11.3 An interruption to your studies will normally result in your visa being cancelled or cut short. You will therefore be required to return home until you are in a position to resume your studies. You will be required to apply for a new visa for your resumption of studies.

2.12 Applying for an interruption of study

2.12.1 The UKVI requires students on a student visa to be actively engaged in study. If you cannot engage and progress, the UKVI expects you to take a break from study and leave the UK.

2.12.2 If you do need to interrupt your studies, the University of Huddersfield will report your interruption to the UKVI and you will be required to leave the UK.

2.12.3 When you are ready to return to study, you should request a new CAS and apply for a visa to complete the remainder of your programme.

2.12.4 Common scenarios where you might interrupt your studies include:

- Ill health: if you are not fit to study and require a period of time to recuperate, you should interrupt your studies.
- Personal problems: if you are not able to actively engage in study due to personal problems, you should interrupt your studies and re-engage when you are able to do so.
- Family problems/bereavement: these problems may require you to leave the UK or may affect your ability to study in the UK. You are permitted up to two weeks' absence but if you need longer, you should interrupt your studies and re-engage when ready.
- Financial reasons.

2.12.5 It is important that you understand the Regulations on extensions and interruptions of study, as these are the mechanisms we use to support students who are dealing with extenuating circumstances.

2.13 Authorised absence reporting and your visa

2.13.1 In all cases, PGR students on student visas should seek advice from the International Office Immigration Team.

2.13.2 If you have a student visa, all absences (except for annual leave) must be approved by the International Office. Once the Immigration Team has approved your authorised absence, they will send you a confirmation letter by email. This does not replace the need for you to complete any extension or interruption forms and you must submit these to your School where appropriate.

2.13.3 Visa regulations do not allow students to officially extend a course end date as the result of an authorised absence. Absences will only be authorised if you are still able to complete your course of research within your standard enrolment period (three years for Doctoral and one year for a Master's study).

2.13.4 If you feel that your circumstances mean that you will not be able to finish your course on time, you should consider requesting an interruption of studies

instead of an authorised absence. If you do interrupt your studies, you must leave the UK until you are ready to return to study.

2.13.5 The absolute maximum period of consecutive leave you can take is 60 days. As a PGR student, you can, however, use annual leave plus request up to 60 days for data collection.

2.14 Authorised absence categories

2.14.1 The table below outlines the categories of leave which may be permitted as authorised absence. It is very unlikely that leave will be authorised if it does not meet the criteria below:

Category	Allowable period	Evidence requirements
Annual leave	35 days (except where leave is likely to impact on progress of a research project or where there are funding implications)	n/a NB this is approved by your School on a leave card, not by the International Office
Study visit / data collection outside the UK	Up to 60 days	Supervisor confirmation
Pregnancy and birth (refer to the Policy on Support for Pregnant Students and New Parents)	Up to 6 weeks	Medical documentation
Paternity leave	Up to 2 weeks	Medical documentation
Sickness or ill-health	Up to 2 weeks. Longer periods may require students to interrupt their studies	Sick note or other evidence from the student's doctor / specialist
Sick relative or dependant[3]	Up to 2 weeks	Reliable 3rd party evidence / medical certificate
Close family bereavement[4]	Up to 2 weeks	Reliable 3rd party evidence / death certificate
Involvement in competitive sports representing the University	Up to 1 week	Reliable 3rd party evidence
Victim of serious crime	Up to 2 weeks	Crime number / police report
Conference outside the UK	Up to 1 week	Supervisor confirmation

2.15 Annual leave

2.15.1 As a postgraduate research student, you can request up to 35 days a year annual leave. Your School will issue you with an annual leave card and will approve

[3] A dependant is classed as a spouse, cohabitee, child, parent or someone who reasonably relies on the student for assistance if they fall ill, or are injured, or relies upon the student for help, or in making arrangements in the provision of care

[4] Close relative, partner/spouse, or partner's/spouse's immediate relative

and record your leave. You can use your leave card as proof of authorisation for absence from the University. You are not permitted to carry forward any annual leave into the next academic year.

2.15.2 You do not need International Office approval for annual leave.

2.16 Data collection and fieldwork

2.16.1 UKVI requirements do permit PGR students to undertake periods of data collection or fieldwork in a different study location and this includes work overseas. However, the University is required to continue to monitor your engagement with your course when you are away for data collection and we are expected to know the whereabouts of all students whose visas we sponsor.

2.16.2 If you are away from the University, you must maintain regular contact – for example, weekly email contact with your supervisor with a monthly virtual supervision meeting. You need to agree these contact arrangements in advance of the data collection and outline them in the comments box on the authorised absence form. You also need to agree what you hope to achieve and progress should be assessed during and after the period of data collection.

2.16.3 If you exceptionally wish to request a period of more than 60 days for data collection, please contact the immigration team to discuss this. You will need to be very clear about why you need to take a prolonged period of data collection and your request must be signed off by your supervisor.

2.16.4 The immigration team is required to report periods of data collection of more than 60 days to the UKVI as a change of study location.

2.17 Additional time and writing-up

2.17.1 Three to six months before the end of the active research period for your course of research, you will be required to notify your School of whether:

- You intend to submit your thesis on time.
- You would like to request additional time to complete your research.
- You wish to request a writing-up period.

2.17.2 If you wish to apply for either of the latter options, you must discuss the implications of this for your visa with the International Office at the earliest opportunity. Please note that an extension of your visa is not guaranteed and the International Office reserve the right to refuse to issue a further Confirmation of Acceptance for Studies (CAS) if there are alternative study options.

2.18 Restrictions for international students under Precautionary Measures

Section 13.7 explains how precautionary measures operate in relation to students who hold a Student visa. It outlines the University's approach to maintaining

compliance with UKVI requirements while ensuring that investigations are managed proportionately and with due regard to a student's immigration status.

Section 3: Student Finance Regulation

If you are unclear or require support with the information listed below, contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities by emailing advice-centre@hud.ac.uk.

3.1 Introduction

3.1.1 This section applies to all students whether you are a full-time, part- time, or distance learning postgraduate student.

3.1.2 In this section, the term 'home students' means UK students only, including 'island' students, such as the Isle of Man. The term 'overseas students' refers to students from any other country, including the EU.

3.1.3 You should read the whole of this section carefully as it contains important information.

3.2 Payment of tuition fees

3.2.1 You should pay your tuition fees when you enrol. You can either pay the fees yourself or provide us with evidence that your fees (in part or in full) will be paid by a sponsor. This sponsor must be one which we recognise as acceptable, for example, your employer or your government embassy.

3.2.2 If we do not consider your proposed sponsor acceptable, you will be required to pay your fees in the first instance. When we receive payment from your sponsor, we will reimburse you directly for the fees you have paid.

~~3.2.3 If your bank refuses payment when we request your fees, we reserve the right to withdraw you from your course with immediate effect.~~

3.2.3 If you are sponsored and your sponsor subsequently fails to make payment as per university regulations we will cancel the invoice to the sponsor and invoice you directly. You are liable for the fee if your sponsor doesn't pay.

3.2.4 For home self paying students, instalments can only be paid via Recurring Card Payment (RCP) as set out below:

- For courses starting in September: 25% or 50% prior to enrolment and subsequent payments of 25% in November, December, and January, or 50% in January.
- For courses funded by Master's Loan/Doctoral Loan: payment of a third each term in line with SFE loan disbursement.

For all other start dates, instalments follow the same five-month pattern as above.For DL students, instalments can only be paid as set out below:

50% prior to enrolment and 50% by 31st January

For courses funded by Master's Loan/Doctoral Loan: payment of a third each term in line with SFE loan disbursement.

For DL short courses payment must be received in full prior to commencement of the course.

- For all other start dates, instalments follow the same five-month pattern as above.
-

3.2.5 For Overseas self paying Students, instalments can only be paid as set out below:

- For courses starting in September: minimum of 50% prior to enrolment and 50% by 31 January. Payment of the second 50% of the fee can be made in one lump sum or in multiple ad-hoc instalments, ensuring that the fee is cleared in full by the January deadline date.
- For courses starting in January: minimum of 50% prior to enrolment and 50% by 31 May.
- Payment of the second 50% of the fee can be made in one lump sum or in multiple ad-hoc instalments, ensuring that the fee is cleared in full by the May deadline date.
- For all other start dates, instalments follow the same 5 month pattern as above.
- Overseas students who progress to a further year of study are required to make tuition fee payments as per standard instalment terms above; that is payment of 50% of the fee at re-registration, with further payments within 5 months.
- If an overseas student has a UK bank account, the student can choose to set up Recurring Card Payments.

3.2.6 If you do not pay at least 25% (or 50% for overseas students) of your full tuition fee or provide proof of acceptable sponsorship, you will not be permitted to enrol. If you are exceptionally allowed to enrol without immediate payment and subsequently do not pay the minimum agreed payment the university has the right to withdraw you from your course of study for failing to meet enrolment requirements. If you do not comply with our payment terms as set out above, or do not attend a checkpoint, send a visa or passport as requested by the immigration team, or with requests for payment reminders, you will not be permitted to access your account with Computing and Library Services. This means you will not have access to your University email account or other online facilities including the virtual learning environment.

3.2.7 If your access to your account with Computing and Library Services (CLS) is blocked you should contact the Student Finance office immediately. Whilst your account access remains blocked you should:

- Continue to attend any timetabled sessions you may have and swipe your student campus ID card to record your attendance. If you do not have access to your timetable, you should contact the Doctoral College PGR Support Team who will provide you with a copy of your timetable.
- Continue to work towards assessment/thesis submission deadlines, however, if you are unable to submit your work or you feel this has adversely impacted your ability to submit or prepare, you may consider submitting an extension request. However, please note that you are required to provide supporting evidence as to why your circumstances led to non-fee payment for a claim to be accepted. If you miss a submission due to non-payment of fees, you will be recorded as a non-submission;
- Attend any scheduled viva/exams. If you miss a viva orexam due to non-payment of fees, you will be recorded as non-attending.

3.3 Settlement of outstanding tuition fees and consequences of non-payment

3.3.1 You are expected to pay your outstanding tuition fees promptly. If you are experiencing financial difficulties, you should discuss your circumstances with the Student Finance Office as soon as possible, as it may be possible to agree an instalment payment schedule.

3.3.2 When the Student Finance Office (SFO) is notified of suspicious activity on a student account, the student will be required to attend a formal meeting to provide evidence of legitimate payments. During this time, the SFO will restrict access to online payment platforms, and all future payments must be made in person using a debit or credit card in the student's own name. If there is evidence of repeated suspicious activity, the SFO reserves the right to withdraw the student from the university with immediate effect.

3.3.3 If your tuition fees remain outstanding six months after the end of the month in which you enrolled, we may withdraw you from your course. For example, for students enrolling in September, the deadline is 31 March.

3.3.4 If we withdraw you, you have the right to appeal the decision.

3.4 Withdrawal due to non-payment appeal procedure

3.4.1 If you decide to appeal the withdrawal decision, you must submit your appeal in writing to sfo@hud.ac.uk for ~~the Pro Vice-Chancellor (Teaching and Learning) for taught students, or~~ the Pro Vice-Chancellor (Research, Innovation & Knowledge Exchange) for postgraduate research students to review, within 14 days of the date of the withdrawal letter.

3.4.2 You must submit independent evidence to support your appeal. If there is a delay in obtaining the evidence, you should still submit the appeal no later than 14 days from the date of the withdrawal letter and tell us what your evidence consists of and when you expect to provide it to us.

3.4.3 If you submit your appeal later than 14 days after the date your withdrawal letter was sent to you, you will need to provide independent evidence to explain why you could not have submitted your appeal to us any sooner. This is in addition to the evidence required to support your appeal. If you do not send us appropriate independent evidence to allow your late appeal to be considered, your appeal will be rejected on the basis that it was submitted late. No further details of your appeal will be considered.

3.4.4 You can only appeal on the following grounds:

- There has been a procedural irregularity in the way we have processed your account; or
- You can demonstrate, with supporting evidence, that you had personal extenuating circumstances which meant you were unable to respond to requests for payment.

3.4.5 The decision of the Pro Vice-Chancellor will be final and you will be issued with a completion of procedures Letter within 20 working days from the date you submitted the appeal.

3.4.6 If your appeal is **successful**:

- You may be permitted to re-join your course.
- You may be required to repeat a period of study, and if so, you may be subject to repeat charges. The University reserves the right to ask for payment of fees to be made upfront if you have previously been withdrawn as a debtor.

3.4.7 If your appeal is **not successful**: You may wish to discuss the outcome with the Students' Union Advice Centre who can independently guide you through the decision.

3.4.8 You may request an independent review of the decision.

3.4.9 **OIA: Independent review of the withdrawal appeal decision**
Our appeal decision is final and there are no further appeal stages within the University. If you wish to request an independent review of our final decision, you should contact the Office of the Independent Adjudicator (OiA) within 12 months of the date of the completion of procedures letter.

3.5 Outstanding tuition fees

3.5.1 If your tuition fees remain outstanding, we may also:

- Refuse to re-enrol you in a subsequent academic year;
- Withhold your certificate;
- Not allow you to attend your graduation ceremony; and / or
- Refer your debt to an external debt collection agency, which may result in additional interest and collection charges being applied to your account.

3.5.2 If you are an overseas student with a student visa and your tuition fees remain outstanding six months after the end of the month in which you enrolled, we will report this to the Home Office. It is a breach of your visa conditions and the University will report your withdrawal to the UKVI who will take steps to curtail your visa.

3.5.3 The above sanctions will apply if you are personally liable for your tuition fee or if your sponsor has initially agreed to pay and then reneges on the agreement. This includes cases where the sponsor informs us that they are not responsible for settling your account.

3.5.4 We will not apply these sanctions where an organisation such as the Student Loan Company, government embassy or other recognised sponsor is clearly responsible for settling your account.

3.6 Award of credit for students withdrawn through non-payment of fees

3.6.1 If you are withdrawn because of an outstanding debt, we will not consider you for the award of any credit you may normally have been entitled to. This applies to the credit that you would have achieved in the current academic session affected by the debt. We will normally award any credit you have achieved prior to the year in which you were withdrawn, if applicable.

3.7 Re-sit tuition fee charges

3.7.1 If you are an overseas student with a student visa, you may need to resit the module(s) from outside the UK. If you are a full-time student who needs to re-sit the full academic year with attendance, we will charge the full-time tuition fee.

3.8 Tuition fee refunds

3.8.1 If you are required to pay tuition fees and you withdraw or interrupt your studies, for the remainder of your academic year, we will charge a proportion of the tuition fee for your course. The amount charged will depend on when you originally enrolled and when you withdraw or interrupt your studies.

For Postgraduate taught students, Postgraduate research/Doctoral students leaving in:

- First month – no charge
- Term 1 – 33.33% of fees*
- Term 2 – 66.66% of fees

- Term 3 – 100% of fees

* If you are an overseas student who has paid a non-refundable deposit and you leave within an academic year, any non-refundable deposit will be lost.

3.9 Ancillary charges

3.9.1 We may charge you for ancillary costs and services that are provided, in addition to your tuition fees. These services may include:

- Field trips.
- Library fines.
- Equipment lease and hire.
- Consumables (including but not limited to printing and photocopying charges).
- Bench Fees (for research students only). Any bench fees must be paid in full ahead of starting any study for the year concerned. Exceptions to this can only be made by the Doctoral College.

3.9.2 If you do not pay these ancillary charges, we will consider this a debt to the University. As a result, we will:

- Refuse you access to the library (in the case of unpaid library fines).
- Not invite you to your graduation ceremony.
- Refer your account to an external debt collection agency until the debt has been paid in full.

3.10 PGR interruption of studies

3.10.1 If you are a PGR student and you interrupt your studies, please note that short term ‘in year’ interruptions will not attract a reduction in your fee liability for the relevant academic year. Any extension to end date directly linked to a short term interruption will not incur any further charge as long as the extension period directly correlates to the interruption. (Any additional research time will be charged as below).

3.11 Additional research time for PGRs

3.11.1 If you reach the end of your course and request additional time, you will be charged a pro-rata tuition fee based on the length of extension required as follows:

- Up to 4 months – 33.33% of fee.
- Up to 8 Months – 66.66% of fee.
- Up to 12 months – 100% of fee.

3.12 PGR writing-up period

3.12.1 If you reach the end of your course and request a writing-up period Doctoral students will be charged £450, Master's students will be charged £100. No refund will be considered if you submit your thesis earlier than the maximum period permitted.

3.13 PGR final examination phase

3.13.1 You must remain registered with us once you have submitted your final thesis so that we can examine you and award your degree. We do not charge any fees during this phase of your registration.

Section 4: PGR Engagement and Attendance Regulation

You should seek impartial advice and support from the Students' Union Advice Centre, the student support systems or the University Wellbeing Services if you are struggling to engage with your research study and / or attend supervision meetings.

4.1 Introduction

4.1.1 As a PGR student, you are expected to demonstrate regular engagement with your programme by:

- Attending induction sessions when you first join your course.
- Enrolling and re-registering for your programme annually.
- Attending regular meetings with your supervisors, either online and / or on campus.
- Keeping records of discussions and actions coming out of your supervisor meetings, using the University's online supervision log (currently the PGR Data Management System).
- Submitting work for assessment and attending examinations according to your programme timeline.
- Attending appropriate training (including English language assessment) and participating in conferences.
- Swiping your student ID card if you are studying on a student visa.

4.1.2 You must re-register on your course each academic year, including during the writing-up period and the final examination phase:

- To gain access to supervision, training and academic facilities.
- To be allowed to undergo written and viva assessments.
- For insurance purposes and to meet health and safety requirements.
- So that we can award you your degree.
- To comply with immigration law, if you are studying on a student visa.

4.1.3 You must also re-register when you resume your studies after a period of interruption, if you missed re-registration due to the break in study.

4.1.4 PGRs are required to complete re-registration within three weeks, otherwise you will be administratively withdrawn from your studies.

4.2 Annual leave and other absence reporting

4.2.1 You need to request any annual leave that you are entitled to by submitting an email request to the Doctoral College PGR Support Team for approval, copying in your supervisor.

- Full-time PGRs are normally entitled to 35 days' annual leave.
- Part-time PGRs (excluding staff) are normally entitled to 17.5 days' leave.

- Normally, any unused annual leave cannot be carried forward to the following year.

4.2.2 Bank holidays, days when the University is closed, and weekends do not need to be taken as annual leave. It is your decision whether you work at these times.

4.2.3 You must also let us know if you are going to be absent for any other reason, such as illness, shielding, isolation or quarantine. This replicates expectations in the workplace and we expect you to behave in a professional manner when you are managing your absence. Your school may ask for independent evidence to support why you need to be or have been absent.

4.3 Recording your engagement and attendance

4.3.1 You are expected to record your attendance and engagement with your research by completing the online supervision record (currently the PGR Data Management System) each time you meet with your supervisor. For full-time candidates this should be a minimum of once per month and for part-time candidates this should be a minimum of once every second month.

4.3.2 For candidates who are either in writing-up or the examination phase of their degree, you must complete the online supervision record each time you meet with your supervisor. At this stage of your programme, you are expected to be in contact with your supervisor once every second month.

4.3.3 If you fail to regularly complete the online supervision record, this will be considered a breach of the attendance and engagement regulation and the procedure for non-engagement will be followed.

4.4 Student ID card and swiping requirements

4.4.1 You must carry your student ID card with you at all times and make your card available to any member of University staff that asks to see it. If you refuse to allow a member of staff to see your student ID card this will be considered to be a breach of the Student disciplinary regulation. For online taught timetabled sessions and if you are a distance learning student, your attendance will be automatically recorded and monitored.

4.4.2 If you lose your student ID card, you must report this to your school immediately and you must buy a new student ID card from iPoint.

4.4.3 You must only have one student ID card. If you have more than one student ID card this will be considered to be a breach of the Student disciplinary regulation.

4.4.4 Your card allows you door access to specific areas of the University; functions as your library card and identification card; and is required for you to swipe and register your attendance if you are studying with us on student visa.

4.4.5 If you are studying on a student visa, you are required to register your attendance weekly, on campus, by swiping your student card at the designated point in your School. You must continue to swipe in weekly during any writing-up or examination period. This is to comply with your visa terms.

4.4.6 International students must read this together with the International student information section of the regulations.

4.4.7 For all other PGRs who are not studying on a student visa you do not need to swipe your student card for attendance purposes.

4.5 Fraudulent Swipes

4.5.1 You should not give your student ID card to another student and ask or allow them to swipe in for you.

4.5.2 We consider this activity to be fraudulent and if you do this, you will have breached the student disciplinary regulation and an investigation under that procedure will take place.

4.6 Withdrawal for non-engagement

4.6.1 If you fail to comply with engagement and re-registration as expected, you may be withdrawn from your studies. If you are a student visa holder, we will report your withdrawal and your visa will be cut short.

4.6.2 If you are withdrawn, you can appeal.

Section 4: PGR Engagement and Attendance Procedure

Please make sure you are familiar with the **PGR Engagement and Attendance Regulations** - these include information on annual leave and reporting absences.

If you are unclear or require support with the information listed below, contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities by emailing advice-centre@hud.ac.uk

4.7 Procedural introduction

4..1 You must demonstrate regular engagement and attendance with your programme to avoid being withdrawn.

4.7.2 You must also re-register for your programme every year, including when you are in the writing-up period and the final thesis examination phase of your programme.

4.7.3 If you are studying with us on a Student Visa you must register your attendance weekly (please see points 4.9 and 4.10 below).

4.7.4 For all other PGRs who are not studying with us on a Student Visa, there will be no requirement for you swipe-in with your student ID card.

4.7.5 All PGRs must record discussion and actions coming out of your supervisor meetings, using the University's online supervision log (currently the PGR Data Management System).

4.8 Recording your engagement and attendance

4.8.1 You are expected to record your attendance and engagement with your research by completing the online supervision record (currently the PGR Data Management System) each time you meet with your supervisor. For full-time candidates this should be a minimum of once per month and for part-time candidates this should be a minimum of once every second month.

4.8.2 For candidates who are either in writing-up or the examination phase of their degree, you must complete the online supervision record each time you meet with your supervisor. At this stage of your programme, you are expected to be in contact with your supervisor once every second month.

4.8.3 If you fail to regularly complete the online supervision record, this will be considered a breach of the attendance and engagement regulation and the procedure for non-engagement will be followed.

4.9 Additional obligations for students studying on a Student Visa

4.9.1 You are required to register your regular attendance on campus by swiping your student card at the designated point.

4.9.2 You must swipe every week to comply with the terms of your visa.

4.9.3 When you submit your thesis you will not have to swipe for the following six weeks.

4.10 Annual leave

4.10.1 You need to request any annual leave that you are entitled to by emailing the Doctoral College PGR Support Team and copying in your supervisor for approval. As a full-time postgraduate research student, you can request up to 35 days a year annual leave. As a part-time postgraduate research student (excluding staff), you can request up to 17.5 days a year annual leave. The Doctoral College PGR Support Team will approve and record your leave.

4.10.2 Any unused periods of annual leave at the end of a year normally cannot be carried forward.

4.11 Other absence reporting

4.11.1 You must let us know if you are going to be absent for any other reason, such as illness.

4.11.2 You should complete an authorised absence form, which you can request from, and must submit to, the Doctoral College PGR Support Team.

4.11.3 If you are a student with a Visa, all absence must also be approved by the International Office. Ensure you carefully read the Authorised Absence Reporting and Your Visa part of **Section 2: International Student Information**.

4.11.4 If you are going to be absent for a prolonged period, you may wish to consider an **interruption of study**.

4.11.5 The table below outlines the categories of leave which may be permitted as authorised absence. It is very unlikely that leave will be authorised if it does not meet the criteria below:

Category	Allowable period	Evidence requirements
Annual leave	Full-time: 35 days (except where leave is likely to impact on progress of a research project or where there are funding implications)	n/a NB this is approved by your School on a leave card, not by the International Office

Category	Allowable period	Evidence requirements
	Part-time (excluding staff): 17.5 days (except where leave is likely to impact on progress of a research project or where there are funding implications)	
Study visit / data collection outside the UK	Up to 60 days	Supervisor confirmation
Pregnancy and birth (refer to the Policy on Support for Pregnant Students and New Parents)	Up to 6 weeks	Medical documentation
Paternity leave	Up to 2 weeks	Medical documentation
Sickness or ill-health	Up to 2 weeks. Longer periods may require students to interrupt their studies	Sick note or other evidence from the student's doctor / specialist
Sick relative or dependant[5]	Up to 2 weeks	Reliable 3rd party evidence / medical certificate
Close family bereavement[6]	Up to 2 weeks	Reliable 3rd party evidence / death certificate
Involvement in competitive sports at national or international level	Up to 2 weeks	Reliable 3rd party evidence
Victim of serious crime	Up to 2 weeks	Crime number / police report
Conference outside the UK	Up to 1 week	Supervisor confirmation

4.12 PGR employment

4.12.1 Completing a research degree can be demanding on your time and we understand that many of our PGRs work to support themselves whilst studying. We have provided some guidance below as to what we believe is an acceptable level of employment to allow you to be able to balance your work and study commitments.

- **Full-time research postgraduate students** are expected to work no more than 20 hours per week and **must not** be in full-time employment.
- **Part-time research postgraduate students** are expected to work no more than 37 hours per week.

4.12.2 If you are a studying with us on a Visa and wish to find employment, please read our advice about **Working whilst studying**. It is very important that you check your employment status prior to starting work, you can do this by contacting

[5] A dependant is classed as a spouse, cohabitee, child, parent or someone who reasonably relies on the student for assistance if they fall ill, or are injured, or relies upon the student for help, or in making arrangements in the provision of care

[6] Close relative, partner/spouse, or partner's/spouse's immediate relative

the **Immigration and Compliance team** or attending one of the **Immigration Drop-in Sessions**.

4.12.3 If you are looking at employment within the University, additional rules apply. Please see our **Work Experience, Placements and Employment of Students Policy**.

4.13 Procedure for non-engagement

4.13.1 If you continuously fail to attend or record supervision meetings and / or engage with your supervisors and studies, a member of the administrative team will use an informal approach to encourage you to re-engage. This may also apply if your School have concerns regarding unsatisfactory progress. If you do not respond to this informal approach, you will be invited to a formal meeting to discuss your engagement with your programme. The meeting provides an opportunity to identify whether you have had valid reasons for disengaging (such as any barriers to participation that you are facing and may not have disclosed), identify whether there is a mutually agreeable way for you to continue your studies with us and to offer you with support.

4.13.2 You will be given 5 working days' notice of the date, time and location of the meeting. You will also be informed of who will be in attendance, which, in addition to you, should be:

- Your main supervisor (both supervisors may attend, but the main supervisor is a minimum requirement)
- The Director of Graduate Education
- A member of the Doctoral College PGR Support Team to take notes that will act as a formal record of the meeting
- You are also able to bring a supporter with you (usually an adviser from the **Students' Union Advice Centre**).

4.13.3 We expect you to attend the meeting but, if you are unable to attend for a good reason, we may be able to hold the meeting at a later date. You must, however, notify the Doctoral College PGR Support Team of this in advance and you will be required to provide evidence to explain why you are unable to attend. Please be aware that we are unable to indefinitely postpone the meeting and we will not usually postpone the meeting more than once. If you do not tell us in advance that you are unable to attend the meeting and you do not attend, it will go ahead in your absence and a decision will be made based on all of the information available on the day.

4.13.4 We will send you an email no later than five working days after the date of your meeting to confirm the outcome.

4.13.5 There are three possible outcomes to a formal meeting:

- You are able to continue with your studies. They may specify some conditions that you need to meet in order for your registration to continue, to prevent any further problems with non-engagement or to support you with any difficulties you are experiencing;
- There may be concerns about your ability to engage with your studies and you may be referred to the Support to Study procedure (section 10)
- You are no longer able to continue with your studies and you will be withdrawn from your course.

4.13.6 Students that are withdrawn will lose access to their University accounts within 10 working days of the withdrawal being processed. If your School notifies you that you are being withdrawn, and you intend to appeal, please let us know as soon as possible, otherwise you will lose access to your University accounts. To download your training records from the PGR Data Management System, please log in, go to "My Training, Development & Skills", then select "Development Summary" for a complete list by date of Training and Courses which you have attended. Alternatively, select "My Completed Activities" for an overview of the last couple of years divided by Researcher Development Framework skill areas and from where you can print off the details of the sessions if required.

4.14 Withdrawal for non-submission

4.14.1 You must submit all work by agreed deadlines and it is your responsibility to ensure that you know your submission deadlines. Your school will withdraw you if you fail to submit:

- Your research support plan and skills audit
- Progression monitoring reports
- Your thesis

4.14.2 Students that are withdrawn will lose access to their University accounts within 10 working days of the withdrawal being processed. If your School notifies you that you are being withdrawn, and you intend to appeal, please let us know as soon as possible, otherwise you will lose access to your University accounts. To download your training records from the PGR Data Management System, please log in, go to "My Training, Development & Skills", then select "Development Summary" for a complete list by date of Training and Courses which you have attended. Alternatively, select "My Completed Activities" for an overview of the last couple of years divided by Researcher Development Framework skill areas and from where you can print off the details of the sessions if required.

4.15 Appealing against a withdrawal

4.15.1 You can appeal a withdrawal decision if you can demonstrate:

- That a procedural irregularity has occurred during the process that led to your withdrawal; **and / or**
- You have experienced significant disruption, which can be independently supported, which for good reason you could not tell us about before the decision was made. Please see our Supporting Information Guide for Students for information about appropriate standards of information or documentation.

4.15.2 The burden of proof in substantiating your appeal arguments rests with you.

4.15.3 To appeal, you should complete the **PGR Withdrawal Appeal Form** in full.

4.15.4 You must submit your appeal no later than 10 working days after the date of the email confirming that you have been withdrawn from your studies. If your appeal is submitted later than this and without a good reason, we will reject it. If you have a good reason for submitting your appeal late, you must provide independent information or documentation to support this.

4.15.5 We will consider your appeal and will normally deliver the outcome via a Completion of Procedures Letter no later than 20 working days from the date of receiving your completed appeal form and associated documentation. We will send you the outcome by email and we will explain the reasons for our decision.

4.15.6 **If your appeal is upheld**, we will notify you and your School of the outcome. When we notify you of this decision, we may provide you with a deadline by which you are required to confirm that you accept the outcome. If you fail to accept the offer by the specified deadline, we will write to you and confirm that the offer has been withdrawn.

4.15.7 **If your appeal is not upheld**, the original decision made by your School will remain. This decision will be final and will bring to an end the University's internal procedure.

4.15.8 As per section 1.12, if you have been withdrawn due to non-payment of fees you must first appeal under the finance regulations before we would consider an appeal under these procedures.

4.16 OIA independent review of our final decision

4.17.1 You can request an independent, external review of the University's final decision by sending your Completion of Procedures letter to the **Office of the Independent Adjudicator (OIA)** within 12 months of receiving it.

Section 5: Interrupting, Withdrawing or Transferring from Studies Regulation

5.1 Regulation Introduction

5.1.1 This procedure may be right for you, if you are considering interrupting, withdrawing or transferring your studies out to another institution. This information is designed to help you decide what to do in these circumstances.

5.1.2 If you are studying with us on a student visa and you withdraw from your course, you will be required to leave the UK. If you decide to interrupt your studies, this could result in your visa being curtailed or cut short. You may be required to leave the UK during the period of interruption until you are in a position to resume your studies. This will mean you will be required to apply for a new visa for your resumption of studies. You should discuss your circumstances with the Immigration team before making a decision.

5.2 Interruption of study

5.2.1 We expect you to study with us over a continuous period. This is because we know that PGRs who take long periods away from their research often subsequently fail to complete their degree and withdraw. Our aim is to support you to stay engaged with your studies through to successful completion.

5.2.2 We understand that exceptional circumstances might have an impact on your ability to make progress at times. In most cases involving minor disruption of a week or two, your supervisors should support you to recover the lost time over the course of your research degree, without extending your end date. We may also discuss the possibility of making other reasonable adjustments for you.

5.2.3 Where that is not possible because of the serious or ongoing nature of your circumstances, you may wish to apply for a period of interruption to your studies. However, we will only agree to this in exceptional circumstances, and in most cases, we will not agree if you are close to a submission point or early in your studies.

5.2.4 We will not backdate an interruption of study, so you must contact us as soon as a situation arises.

5.2.5 If you are studying for a PhD by Publication, interruptions are not normally allowed.

5.2.6 We expect you to submit your work by the agreed date. If we have not agreed an extension or interruption of study and you fail to complete your assessment by the set deadline, we may withdraw you from your course.

5.2.7 An interruption is a formal break from your studies for a defined period of time. If we agree to a break:

- Subsequent deadlines and your end date will change.

- Your registration with us will be temporarily suspended and all relevant authorities (where known) will be informed.
- You must ensure that you comply with any sponsor or legal requirements before, during and after an interruption of study.
- You will be able to access advice and support from our support services.
- You will retain access to your email account.

5.2.8 Prior to returning to your studies, you should make contact with your supervisor to discuss how your return will be managed. If you are a student visa holder you should make contact with the immigration team regarding a new CAS for your resumption of studies

5.2.9 We do not expect you to work during an interruption and an interruption of study should never be used as an extension to allow you further time to complete your work.

5.2.10 If you have an agreed interruption of study, you are not permitted to submit work during this period.

5.3 Length of interruption

- We keep periods of interruption as short as possible, and you should only request the time you need to deal with your circumstances.
- You are expected to return to study immediately after your period of interruption has ended.
- We always calculate periods of interruption on the basis of whole months.
- For pregnant students we would not normally count any maternity leave towards the total period of interruption and interruption periods may exceed the normal total periods provided below.

5.3.1 For Doctoral students, which includes Professional Doctorates where there is a taught element, the total period of interruption permitted across the full period of studies will not normally exceed 12 months. In extreme circumstances, we may allow a maximum of 24 months.

5.3.2 For Master's students, the total period of interruption permitted across the full period of studies will not normally exceed four months. In extreme circumstances, we may allow a maximum of eight months.

5.3.3 In exceptional circumstances, we may consider approving an interruption beyond the maximum permitted.

5.3.4 Where a PGR submits a request that will take their total period of interruption beyond the ordinarily permitted maximum, or they have already reached the limit, a senior member of The Registrar and Secretary's Office will consider the request for exceptional approval. Circumstances in which this may be approved include where a PGR has experienced a combination of unrelated, extenuating circumstances throughout their studies.

5.4 Applying for an interruption

5.4.1 You can find full details of how to apply for an Interruption to your studies on our website.

5.5 Withdrawing from your studies

5.5.1 If your circumstances significantly impact your ability to continue studying on your current research programme, then it may be appropriate for you to withdraw from your studies. This might be because you cannot currently commit to your work, or you have decided that studying is no longer right for you at this time. Withdrawing from your studies means you will be leaving your programme of study completely, with no intention of returning.

5.5.2 When you have withdrawn, you will no longer be considered a student and you will not be permitted to return to your research programme at a later date. If you decide you would like to study with us again, you will need to complete the admissions process. PGRs wishing to withdraw from their programme should be aware that they will lose access to their University files and email account within 10 working days of their withdrawal being processed. You should ensure that you have saved an alternative copy of all of the documents you need prior to submitting your withdrawal request, to prevent losses.

5.6 Applying to withdraw

5.6.1 You can find full details of how to Withdraw from your studies on our website.

5.7 Transferring your studies (to be considered alongside section 1.9)

5.7.1 Transferring means you are considering moving your candidature to another University. This may be because your supervisor is moving to work at another University, because of a personal reason or you may be unhappy with an aspect of your research programme.

5.7.2 If you are experiencing a personal issue or you are unhappy with an aspect of your programme, you can discuss this with your supervisor, or with the School's Director of Graduate Education. If preferable, you can discuss issues with someone outside of the School. Independent support can be provided by the Doctoral College Culture and Development Team, the Director of the Doctoral College or the Students' Union Advice Centre.

5.7.3 To transfer, you will require approval from the supervisor and the School's Director of Graduate Education that the research be released and provide permission to transfer. This must take into account any studentship or collaborative agreements that may be in place.

5.7.4 Having considered your options, if transferring to another University is the right decision for you, you will need to apply to your chosen University and follow their

admissions procedures. We are unable to complete any applications for you or advise on the procedures of another institution.

5.7.5 If you are an international student with a student visa you should discuss the implications of any transfer on your immigration status with the International Office, prior to making your transfer request.

5.7.6 If your current research programme tuition fees are fee waived or sponsored and / or there is a stipend in place from any source, transferring to an alternative University is likely to effect this and it is advised that you take this into consideration.

5.7.7 If you are studying towards a Professional Doctorate and you decide to transfer out of the University, you will normally be entitled to any credit you have passed as part of your taught phase before you transferred. Where your total credit achieved meets the requirements for the exit award of PGCert/ PGDip, you will be awarded this at the next available course assessment board. You may be able to use this credit as part of your transfer to another institution's Professional Doctorate if they operate a Recognition of Prior Learning policy. Please note that this is not always possible and you should check with the specific institution upon your application.

Section 5: Interrupting, Withdrawing or Transferring from Studies Procedure

If you are unclear or require support with the information listed below, contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities by emailing advice-centre@hud.ac.uk

5.8 Procedural Introduction

There may be a time when you will need to interrupt your studies. The following offers guidance on how to do this and the implications that it will have on your studies. We also advise that you read the **Interruption of Study Regulations** in full.

It is important that you let us know as soon as you are experiencing any difficulties that are affecting your progress, and that you discuss your options with your supervisor. If you try to apply for a retrospective interruption due to circumstances that happened earlier in your studies, we will **not** be able to approve your request.

Grounds for interruption

5.8.1 Examples of where an interruption of study may be appropriate include, but are not limited to:

- Pregnancy or new parenthood (see also the **Policy on Support for Pregnant Students and New Parents**)
- Health reasons
- Bereavement
- Family commitments
- Financial commitments
- An exceptional and unexpected change in work commitments (for part-time candidates only)
- Participation in a short-term professional placement/internship that directly correlates with the student's research (for full-time candidates only)
- Public duties (such as jury service)
- Competing in national or international sporting events, or other similarly high profile events
- Religious events, such as a pilgrimage

5.8.2 The following are not appropriate grounds for requesting a period of interruption:

- To gain extra time to complete your work before submission.
- To take extended annual leave.
- To undertake a long period of paid employment or alternative study.

5.9 How to Apply

5.9.1 You will need to complete an **Application for an Interruption of Studies** and ask your supervisor to fill in the relevant section to confirm their support of your request. You should email the completed form to **pgrinterruptions@hud.ac.uk**. All

applications must be supported by independent supporting information or documentation. Please see our Supporting Information Guide for Students for information about appropriate standards of documentation.

5.9.2 Please be aware that when considering your interruption request we may also look at your past interruption applications (if applicable), look at your student file and/or liaise with your supervisor.

5.9.3 We will treat all interruption requests and supporting information as confidentially as possible. However, your application and information/documentation may be shared with the Doctoral College PGR Support Team. This is to allow them to carry out administrative tasks connected with pausing your registration, and to ensure that they are aware of any support needs or issues arising from the application. Your School and Main Supervisor will receive a copy of the letter that confirms the outcome of the interruption application.

5.10 Conditions of an interruption

- If we approve your interruption, you will retain access to your student email account and we will continue to use to communicate with you, so please make sure that you continue to regularly check your University emails.
- You will not retain access to your library account.
- You are not expected to work on your research during your interruption period and you will not be entitled to supervision in this time.
- If your interruption is due to wellbeing or health issues, you can still access support from our **Wellbeing** and **Disability** Services whilst you are on a study break.
- Your research timeline will re-start from the date your interruption ends, regardless of how long it takes you to complete your registration in full.

5.10.1 If your annual re-registration is due upon your return from interruption, you must re-register within three weeks of your date of resumption or you risk being administratively withdrawn from your course.

5.11 Contact during your interruption

5.11.1 During your interruption, you may find it helpful to stay in contact with your supervisors. This is not compulsory, but it can help you with re-engaging more quickly when you return to your studies.

5.11.2 We will contact you two weeks prior to your return date, to discuss practical details of your resumption and to put in place any additional support that we agreed as part of the interruption approval.

5.11.3 If you are unable to return to your studies at the end of your period of interruption then you must notify us of this as soon as possible and commence the process of submitting a new interruption application, with new supporting evidence.

5.12 Returning to your studies

5.12.1 If you are returning from a period of interruption that was taken for health and wellbeing reasons, we may make it a requirement for your resumption that you must provide medical documentation that confirms you are well enough to return to your studies. Where we need this assurance that your studies will not be detrimental to your health, we will clearly explain this in your interruption outcome letter. You may also be required to make and attend an appointment with Wellbeing or Disability Services before you will be allowed to re-enrol.

5.12.2 When your period of interruption ends you will be required to re-engage with your programme. If your annual re-registration is due upon your return, and you fail to re-register within three weeks of the interruption endings, then you risk being administratively withdrawn from your course.

5.12.3 If you do not intend to resume your studies following your interruption, you must contact your School to discuss your options.

5.13 Information for international students

5.13.1 If you are an international student with a Student Visa then an interruption of your studies could have serious implications for your immigration status. If you do interrupt, the University is required to inform the Home Office and your visa to study in the UK may be curtailed. In this situation, you will be required to return home and you will have to apply for a new visa. If your visa is curtailed, you will need to consider the terms of your tenancy agreement and what this means for you given that you will not be able to remain in the UK.

5.13.2 You should read the advice on the **Immigration & Compliance Team's website** and discuss with them the implications this interruption of study may have on your Visa. If you wish to proceed with your application then you should send your completed interruption form to **Immigration@hud.ac.uk** for their signature.

5.13.3 In preparing to recommence your studies after an interruption, you will need to make a new Student Visa application. You should ask the International Office for a Confirmation of Acceptance for Studies (CAS) before you apply. The Visa Application process can be quite lengthy, so please ensure that you start this process with enough time for your application to be approved by the time your interruption ends. Any new CAS may be subject to further compliance checks.

5.14 UKRI funded studentships

5.14.1 UKRI rarely allow interruptions of study. If you are studying with us under a UKRI funded studentship and wish to interrupt your studies, you will need to check the terms of your contract. For further advice, please contact the Doctoral College PGR Support Team.

5.15 Funding and Student Finance

5.15.1 If you are receiving a Postgraduate Loan from Student Finance and take an interruption of study, no further loan payments will be given to you during your period of interruption.

5.15.2 If you resume your studies from the point you left in the previous academic year, your funding will restart and you will have your remaining entitlement intact. You cannot receive Postgraduate Master's Loan or Postgraduate Doctoral Loan funding for any repeat periods of study. If you have any queries about how your loan will be affected, please contact the **Student Finance Office**.

5.16 Accommodation and Council Tax for interrupting students

5.16.1 Managing your tenancy agreement and council tax can be complex and confusing when dealing with an interruption of study, so we strongly recommend you seek advice from the **Students' Union Advice Centre** and the **Student Finance Team**.

5.16.2 The implications of your interruption will depend on your accommodation provider and your immigration status.

5.16.3 If you are in private student accommodation, you will need to review your tenancy agreement and discuss your circumstances with your landlord or an appropriate staff member at your accommodation.

5.16.4 If you live in private accommodation, it is unlikely there will be an obligation for you to leave following a change to your student status, unless you are an international student studying on a Student Visa. However, you may choose to leave and return home, in which case, you must consider the terms of your tenancy agreement and what this means for you. If you decide to stay in your private accommodation, it is important to note that you are no longer a full-time student and you may be required to pay Council Tax.

5.17 Additional Support

5.17.1 Depending upon the nature of the circumstances that have resulted in your interruption request, you may wish to seek some help or advice from the University's support services. Options available to you include:

- Registering with Disability Services – depending upon your needs, **Disability Services** can put a range of support in place to help you throughout your studies, including the implementation of a Personal Learning Support Plan. Every student registered with the service is assigned a dedicated disability adviser who will support you through to graduation.

- Wellbeing appointments and counselling – PGRs can **book one-to-one appointments** with a Wellbeing Adviser to discuss any difficulties impacting your mental health and wellbeing. All students are also able to access **Counselling**, a talking therapy that helps you understand yourself and any problems you are experiencing in greater detail.

- Accessing online resources – there are a host of **online services and resources** that you can access 24/7, which may be of benefit to you.

5.17.2 There are also a wide range of external organisations who may be able to provide you with support or advice, please see the **University's Support Services Directory** for more details.

5.18 Submitting a fraudulent request

5.18.1 The submission of a fraudulent interruption request or fraudulent supporting documentation would breach the University's **Community Code of Conduct**, which specifies that fraud, deceit, deception and dishonesty are unacceptable behaviours within our community.

5.18.2 Should you be found to have submitted a fraudulent application or documentation then we will investigate our **Student Disciplinary Procedure**.

5.19 Appealing an interruption decision

5.19.1 If you are unhappy with the decision that has been made about your application for an interruption of studies, you may decide to submit an appeal. We would strongly recommend that you seek impartial advice and support from the **Students' Union Advice Centre**.

5.19.1 For your appeal to be successful, you must provide independent supporting information or documentation to demonstrate at least one of the following grounds:

- There was a procedural irregularity in the way your original claim was handled and it affected the outcome; and/or
- You have submitted new information that - for a good reason - could not have been provided for your original claim and it would have materially affected the outcome. Please see our Supporting Information Guide for Students for information about appropriate standards of evidence.

5.19.2 The burden of proof in substantiating your appeal arguments rests with you.

5.20 How to submit an interruption appeal

5.20.1 If you wish to appeal, you must complete the **PGR Interruption and Extension Appeal Form** no later than 10 working days after you receive the outcome.

5.20.2 You must submit independent supporting information or documentation to support your appeal. If there is a delay in obtaining this information, you should still submit the appeal form no later than 10 working days from the date of the outcome and tell us what your information or documentation will consist of and when you expect to provide it to us.

5.20.3 If you submit your appeal later than 10 working days after the date your outcome was sent to you, you will need to provide independent information or documentation to explain why you could not have submitted your appeal to us any sooner. This is in addition to the information required to support your case for an appeal. If you do not send us appropriate independent information to corroborate why your late appeal should be considered then your appeal will be rejected on the basis that it was submitted late, and no further details of your appeal will be considered.

5.20.4 A member of The Registrar and Secretary's Office who was not involved in the consideration of your application to interrupt will consider your appeal. We will issue a Completion of Procedures letter to you, normally within 20 working days of the date you submitted the appeal. You should read the content of the letter carefully and, if appropriate, discuss the outcome with your School.

5.20.5 If your appeal is **upheld**, we will confirm details of the approved interruption, which may have supplementary conditions.

5.20.6 If your appeal is **not upheld**, you may wish to discuss the outcome with the **Students' Union Advice Centre** who can independently guide you through the decision. This decision will be final and will bring to an end the University's internal procedure.

5.21 OIA: Independent review of the appeal decision

5.21.1 Our appeal decision is final and there are no further appeal stages within the University. If you wish to request an external, independent review of our final decision, you should contact the **Office of the Independent Adjudicator** (OIA) within 12 months of the date of the Completion of Procedures letter.

5.22 Withdrawal from Studies Procedure

5.22.1 If you experience circumstances that significantly impact your ability to continue studying, then it may be appropriate for you to withdraw from your research degree. This might be because you cannot commit to your research or you have decided that studying is no longer right for you at this time.

5.22.2 When you have withdrawn, you will no longer be considered a student and you will not be permitted to resume your programme at a later date. If you decide

you would like to study with us again, you will need to re-apply to the University through the usual admissions process.

5.22.3 Before making the decision to withdraw from your studies, it is important to consider your options. In the first instance, you should consult with your supervisor, the Doctoral College PGR Support Team or the Students' Union Advice Centre. They can offer you advice on the process and discuss the implications of the decision alongside any alternatives we may be able to offer you.

5.22.4 If you are an international student with a visa, you may also wish to discuss the implications of a withdrawal with the Immigration and Compliance Team.

5.23 Applying to withdraw

5.23.1 Each School manages their own withdrawal procedures. Please contact the Doctoral College PGR Support Team for more information on how to withdraw.

5.23.2 If you withdraw, you must return your student Campus Card to either your PGR Administration Team or the iPoint.

5.23.3 You will lose access to your University accounts within 10 working days of the withdrawal being processed. Therefore, we advise that you download any documents or correspondence that you wish to keep from your University accounts before you submit you apply to withdraw. To download your training records from the PGR Data Management System, please log in, go to "My Training, Development & Skills", then select "Development Summary" for a complete list by date of Training and Courses which you have attended. Alternatively, select "My Completed Activities" for an overview of the last couple of years divided by Researcher Development Framework skill areas and from where you can print off the details of the sessions if required.

5.24 Fee liability for withdrawing students

5.24.1 Depending on when you withdraw, you may still be liable to pay a portion of your tuition fees.

5.24.2 For information regarding any costs you will incur relating to your fees should you chose to withdraw then please refer to **Section 3: Student Finance Introduction**, or contact the **Student Finance Office**.

5.25 Accommodation and council tax for withdrawing students

5.25.1 Managing your tenancy agreement and Council Tax can be complex and confusing when dealing with a withdrawal so we strongly recommend you seek advice from the **Students' Union Advice Centre** and the **Student Finance Office**.

5.25.2 The implications of your withdrawal will depend on your accommodation provider and your immigration status.

5.25.3 If you are in private student accommodation, you will need to review your tenancy agreement and discuss your circumstances with your landlord or an appropriate staff member at your accommodation.

5.25.4 If you live in private accommodation, it is unlikely there will be an obligation for you to leave following a change to your student status unless you are an international student studying on a Student Visa. However, you may choose to leave and return home, in which case you must consider the terms of your tenancy agreement and what this means for you. If you decide to stay in your private accommodation, it is important to note that as you are no longer a full-time student, you may be required to pay Council Tax.

5.26 Recognition of Prior Learning for returning students

5.26.1 Doctoral students (excluding Professional Doctorates) who voluntarily withdraw and subsequently wish to return to complete their research may be eligible to re-apply via the Recognition of Prior Learning Procedure.

5.26.2 The Recognition of Prior Learning procedure permits a student to resume their research under a new registration, provided they submit their new course application within two years of their date of withdrawing.

5.26.3 A Recognition of Prior Learning assessment will be undertaken as part of the application process, which will determine the point at which you can restart your research depending upon your past progress and any developments in your subject area. There is no guarantee that you will be permitted to return to the same point at which you left and you will be liable to pay full tuition fees from your point of re-entry, even if this means repeating part of your previous studies. For further information about the Recognition of Prior Learning process and assessment, please see the **Doctoral College's website**.

5.27 Transferring out to another institution procedure

5.27.1 If you decide that you want to transfer to another University here is the procedure you should follow;

1. In the first instance, you should book an appointment to speak with your supervisor or the School's Director of Graduate Education to find out the process for transferring. If you wish to transfer to another institution as you feel you may be struggling with your studies, these colleagues will also be able to support you.

You should contact the other University about their entry requirements and to ensure that there is a place available

2. If you receive any funding, you should contact the Student Finance Team to discuss your fee liability to both Universities. It is important that you establish what the fee charge will be at your new University before you transfer. Your eligibility and entitlement for future funding may be affected if the new course has a different duration to your current course or if you have to repeat years.

3. If you are an overseas student transferring Universities will have implications for your immigration status and Visa. You need to contact the International Office to discuss this.

4. Once you have spoken to the staff members above, then you can also book an appointment with either the Student Union Advice Centre or a Careers Adviser to discuss your options, including the benefits or challenges to moving to a different institution.

5. You should speak with your accommodation provider to discuss the implications of leaving your contract early. You might want to book an appointment with HudLets.

6. If you do decide to transfer to another University you will need to permanently withdraw from the University of Huddersfield. Your School will inform you of the withdrawal procedure (also outlined in section 5.23).

Section 6: Progression Extension Regulation

You may wish to seek impartial advice and support from the Students' Union Advice Centre if you intend to apply for a progression extension.

6.1 Support available

6.1.1 We expect you to meet your progression submission deadlines. However, we understand that you may experience challenging personal or health-related circumstances at times during your studies and we offer a range of support services to help you deal with them.

6.1.2 Where long-term circumstances are impacting your studies, you should make full use of the advice and support available from the Student Wellbeing and Disability Services. If you disclose your circumstances to us, we may be able to make reasonable adjustments to support your studies via a Personal Learning Support Plan.

6.1.3 Where your circumstances cannot be resolved quickly or the support you need is beyond what our support services can reasonably provide, you may need to consider interrupting your studies. You should read the section on Interrupting your studies and discuss this with the Students' Union Advice Centre before making that decision.

6.1.4 However, if the disruption is minor, a short extension may be all that you need.

6.1.5 If you fail to submit your work without an approved extension or interruption in place, you will be failed for non-submission and administratively withdrawn from your programme.

6.2 General principles

6.2.1 We may allow you to apply for a progression extension of up to 4 weeks (8 weeks for part-time candidates) to manage unexpected periods of disruption for the following:

- The submission of your research support plan.
- The submission of a progression monitoring report.
- The submission of amendments following a progression viva.

6.2.2 If your School grants a progression extension:

- It will not change the date of your future submission points.
- It will not result in a change to your final thesis submission deadline under any circumstances.
- You will still be expected to have your viva examination before the end of the academic year to complete your progression monitoring on time.
- You must stay on track with your research degree timeline.

6.3 Applying for progression extensions

6.3.1 You can find full details of how to Apply for a progression extension on our website.

Section 6: Progression Extension Procedure

6.4 Procedural Introduction

6.4.1 It is important that you let us know as soon as you are experiencing any difficulties that are affecting your progress. If you fail to submit a progression assessment without an agreed extension in place, you risk being withdrawn from your studies for non-submission of an assessment.

6.4.2 You should discuss any potential application with your supervisor first.

6.4.3 You can apply for a progression extension for the following assessment points:

- Submission of your research support plan and skills audit
- Submission of a progression monitoring report (Doctoral candidates only)
- Submission of amendments following a progression viva (Doctoral candidates only)

6.5 Grounds for a progression extension

6.5.1 Examples of where a progression extension may be appropriate include, but are not limited to:

- Short-term illness
- Short-term personal difficulties

6.5.2 The following are not appropriate reasons for requesting an extension to a progression assessment:

- Not having finished on time.
- A chronic condition for which we have already put in place reasonable adjustments or which you only tell us about a few weeks before your submission date.

6.6 How to apply

6.6.1 You are expected to apply within two months of your existing deadline. You can apply for a progression extension of:

- Up to a maximum of 4 weeks
- Up to a maximum of 8 weeks if you are studying part-time

6.6.2 If you require more time than the maximum period allowed you would be expected to apply for an interruption of study.

6.6.3 If a progression extension is appropriate, please complete an Application for a Progression Extension and submit it to the Doctoral College PGR Support Team.

6.6.4 Your application will be sent to the Director of Graduate Education (DoGE) for approval.

6.6.5 The Doctoral College PGR Support Team will normally provide you with a decision within 10 working days of receiving your form. If your application is approved, they will confirm your revised submission deadline.

6.6.6 If your application is approved, further assessment points and your course end date will **not** be extended.

6.6.7 If your application is approved against a progression monitoring report, you will still be expected to complete the progression viva before the end of the academic year. This will ensure that you complete the progression monitoring assessment on time and will allow you to re-register for the subsequent year.

Section 7: End Extension Regulation

You may wish to seek impartial advice and support from the Students' Union Advice Centre if you wish to apply for an extension.

7.1 Introduction

7.1.1 This procedure may be right for you, if you are in the final stages of your research degree and you experiencing personal circumstances that are affecting your ability to complete your work on time.

7.1.2 You can apply for an end extension for the following assessment points:

- Submission of your thesis after a period of writing-up.
- Submission of your thesis during the final exam phase (when you have been working on corrections).

7.1.3 The Registrar and Secretary's Office will only allow extensions at this late stage in limited exceptional circumstances, which are supported by independent documentation.

7.1.4 If you fail to submit your work without an approved extension or interruption in place, you will be failed for non-submission and administratively withdrawn from your programme.

7.2 General principles

7.2.1 A request for an end extension must be made as far in advance as possible of your submission deadline and you must keep working towards your original deadline until you have received our decision. An application received on or after your submission deadline will not normally be considered.

7.2.2 If we agree to give you an extension at this point in your studies:

- We may require you to engage with other support services or meet certain conditions.
- This will change your course end date.

7.2.3 If you are an international student, you must discuss any extension with the International Office so they can advise you whether this will be allowed and how it will impact your visa.

7.2.4 If we do not agree to give you an extension at the end of writing-up or during your amendments phase, you can appeal this decision.

7.3 Applying for an end extension

7.3.1 You can find full details of how to Apply for an end extension on our website.

Section 7: End Extension Procedure

The following offers guidance on how to apply for an end extension and the implications that it will have on your studies. We also advise that you read the **End Extension Regulations** in full.

If you instead require more time at the end of your final year of study (i.e. whilst you are still in active research) you can consider **applying for additional time or a writing-up period.**

7.4 Procedural Introduction

7.4.1 It is important that you let us know as soon as you are experiencing any difficulties that are affecting your progress. If you apply for an extension due to circumstances that happened earlier in your studies and you failed to let us know at the time, we will **not** approve your request.

7.4.2 You can apply for an end extension for the following assessment points:

- Submission of your thesis after a period of writing-up;
- Submission of your thesis during the final exam phase (when you have been working on corrections).

7.5 Grounds for an end extension

7.5.1 Examples of where a short end extension may be appropriate, but are not limited to, include:

- Sudden and significant illness.
- Sudden worsening of symptoms related to a chronic condition.
- Significant personal difficulties.

7.5.2 The following are not appropriate reasons for requesting an extension at the end of writing-up or during the exam phase:

- Not having finished.
- A chronic condition for which we have already put in place reasonable adjustments or which you only tell us about a few weeks before your submission date.
- Circumstances that happened earlier in your studies that should have been dealt with via an interruption of studies or extension at the time.

7.6 How to apply

7.6.1 You will need to complete an **Application for An End Extension** and ask your supervisor to fill in the relevant section to confirm their support of your request. You should email the completed form and independent supporting information/documentation to **pgrinterruptions@hud.ac.uk**. Please see our Supporting Information Guide for Students for information about appropriate standards of information.

7.6.2 Please be aware that when considering your extension request, we may also look at your past extension applications (if applicable), look at your student file and/or liaise with your supervisor.

7.6.3 We will treat all extension requests and supporting documentation as confidentially as possible. However, your application and documentation may be shared with the Doctoral College PGR Support Team. This is to allow them to carry out administrative tasks connected with updating your student record and to ensure that they are aware of any support needs or issues arising from the application. Your School and Main Supervisor will receive a copy of the letter that confirms the outcome of the extension application.

7.7 Short Self-Certified End Extensions

7.7.1 We recognise that there may be times when adverse circumstances beyond your direct control prevent you from completing work to a deadline, and you may be unable to provide corroborating evidence for these. In such circumstances, students can apply for a short self-certified end extension. This extension will compensate the PGR for the short-term extenuating circumstances experienced and provide them with additional time in which to complete their work.

7.7.2 Students who are experiencing long-term extenuating circumstances should follow the usual end extension procedure.

7.7.3 Self-certificated end extensions can only be applied for when submitting your final thesis or corrections. It cannot be used for an extension to the Research Support Plan or to a Progression Monitoring point, for which a **Progression Extension** can be sought.

7.7.4 The extension request must be due to an unforeseen situation (such as a short-term/minor illness, a sudden bereavement or an unexpected medical emergency) which will only require an extension to your deadline of 10 working days or less.

7.7.5 You may request a short extension by completing the **Application for a Short Self-certified End Extension** and submitting it to **PGRInterruptions@hud.ac.uk**.

7.7.6 When submitting the form you will automatically be applying for the full 10 working days, but you can chose to submit earlier than this if you are able to do so. However, if you submit earlier, you cannot later withdraw your submission and use up the remaining days of your extension.

7.7.7 You will need to provide details of the reason for the request but will not be required to provide a medical evidence form, letter from a GP or any other type of

documentation. However, it is highly recommended that you discuss this with your supervisor to confirm if this is the right course of action for you.

7.7.8 Self-certified extension requests may not be submitted earlier than ten working days prior to the assessment submission deadline, inclusive of the day the form is submitted and the day thesis is due.

7.7.9 Requests for self-certification will not be accepted after the thesis submission deadline has passed.

7.7.10 Self-certified end extensions do not relate to absence and, as such, you are permitted to work during the extension period, including coming onto campus.

7.7.11 You may only self-certify once per submission. For instance;

- You cannot self-certify for ten days and then self-certify again for the same submission point.
- You cannot self-certify and then apply for an end extension for the same submission point

However, you may self-certify for the initial submission and again for the re-submission of the same thesis, should you experience extenuating circumstances in the lead up to both submissions.

7.7.12 You cannot keep any unused extension days in credit to be used against a future submission.

7.7.13 If approved you will be given a new submission deadline by which to submit your thesis.

7.7.14 An extension to a deadline may impact on or delay examination points, eligibility to attend graduation, etc.

7.8 Information for international students

7.8.1 If you are an international student with a Student Visa then you must discuss any extension with the International Office before you submit your application, to ensure you are fully aware of all the implications an extension will have on your visa. To contact the International Office, please email: **immigration@hud.ac.uk**.

7.9 UKRI funded studentships

7.9.1 UKRI rarely allow extensions of study. If you are studying with us under a UKRI funded studentship and wish to extend your studies, you will need to check the terms of your contract. For further advice, please contact your Doctoral College PGR Support Team.

7.10 Additional Support

7.10.1 Depending upon the nature of the circumstances that have resulted in your interruption request, you may wish to seek some help or advice from the University's various support services. Options available to you include:

- Registering with Disability Services – depending upon your needs, **Disability Services** can put a range of support in place to help you throughout your studies, including the implementation of a Personal Learning Support Plan. Every student registered with the service is assigned a dedicated disability adviser who will support you through to graduation.
- Wellbeing appointments and counselling – PGRs can **book one-to-one appointments** with a Wellbeing Adviser to discuss any difficulties impacting your mental health and wellbeing. All students are also able to access **Counselling**, a talking therapy that helps you understand yourself and any problems you are experiencing in greater detail.
- Accessing online resources – there are a host of **online services and resources** – there are a host of online services and resources that you can access 24/7, which may be of benefit to you.

7.10.2 There are also a wide range of external organisations who may be able to provide you with support or advice, please see the **University's Support Services Directory** for more details.

7.11 Submitting a fraudulent request

7.11.1 The submission of a fraudulent extension request or fraudulent supporting documentation would breach the University's **Community Code of Conduct**, which specifies that fraud, deceit, deception and dishonesty are unacceptable behaviours within our community.

7.11.2 Should you be found to have submitted a fraudulent application or documentation then we will instigate our **Student Disciplinary Procedure**.

7.12 Appealing an End Extension Decision

7.12.1 If you are dissatisfied with the decision that has been made about your application for an end extension, you may decide to submit an appeal. We would strongly recommend that you seek impartial advice and support from the **Students' Union Advice Centre**.

7.13 Grounds for an End Extension Appeal

7.13.1 For your appeal to be successful, you must provide independent evidence to demonstrate at least one of the following grounds:

- There was an irregularity in the way your original claim was handled and it materially affected the outcome; and/or
- You have submitted new information that - for a good reason - could not have been provided for your original claim and it would have materially affected the outcome. Please see our Supporting Information Guide for Students for information about appropriate standards of evidence.

7.13.2 The burden of proof in substantiating your appeal arguments rests with you.

7.14 How to submit an appeal

7.14.1 If you wish to appeal, you must complete the **PGR Interruption and Extension Appeal Form** no later than 10 working days after you receive the outcome.

7.14.2 You must also submit independent information or documentation to support your appeal. If there is a delay in obtaining the information, you should still submit the appeal form no later than 10 working days from the date of the outcome and tell us what your supporting information or documentation will consist of and when you expect to provide it to us.

7.14.3 If you submit your appeal later than 10 working days after the date your outcome was sent to you, you will need to provide independent information to explain why you could not have submitted your appeal to us any sooner. This is in addition to the information required to support your case for an appeal. If you do not send us appropriate independent information to corroborate why your late appeal should be considered then, your appeal will be rejected on the basis that it was submitted late. No further details of your appeal will be considered.

7.14.4 A member of The Registrar and Secretary's Office who was not involved in the consideration of your end extension application will consider your appeal. We will issue a Completion of Procedures letter to you within 20 working days of the date you submitted the appeal. You should read the content of the letter carefully and discuss the outcome with your School.

7.14.5 If your appeal is **upheld,** we will confirm details of the approved end extension.

7.14.6 If your appeal is **not upheld**, you may wish to discuss the outcome with the **Students' Union Advice Centre** who can independently guide you through the decision. You may request an independent review of the decision (please see

below). This decision will be final and will bring to an end the University's internal procedure.

7.15 OIA: Independent review of the appeal decision

7.15.1 Our appeal decision is final and there are no further appeal stages within the University. If you wish to request an external, independent review of our final decision, you should contact the **Office of the Independent Adjudicator** (OIA) within 12 months of the date of the Completion of Procedures letter.

Section 8: Assessment Appeal Regulation

You should seek impartial advice and support from the Students' Union Advice Centre if you wish to submit an appeal.

8.1 Regulation Introduction

8.1.1 This section applies to you if you want to appeal the outcome of any research degree assessment. This regulation may also be available to students who have recently left the University where evidence can be provided to support there is a good reason for raising concerns after being a registered student.

8.1.2 If your appeal would be more appropriately dealt with using a different University procedure, we will advise you of which procedure to use and why. If you raise issues using a different procedure, we may choose to consider it as an appeal instead. If so, we will explain this to you.

8.2 Grounds for appeal

8.2.1 If you believe the assessment outcome should be reconsidered and have evidence to support this, you may submit an appeal. There are three grounds for an assessment appeal, and you must evidence at least one of them for your appeal to be considered. They are:

- There was a procedural irregularity in how your assessment was marked which affected your outcome;
- There was bias or a reasonable perception of bias in how your assessment was marked;
- You have exceptional circumstances which – for good reason – you could not have told us about before the outcome of your assessment.

If you are appealing on the grounds of exceptional circumstances then in accordance with the fit to sit or fit to submit policies (section A4 in the regulations for award), you will need to;

- Provide independent information or documentation to support why your decision making was impaired at the time of submitting an assessment or presenting yourself for your viva

AND

- Provide information as to why you have been unable to engage with university procedures sooner.

8.2.2 This procedure may **not be right** for you if:

- You wish to complain about the supervision you received during the academic year or you wish to complain about your general learning

experience (including the feedback you received). If this is the case, you need to refer to the Complaints procedure (section 13).

- You wish to question the exercise of academic judgement of the examination team which is the decision of the quality and the standard of the work rather than the administrative marking process. If you want to understand your feedback or outcome in further detail you must request to meet an appropriate academic member of staff where they will explain how their decision was reached in accordance with the marking and moderation regulations.

8.2.3 Assessment appeals are treated as confidentially as possible with information only shared with those who require it for the purposes of investigating or responding to the appeal. In order to fully investigate the complaint you have raised, we are not able to accept anonymous assessment appeals. There may be exceptional circumstances in which this is allowed, or elements of the appeal are able to be kept confidential due to safeguarding concerns or an issue affecting a large group of students, however, this may affect the way we are able to investigate the issue.

8.2.4 No student will be disadvantaged or discriminated against because of making a assessment appeal in good faith in accordance with these regulations.

8.3 Support

8.3.1 We acknowledge that these procedures can be difficult and as such, the support available to you is outlined below;

- Contact the Students' Union who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities either by telephone 01484 473446 or email advice-centre@hud.ac.uk
- The Wellbeing support website to seek specific support or contact the wellbeing team for support on studentwellbeing@hud.ac.uk
- Access the University's online support network at home or on campus, Togetherall. This service is available 24 hours a day.

8.4 Appeal procedure

8.4.1 There are two stages to the assessment appeal procedure:

8.4.2 Stage 1 – Initial appeal

- **If your appeal is upheld**, we will explain what will happen next.
- **If your appeal is not upheld**, we will confirm that the outcome of your assessment stands.

8.4.3 Stage 2 - you should use Stage 2 if you believe that your appeal was not dealt with correctly at Stage 1 and you want the outcome to be reviewed:

- **If your appeal is upheld**, we will explain what will happen next.
- **If your appeal is not upheld**, we will confirm that the outcome of your assessment stands and that you have reached the end of the internal review process.

Section 8: Assessment Appeal Procedure

Before submitting an appeal at Stage 1 or 2, you should speak to the **Students' Union Advice Centre** who can provide you with independent advice and guidance on completing your appeal form.

8.5 Procedural Introduction

8.5.1 You can use this procedure to appeal the outcome of a progression assessment, transfer assessment or a final thesis examination outcome.

8.5.2 We expect you to keep to the deadlines within this procedure, unless you have compelling, independent evidence to explain why you could not do this.

8.5.3 We are also expected to meet deadlines in responding to your appeal, but there will occasionally be times when we are unable to do this for good reason. Where this is the case, we will explain why and keep you informed of when you can expect to receive your outcome.

8.5.4 There may be occasions when you appeal an assessment result and you also feel that something earlier in your candidature contributed to the result but this was not directly linked to the examination. This aspect of your appeal may be better handled through our **Complaints Procedure**. In these circumstances, please include all aspects of your complaint and appeal in the appeal form and forward this to resultsappeal@hud.ac.uk. We will look carefully at your application and may decide to combine the appeals and complaints procedures and look at this under one process. We will keep you informed of the decision we make and explain why.

8.5.5 If your assessment outcome confirms that you are to be withdrawn, you will lose access to your University accounts within 10 working days of the withdrawal being processed. If you intend to appeal, please let us know as soon as possible, otherwise you will lose access to your University accounts.

8.5.6 There are two stages to the assessment appeal process, as outlined below.

8.6 Grounds for a Stage 1 appeal

8.6.1 For your Stage 1 appeal to be successful, you must provide independent supporting information or documentation to demonstrate at least one of the following grounds:

- That there was a procedural irregularity in the way we handled your assessment that affected your outcome; **and/or**
- That You have exceptional circumstances which – for good reason – you could not have told us about before the outcome of your assessment.; **and/or**

- That there was bias or a reasonable perception of bias in the way you were assessed.

8.6.2 The burden of proof in substantiating your appeal arguments rests with you.

8.6.3 You are not able to challenge the academic judgement of the examination team. Academic judgement is an assessment of the standard of your work in relation to learning outcomes and academic integrity that can only be made by someone who has relevant academic expertise. Any elements of an appeal that question academic judgment will not be successful and will be processed without consideration.

8.7 How to submit a Stage 1 appeal

8.7.1 To appeal the outcome of a progression monitoring assessment or of your final thesis exam, you need to submit a completed PGR Assessment Appeal Form no later than 10 working days from the date you received your exam outcome.

8.7.2 If your appeal is submitted later than this, without a good reason, your appeal will not be successful.

8.7.3 If you have a good reason for submitting your appeal late, you must provide independent information or documentation to support this. Please see our Supporting Information Guide for Students for information about appropriate standards of evidence.

8.7.4 You must continue to work on any amendments that have been required as part of your assessment outcome whilst your Stage 1 appeal is considered.

8.7.5 Your appeal will be investigated by a member of The Registrar and Secretary's Office. You will receive a response providing reasons for the decision normally no later than 20 working days from the date you submitted the appeal form and associated evidence. You should read the content of the outcome letter carefully.

8.7.6 If your appeal is **upheld**, we will explain what will happen next.

- When we notify you of this decision, we may provide you with a deadline by which you are required to confirm that you accept the outcome. If you fail to accept the offer by the specified deadline, we will write to you and confirm that the offer has been withdrawn.
- The decision may have an impact on your assessment outcome
- It may alter the type of attempt(s) you have remaining for an assessment.

8.7.7 If your appeal is **not upheld**;

- We will confirm that your assessment outcome stands. You may wish to discuss the outcome with the **Students' Union Advice Centre** who can

independently guide you through the decision. You may request a review of the decision made at Stage 1, by submitting a Stage 2 assessment appeal.

8.7.8 Once you have received your Stage 1 outcome, you must continue to work on any amendments that have been required as part of your assessment outcome, even if you are submitting a Stage 2 appeal.

8.8 Grounds for a Stage 2 appeal

8.8.1 If you are not satisfied with the decision made at Stage 1, you can ask for this decision to be reviewed.

8.8.2 The scope of a review would be to determine whether the Stage 1 decision was arrived at correctly, based on the information you submitted at Stage 1.

8.8.3 You should not submit new arguments or documentation at this stage, unless you have a very good reason for doing so, which you can support with independent evidence. For example, if you introduce new information for your Stage 2 appeal, you must explain why you did not provide this with your Stage 1 appeal.

8.8.4 For your Stage 2 appeal to be successful, you must provide independent evidence to demonstrate at least one of the following grounds:

- There was a procedural irregularity in the way we considered your Stage 1 appeal; **and/or**
- The decision we reached was unreasonable in light of the evidence provided for Stage 1; **and/or**
- You have submitted new information that, for a good reason, could not have been provided at Stage 1 and would have materially affected the outcome. Please see our Supporting Information Guide for Students for information about appropriate standards of evidence.

8.9 How to submit a Stage 2 appeal

8.9.1 To request a review of the Stage 1 decision, you should complete the Stage 2 section of your original appeal form and submit it no later than 10 working days from the date you received your Stage 1 appeal outcome.

8.9.2 If your appeal is submitted later than this, without documentation or a good reason, it will not be successful. If you have a good reason for submitting your appeal late, you must provide independent information to support this.

8.9.3 A member of The Registrar and Secretary's Office who was not involved in the Stage 1 decision will consider your Stage 2 appeal.

8.9.4 We will normally issue an outcome within a Completion of Procedures Letter no later than 20 working days from the date the appeal and evidence were received.

8.9.5 If your appeal is **upheld,** we will explain what will happen next;

- When we notify you of this decision, we may provide you with a deadline by which you are required to confirm that you accept the outcome. If you fail to accept the offer by the specified deadline, we will write to you and confirm that the offer has been withdrawn.
- The decision may have an impact on your assessment outcome.
- It may alter the type of attempt(s) you have remaining for an assessment.

8.9.6 If your appeal is **not upheld**;

- You may wish to discuss the outcome with the **Students' Union Advice Centre** who can independently guide you through the decision.
- You may request an independent review of the Stage 2 decision.

8.10 OIA: Independent review of our decision

8.10.1 Our Stage 2 decision is final and cannot be appealed any further within the University. However, you can request an external, independent review of this decision by sending your Completion of Procedures Letter to the **Office of the Independent Adjudicator** (OIA) within 12 months of receiving it.

Section 9: Research Misconduct Regulation

You should seek impartial advice and support from the Students' Union Advice Centre if you are involved in an investigation into your research conduct.

9.1 Regulation Introduction

9.1.1 We view you as trainee academics and encourage you to publish in peer-reviewed journals during your research programme. We, therefore, hold you to the same standards expected by quality journals.

9.1.2 You are expected to maintain research integrity. You must respect other members of the research community, both within and outside the University, and uphold the research integrity values of that community when producing work. It is your responsibility to ensure that any work you present or submit is your own.

9.1.3 In all of your work, you must use a recognised referencing system that is appropriate to your discipline consistently and correctly.

9.1.4 We provide services, guidance and information to help you develop your academic and research skills so that you know how to avoid research misconduct. The support we provide includes:

- Guidance on research ethics, integrity and plagiarism within the Researcher Environment Brightspace module.
- Online training modules available through Brightspace.
- The Researcher Development Programme, offering courses bookable through the PGR Data Management System.
- Individual advice and guidance provided by your supervisory team.
- PGR Academic English support for international students.

9.1.5 For more information on the training we offer, you should visit the Doctoral College website

9.1.6 You are responsible for making sure that you are familiar with the University's Research conduct policies. These policies are reviewed annually and are available on our website. They include:

- Code of Practice for Research.
- Intellectual Property Policy.
- Open Access Policy.
- Research Data Management Policy.
- Research Ethics and Integrity Policy.

9.1.7 Research misconduct is a form of dishonesty, which we see as a serious offence. What we may view as poor academic practice at undergraduate level is more likely to be viewed as research misconduct at Master's or Doctoral level and it is treated less leniently. We strongly recommend that you refresh your understanding

of referencing, plagiarism and ethical research practice. Self-plagiarism, in particular, is quite complex and can be misunderstood.

9.1.8 If an allegation(s) is upheld after you have been awarded your research degree, your degree may be revoked by the University Research Misconduct Panel.

9.2 Citing your own work

9.2.1 In limited circumstances, it may be acceptable for you to develop or re-use work in your thesis that you have previously submitted for publication or an award. If you do this, you must make it clear which sections of your thesis have been previously submitted elsewhere.

9.2.2 When you have sole or co-authored work which is published, in press or submitted for publication, you must reference the work clearly, just as you would any other source.

9.2.3 You must make sure that you are not infringing copyright of any journals in which you have published.

9.2.4 At the start of your thesis, there must be a list of any publications arising from the work and a statement of your contribution to each paper listed; you should also make it clear if your thesis is an extension of earlier research that you have submitted for an award.

9.2.5 The following may be acceptable:

- It is expected that you would include material from publications that have arisen from your Doctoral (or Master's) research within your final thesis submission.
- Your Doctoral thesis may extend earlier Master's research. This is normally allowed, as long as your Doctoral research is a significant body of original research that greatly extends your Master's study and appropriately cites any previous findings from that earlier work.
- In some disciplines, it may be acceptable to have a small amount of overlap or even the same wording you have used in previous work, for example in a methodology section.

9.2.6 If in doubt about how to avoid any misconduct, you should seek advice from your supervisors, your School Director of Graduate Education or the Doctoral College Culture and Development Team. Some examples of research misconduct offences are given at the end of this section.

9.3 Definitions of research misconduct

9.3.1 We define research misconduct as a failure to behave in line with our academic standards. It includes trying to deceive the University's detection systems.

9.3.2 Some examples of research misconduct are listed below. This is not an exhaustive list, but the offences may include:

Type of Offence	Description
Contract cheating	▪ Entering an assignment onto a specialist website and asking people or a piece of software owned by another person, including AI tools to write the assignment on your behalf. ▪ Submission of work presented as your own which has been purchased, commissioned or otherwise acquired from another person or machine (including internet sellers and AI tools) whether or not specifically produced for you or "off the shelf". ▪ Making available to others any work or material which the recipient then uses to commit an academic misconduct offence. This is regardless of whether you obtain financial reward for doing it. ▪ It is a criminal offence to advertise or provide contract cheating services, and if an allegation of this nature is made, we would normally report this to the Police.
Collusion	▪ Submission of work presented as your own which has been done in unauthorised partnership with someone else not supported by the requirements of the assessment, whether or not that other person is a student of the University. ▪ Knowingly 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	▪ Claiming you have carried out experiments, observations, interviews or any form of research that you have not carried out. ▪ Falsifying results or other data. ▪ Omitting data or results in a way that means your research is not accurately represented in the research record.
Fabrication	▪ The creation of false data or other aspects of research or assessed work, with the intention of deceiving the

Type of Offence	Description
	marker. This includes but is not limited to; ○ Providing false documentation and participant consent forms ○ The use of AI tools which may generate artificial data or experiences you later may rely on to complete your assessment.
Impersonation	▪ Assuming the identity of another student (of this or any other institution) with the intention of gaining an unfair advantage for that student. ▪ Allowing another person to impersonate you in order to gain an unfair advantage.
Plagiarism	▪ Claiming, submitting or presenting work as if it is your own, without appropriate referencing. This includes but is not limited to words, ideas, artistry, drawings, images, data, information found on the Internet and unpublished materials. ▪ Relying on the use of a machine such as an AI tool to complete your work which has not been identified or referenced. ▪ Claiming, submitting or presenting someone else's work, ideas, opinions or theories as if they are your own, without proper referencing. ▪ Claiming, submitting or presenting another person's substantial compositional contributions, assistance, edits or changes to an assignment as your own. ▪ Claiming, submitting or presenting collaborative work as if it were created solely by yourself or your group. ▪ Minimally paraphrasing someone else's work by changing only a few words or elements and not citing the original source. Minimally paraphrasing someone else's work by changing only a few words or elements and not citing the original source. For instance: substituting a few words or phrases in the original work; altering the order of presentation of someone else's work; or linking sentences or phrases someone else has written with words of your own. ▪ Secondary referencing: if you are reading a source by one author and they cite or quote the work of another author, this is a secondary reference. You must make it clear that you have not read - and are not citing from -

Type of Offence	Description
	the original source document. Failure to do this is plagiarism.
Self-Plagiarism	▪ Reproducing your own published material, or material which you have previously submitted for an examination or award, without acknowledging that you are re-using the work. For instance: **Text recycling** – reusing content that you have previously submitted for a degree award or publication. **Redundant or duplicate publication** – this involves submitting the same paper or data to different journals or towards more than one degree award. **'Salami slicing'** – this is where you split the reporting of your results from one study across several publications so that you are, in effect, recycling the study when one report would have sufficed and been more appropriate. ▪ Misuse of copyright – you will be required to sign a copyright statement when you publish a paper in a journal. You need to ensure you do not to infringe copyright when you use the same work in your thesis.
Inappropriate sharing of work	▪ Failing to safeguard your work may count as making it available. ▪ Making your work available to another student who then submits it as their own. This includes giving access to your work in subsequent academic sessions.
Ethics Misconduct	▪ Failure to follow the correct procedures defined by your course for undertaking research.
Issues of Authorship	▪ Publishing or presenting (for example at a conference) work that is not wholly your own without written agreement of all authors. ▪ Exploiting someone else's data without recognising them as a co-author.
Failure to conduct Ethical Research	▪ Failure to comply with the University Research Ethics and Integrity Policy when planning and conducting your research, including: ▪ **Failing to adhere to ethical codes** - professional body

Type of Offence	Description
	guidelines; statutory and legal requirements (including additional local requirements where your research is undertaken outside the UK). ▪ **Failing to safeguard** the health and well-being of anyone conducting or participating in your research or who may be impacted by your research. ▪ **Failing to obtain appropriate licences and permissions** to carry out your research. ▪ **Failing to safeguard research data** and manage your records appropriately. ▪ **Failure to take account** of any conflict of interest.

9.4 Research misconduct investigations

9.4.1 If you fail to meet the expectations and standards outlined in this section, an allegation of research misconduct may be brought against you. If we find that you have conducted your research in an inappropriate manner, we may penalise you.

9.4.2 There are three stages to the procedure for investigating allegations of research misconduct:

- Stage 0: Minor breach
- Stage 1: Internal examiner or supervisor investigation.
- Stage 2: Formal- investigation.
- Stage 3: Research misconduct panel.

9.4.3 We can make decisions and apply penalties at any stage of the procedure. In determining the penalty to apply, we will consider the full tariff of penalties and we will explain to you why any specific penalty has been chosen. We will also take into consideration whether there may be any disproportionate or unintended consequences for you if a certain penalty is chosen; for example, where a PGR has a deteriorating health condition.

9.4.4 You can appeal the outcome of an investigation at any stage.

9.4.5 In cases where the allegation represents a serious breach of research conduct, we may choose to escalate the procedure immediately to a higher stage without exhausting the procedure at a lower stage. If we decide to start our investigations at a higher stage of the procedure, we will explain to you why we have decided to do this.

9.4.6 If your work is associated with an UKRI funded project, we will notify the research council at the point of starting an investigation into your research conduct.

9.4.7 We may refer to any upheld allegations of research misconduct in character references or notify any relevant professional or funding body.

9.4.8 If you withdraw from your course during this procedure, you will not be allowed to return to study with us until we have investigated the matter and notified you of the outcome. If you ask us for a reference, it will record where a research misconduct matter is outstanding.

Section 9: Research Misconduct Procedure

Please make sure you are familiar with the **Research Conduct Regulations**.

9.5 Procedural Introduction

9.5.1 There is an informal stage and three formal stages to the Research Misconduct Procedure:

- Stage 0: Minor Breach
- Stage 1: Internal Examiner or Supervisor Investigation
- Stage 2: University investigation
- Stage 3: Research Misconduct Panel

9.5.2 We can make decisions and apply penalties at any stage of the procedure.

9.5.3 In cases where the allegation represents a serious breach of research conduct, we may choose to escalate the procedure immediately to a higher stage without exhausting the procedure at a lower stage. If we decide to start our investigations at a higher stage of the procedure, we will explain to you why we have decided to do this.

9.6 Allegation(s) of research misconduct and investigation paperwork

9.6.1 If we ask to meet with you in relation to an allegation of research misconduct, you should seek independent advice from the **Students' Union Advice Centre**. They have experience of supporting and advising students during research misconduct proceedings and one of their advisers can support you throughout this procedure.

9.6.2 We work on the balance of probabilities when considering allegations of misconduct. This means that based on the evidence presented, the circumstances are more likely to have occurred than not.

9.6.3 If your School suspects that you have breached the Research Conduct regulations, they will proceed with an investigation. The investigation may include:

- Reviewing the piece of work you have submitted;
- Reviewing your application for ethical approval;
- Considering your conduct in relation data collection or data management;
- Looking at any relevant source materials;
- Talking to witnesses;
- Asking you to demonstrate your knowledge in relation to the work you have submitted.

9.6.4 Allegations of research misconduct will always be investigated by academic staff who are eligible to be main doctoral supervisors.

9.6.5 The Director of Graduate Education (DoGE) or nominee is responsible for overseeing all cases of research misconduct in the School and will approve all School decisions.

9.6.6 If you are investigated under this procedure, you will receive an outline of the allegation and an explanation for the referral, the meeting details and the name of the investigator at either Stage 1 or 2. The stage the investigation begins is dependent on the nature of the allegation. You will also be provided with relevant documentation to support the allegation. This information will allow you to prepare in advance of the meeting.

9.6.7 Allegations without supporting information will not be escalated for investigation. Supporting information could be for example but is not limited to; copies of previous submissions or drafts of work, a Turnitin report or a witness or third party statement.

9.6.8 We will not take into account any previously upheld allegations of research misconduct when considering a new, unrelated allegation. If however, after considering a new allegation, we conclude that you have committed an offence, we will then take into account any previously upheld allegations when applying a penalty. It is likely that if you have a previously upheld offence, we will apply a more serious penalty.

9.6.9 If a case has remained open due to escalation or a corrective penalty has not been satisfactorily met in line with this regulation, they will be classed as a continuation of the previous allegation and will be considered at a higher stage.

9.6.10 We will keep a record of any investigation and any outcome where it is determined that an offence has occurred, in line with the University's records management policy. If the outcome of an investigation is no case to answer then we will not keep a record of the allegation on file.

9.7 Deadlines

9.7.1 We expect you to keep to the deadlines in this procedure unless you have compelling independent evidence to show why you could not do this.

9.7.2 We are also expected to meet our deadlines but there may occasionally be times when we are unable to do this for good reason. If so, we explain why and keep you informed of when you can expect to receive your outcome.

9.8 Absence from any meeting or hearing

9.8.1 We expect you to attend any investigation meetings or hearings. If you are unable to attend for a good reason, which can be independently documented, you must let us know before the date of the meeting or hearing date.

9.8.2 If you cannot attend a meeting as part of a Stage 1 or Stage 2 investigation held at School level, you should contact the Doctoral College PGR Support Team directly before the hearing date and we will consider holding the meeting at a later date.

9.8.3 If you cannot attend a Research Misconduct Panel, you must email registryresearch@hud.ac.uk before the hearing date and we will consider holding the meeting at a later date.

9.8.4 We are unable to postpone a meeting indefinitely and will normally only rearrange a meeting once.

9.8.5 If you do not tell us in advance that you are unable to attend the meeting or hearing and you do not attend, the meeting or hearing will go ahead in your absence, a decision will be made in your absence based on the information available to the panel, and you will waive your right to appeal against the decision.

9.8.6 If you tell us in advance that you are unable to attend but cannot provide independent documentation as to the reason why, the meeting or hearing will go ahead in your absence, a decision will be made in your absence based on the information available to the panel, and you will waive your right to appeal against the decision.

9.9 Mitigation in relation to penalties

9.9.1 If you have faced extenuating circumstances which you believe affected you at the time you were working on your research, and you can provide independent evidence to corroborate this, we may take this into account when considering your case. In submitting mitigation, you are accepting that you have committed an offence. Mitigation does not provide a defence for research misconduct but it might allow us to consider a lesser penalty. We may not necessarily apply a lesser penalty, even when there are extenuating circumstances, because we will also consider other factors, such as the seriousness of the offence.

9.10 Research Council funded students

9.10.1 In cases where a candidate’s work is associated with a project funded by a Research Council, the School will notify the relevant Research Council of any research misconduct investigations.

9.10.2 This applies to allegations made against PGRs funded by Research Council grants and staff engaged in Research Council 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.

9.11 Stage 0: Minor Breach

9.11.1 Cases where the concerns represent a minor, normally unintentional breach of the research misconduct regulations, where there is no room for mitigation as the concerns are obvious, may be resolved at this stage.

9.11.2 At this stage, a written caution will be issued and the examination can then proceed without any delays. You will be;

- Issued with a written caution letter;
- Allowed to correct the problematic areas of your work in the amendments phase of your assessment;
- The written caution will be recorded on your file and deleted once you have completed your programme of research;
- In the case of further misconduct, this caution will count as a first offence.

9.11.3 Repeated minor breaches will be escalated to Stage 1 of the procedure

9.12 Stage 1: Internal Examiner or Supervisor Investigation

9.12.1 The purpose of a Stage 1 investigation is to establish the facts as far as possible. We will treat you and any other person involved fairly and will not make assumptions about whether or not the allegation is true or false.

9.12.2 If we suspect a breach at an assessment point (such as progression monitoring or final thesis exam), the internal examiner will speak to you about the allegation at a meeting.

9.12.3 If we suspect a breach outside of an assessment (for example, during fieldwork stage), normally your supervisor will speak to you about this at a meeting.

9.12.4 We will arrange a meeting for you with the relevant academic member of staff so that you can discuss the allegation and we will give you 5 working days' notice of the meeting.

9.12.5 You will be allowed to bring a supporter with you who is not connected to the allegation. This should not be the student's supervisor, and will ordinarily be a member of staff from the **Student's Union Advice Centre**.

9.12.6 When we invite you to meet with us, we will explain the allegation that has been made and provide you with a copy of any available/relevant evidence.

9.12.7 The investigator may request additional evidence from your School, this may include:

- Copies of online supervision records;
- University or school-based training that you have attended;
- Confirmation that you have access/been advised of the draft TurnItIn submission area.

9.12.8 During this meeting, the academic will present you with the evidence and explain why they are concerned about your work. It is likely that they will ask you questions about the work and may ask you to demonstrate your knowledge in relation to that work by asking you specific questions around its content.

9.12.9 The academic will recommend an outcome to the School Director of Graduate Education (or nominee) who is responsible for overseeing all cases of research misconduct in the School and will approve all School Stage 1 decisions.

9.12.10 The academic will make notes of your meeting and these will be sent to you, along with the investigation outcome, normally, within 5 working days of the meeting.

9.12.11 The academic will consider all the evidence and material available and will make a decision based on the balance of probabilities.

9.12.12 The outcome letter will be copied to the The Registrar and Secretary's Office and held on file, unless the outcome is that there is no case to answer, in which case we will not keep a copy of the letter.

9.13 Stage 1 Offences

9.13.1 Offences that can be considered under Stage 1 are limited to poor academic practice.

9.13.2 The investigator will use their academic judgement to determine whether your work is poor academic practice. Poor academic practice suggests you have been careless when completing your assessment. If it is your first offence and your mistake is relatively minor, we want to give you the opportunity to learn from it.

9.13.3 The investigator may decide to apply a Stage 1 penalty if, for example:

- You have attempted to reference, but your referencing does not meet the required standards and the alleged research misconduct is not extensive or blatant and does not result from an obvious lack of effort;
- You have not cited your own work correctly;
- You have made an incorrect attempt at referencing or poor paraphrasing in one or two non-consecutive paragraphs of the overall report;
- You have included data in your appendices but you have not fully anonymised it in a small number of instances.

9.14 Stage 1 Outcomes

9.14.1 The available outcomes of a Stage 1 investigation are provided below. When considering what outcome is appropriate, the academic may consider:

- The degree of severity of the offence;
- Whether or not it is a first offence;
- The level of the award you are registered for (master's or doctoral level);
- The stage of your degree (progression stage or final thesis submission);
- Any mitigation presented. In exceptional cases where significant mitigation has been presented and accepted and this is a second or subsequent offence, you may be given a lower penalty or the same penalty again.

9.14.2 **No case to answer** – it is determined that no offence or poor academic practice has occurred. All records of the allegation and investigation will be deleted from your student file.

9.14.3 **Written caution** – this outcome will only be chosen in the case of poor academic practice. Where an offence has occurred, even if minor, a higher penalty should be applied or the case should be upheld and referred.

- You will be issued with a written caution letter;
- You will be allowed to correct the problematic areas of your work in the amendments phase of your assessment;
- The written caution will be recorded on your file and deleted once you have completed your programme of research;
- In the case of further misconduct, this caution will count as a first offence.

9.14.4 **Case upheld and referred** – it is determined that research misconduct has occurred and the case will be referred to a Stage 2 or 3 investigation.

9.14.5 All second offences must be referred to a higher stage.

9.15 Stage 2: University Investigation

9.15.1 We may not be able to conclude an allegation against you at Stage 1 or if a corrective penalty applied at the lower stage has not been satisfactorily completed in line with this regulation, your case will remain open and will be escalated. Alternatively, in some circumstances, you may have been referred directly for a Stage 2 investigation. At Stage 2, your case will be referred to the Director of Graduate Education (DoGE), or their nominee, in your School for investigation. The academic who investigates your case at Stage 2 will be independent of the allegation and the Stage 1 investigation.

9.15.2 We will arrange a meeting for you with the investigator so that you can discuss the allegation and we will give you 5 working days' notice of the meeting.

9.15.3 You will be allowed to bring a supporter with you who is not connected to the allegation; This should not be the student's supervisor, and will ordinarily be a member of staff from the **Student's Union Advice Centre**.

9.15.4 When we invite you to meet with us, we will explain the allegation that has been made and provide you with a copy of any available/relevant evidence.

9.15.5 The investigator may request additional evidence from your School, this may include:

- Copies of online supervision records;
- University or school-based training that you have attended;
- Confirmation that you have access/been advised of the draft Turnitin submission area.

9.15.6 The purpose of this investigation is to review the facts and to re-consider the case as a whole. The DoGE (or nominee) will consider all available material in the case and will speak to you and any other relevant parties about the allegation.

9.15.7 During this investigation the DoGE (or nominee) will present the evidence against you, ask you questions about the work you have submitted.

9.15.8 The DoGE (or nominee) will consider all the evidence and material available and will make a decision based on the balance of probabilities.

9.15.9 A note-taker will be present in the room to keep a record of the discussions that take place. A copy of the meeting record, along with the investigation outcome, will be sent to you normally, within 5 working days of the meeting.

9.15.10 The outcome letter will be copied to the The Registrar and Secretary's Office and held on file, unless the outcome is that there is no case to answer, in which case we will not keep a copy of the letter.

9.16 Stage 2 Offences

9.16.1 Offences that can be considered under Stage 2 are minor instances of research misconduct.

9.16.2 The investigator may decide to apply a Stage 2 penalty if, for example:

- This is a repeat instance of a Stage 1 offence;
- You have attempted to reference but have done so poorly, and the poor referencing is more extensive than just poor academic practice would suggest;
- There are large sections of poor paraphrasing in your work, or you have substituted or re-ordered words or linked unacknowledged sentences with your own;
- Much of the data you have included in the appendices has not been fully anonymised;
- There has been a minor breach of the University Research Ethics and Integrity Policy which can be rectified and does not have the potential to harm (or have harmed) the health and well-being of anyone conducting or participating in the research, or who may be impacted by the research.

9.17 Stage 2 Outcomes

9.17.1 The available outcomes of a Stage 2 investigation are provided below. When considering what outcome is appropriate, the investigator may consider:

- The degree of severity of the offence;
- Whether or not it is a first offence;
- The level of the award you are registered for (master's or doctoral level);
- The stage of your degree (progression stage or final thesis submission);
- Any mitigation presented. In exceptional cases where significant mitigation has been presented and accepted and this is a second or subsequent offence, you may be given a lower penalty or the same penalty again.

9.17.2 **No case to answer** – it is determined that no offence or poor academic practice has occurred. All records of the allegation and investigation will be deleted from your student file.

9.17.3 **Written caution** – this outcome will only be chosen in the case of poor academic practice. Where an offence has occurred, even if minor, a higher penalty should be applied or the case should be upheld and referred.

- You will be issued with a written caution letter;
- You will be allowed to correct the problematic areas of your work in the amendments phase of your assessment;
- The written caution will be recorded on your file and deleted once you have completed your programme of research;
- In the case of further misconduct, this caution will count as a first offence.

9.17.4 **Penalty 1**

It is determined that moderate research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. You will normally be given between one to three months to correct the problematic areas of your submission, depending on the severity of the offence, and your work will then be examined. Your corrected work will be considered as a resubmission attempt - this means that limited outcomes will be available to you following your examination.

9.17.5 **Case upheld and referred** – it is determined that gross research misconduct has occurred and the case will be referred to a Stage 3 investigation.

9.18 Stage 3: Research Misconduct Panel

9.18.1 If the allegation against you cannot be concluded at Stage 2, or if a corrective penalty applied at the lower stage has not been satisfactorily completed in line with this regulation, your case will remain open and will be escalated. The Registrar and Secretary's Office will convene a Research Misconduct Panel and the purpose of this panel is to consider the case as a whole with a view to making a final decision on the outcome.

9.18.2 You will be given a minimum of 10 working day's notice of the hearing and we will notify you in advance of who the panel members will be.

9.18.3 The panel will normally include:

- Two academics members of staff, which could be the Director of the Doctoral College, a Director of Graduate Education (DoGE) or another member of a

School Research Ethics Committee who is not from the School where the allegations originated;

- An elected officer of the Students' Union (or nominee).
- An experienced member of The Registrar and Secretary's Office to provide regulatory advice
- A notetaker from The Registrar and Secretary's Office who will not be part of the panel, but will act as secretary to the hearing.

9.18.4 Panel members will receive appropriate training before they are allowed to sit on a panel and make decisions.

9.18.5 You will be allowed to bring a supporter with you who is not connected to the allegation. This should not be the student's supervisor, and will ordinarily be a member of staff from the **Student's Union Advice Centre**. Please be aware that if you invite a supporter to the hearing, they are not normally allowed to speak on your behalf and you are responsible for informing them of the hearing date.

9.18.6 Other attendees may include:

- The internal examiner or a nominee appointed by the DoGE who may attend the hearing and present the case on behalf of the School;
- An experienced member of The Registrar and Secretary's Office who will not be part of the panel or the decision making process but may be asked to attend to provide advice and guidance on regulatory proceedings;
- Any witnesses brought by you (it is your responsibility to inform them of the hearing date);
- Any witnesses brought by the school, which may include the academic who originally raised the allegation.

9.18.7 The Panel may request additional evidence, this may include:

- Copies of online supervision records;
- University or school-based training that you have attended;
- Confirmation that you have access/been advised of the draft Turnitin submission area.

9.18.8 You will be provided with all of the relevant material and evidence that has been gathered up to this stage in advance of the hearing.

9.18.9 If you want the Panel to hear your version of events, we expect you to attend the hearing.

9.18.10 We will ask you to complete and submit a Research Misconduct Student Response Form at least two working days in advance of the hearing date. The Research Misconduct Student Response Form asks you to confirm your attendance, any witnesses or supporters you intend to bring to the meeting and any additional evidence or documents you intend to submit. If you do not plan on attending the meeting, the form provides you with an opportunity to submit a statement in response to the allegation. The form also asks you to confirm whether you intend to present mitigation.

9.18.11 Failure to submit the response form and failure to attend the hearing will result in the meeting going ahead in your absence and a decision will be reached based on the information contained within the available documentation.

9.18.12 The purpose of the hearing is for the full facts of the case to be reviewed and reconsidered. The Stage 2 investigator will be invited to present the background of the case and an overview of the previous stage/s of the investigation. The Panel will speak to you, and any other relevant parties invited to the hearing, about the allegation and your work.

9.18.13 The Panel will consider all of the evidence and material available and will make a decision based on the balance of probabilities.

9.18.14 A Secretary will attend the hearing to keep a record of the discussions that take place. A copy of the meeting record, along with the investigation outcome, will normally be sent to you within 5 working days of the meeting.

9.18.15 The outcome letter will be held on your student file, unless an outcome of no case to answer is determined, in which case all records of the allegation and hearing will be deleted.

9.19 Stage 3 Offences

9.19.1 Gross examples of research misconduct will always be referred to a Research Misconduct Panel. Serious cases such as this may include:

- Serious misconduct where there is a clear intent to deceive and gain unfair advantage, for example ghosting, fabrication and falsification of data, an attempt to pass off another person’s work as your own;
- Poor referencing or bad paraphrasing throughout large sections of your work;
- Research that has been conducted in serious breach of the University Research Ethics and Integrity policies;

- Failure to comply with your ethical approval.

9.20 Stage 3 Outcomes

9.20.1 The available outcomes of a Stage 3 hearing are provided below. When considering what outcome is appropriate, the Panel may consider:

- The degree of severity of the offence;
- Whether or not it is a first offence;
- The level of the award you are registered for (master's or doctoral level);
- The stage of your degree (progression stage or final thesis submission);
- Any mitigation presented. In exceptional cases where significant mitigation has been presented and accepted and this is a second or subsequent offence, you may be given a lower penalty or the same penalty again.

9.20.2 **No case to answer** – it is determined that no offence or poor academic practice has occurred. All records of the allegation and investigation will be deleted from your student file.

9.20.3 **Written caution** – this outcome will only be chosen in the case of poor academic practice. Where an offence has occurred, even if minor, a higher penalty should be applied.

- You will be issued with a written caution letter;
- You will be allowed to correct the problematic areas of your work in the amendments phase of your assessment;
- The written caution will be recorded on your file and deleted once you have completed your programme of research;
- In the case of further misconduct, this caution will count as a first offence.

9.20.4 **Penalty 1**

It is determined that moderate research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. You will normally be given between one to three months to correct the problematic areas of your submission, depending on the severity of the offence, and your work will then be examined. Your corrected work will be considered as a resubmission attempt - this means that limited outcomes will be available to you following your examination.

9.20.5 **Penalty 2**

This penalty can only be applied to a doctoral candidate. It is determined that serious research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. You will be required to correct the problematic areas of your work and resubmit for a lesser degree (MA/MSc by Research following first progression monitoring or MPhil following second progression monitoring and final thesis examination). You are permitted to have up to six months to correct your work, depending on the severity of the offence, and it is the decision of the panel as to how much time is granted within this parameter.

9.20.6 **Penalty 3**

It is determined that gross research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. Your work will be academically failed and you will be withdrawn from your course.

- Penalty 3 will be used in serious or extensive cases where no mitigation presented or the Panel does not accept that the mitigation can account for the level of misconduct.
- Where you are required to leave your course, you will be awarded any credit you have achieved through any taught element of your course, unless the Panel specifies otherwise.
- Students that are withdrawn will lose access to their University accounts within 24 hours of the withdrawal being instigated. If your School notifies you that you are being withdrawn, they will give you 10 working days in which to save any documents or correspondence that you may need from your University accounts, before they formally withdraw you.

9.21 Appealing a Research Misconduct penalty

9.21.1 If you are unhappy with the outcome of a research misconduct investigation and the penalty applied, you may decide to submit an appeal. We would strongly recommend that you seek impartial advice and support from the **Students' Union Advice Centre**.

9.22 Grounds for Appeal

9.23.1 For your appeal to be successful, you must provide independent evidence to demonstrate at least one of the following grounds:

- You can demonstrate that a procedural irregularity occurred during the procedure; and/or
- You can demonstrate that the decision makers reached an unreasonable decision and/or the penalty was disproportionate; and/or
- You have independently evidenced exceptional circumstances, which impacted on your conduct in the assessment or engagement with these procedures which for good reason you could not tell us about earlier. Please see our Supporting Information Guide for Students for information about

appropriate standards of information for exceptional circumstances; and/or
- There was bias or reasonable perception of bias in the procedure.

9.22.2 The burden of proof in substantiating your appeal arguments rests with you.

9.23 How to submit an appeal

9.23.1 You can appeal a penalty that is awarded at any investigation stage. However, you cannot appeal against your case being referred to a higher stage of the procedure until that stage is concluded and a penalty has been applied.

9.23.2 If you wish to appeal, you should complete the Research Misconduct Appeal Form no later than 10 working days from the date that you received the investigation outcome.

9.23.3 If you submit your appeal later than 10 working days after the date your outcome was sent to you, you will need to provide independent information to explain why you could not have submitted your appeal to us any sooner. This is in addition to the information required to support your case for an appeal. If you do not send us appropriate independent evidence to corroborate why your late appeal should be considered then your appeal will be rejected on the basis that it was submitted late, and no further details of your appeal will be considered.

9.23.4 We will issue a Completion of Procedures letter to you, normally within 20 working days of the date you submitted the appeal. You should read the content of the letter carefully and, if appropriate, discuss the outcome with your School.

9.23.5 If your appeal is **upheld**, the decision of guilt may be changed, or it may stand but the penalty applied may be altered. When we notify you of the outcome, we may provide you with a deadline by which you are required to confirm that you accept the changed decision. If you fail to accept the offer by the specified deadline, we will write to you and confirm that the offer has been withdrawn.

9.23.6 If your appeal is **not upheld**, the original decision will stand. You may wish to discuss the outcome with the **Students' Union Advice Centre** who can independently guide you through the decision. This decision will be final and will bring to an end the University's internal procedure.

9.24 OIA: Independent review of the appeal decision

9.24.1 Our appeal decision is final and there are no further appeal stages within the University. If you wish to request an external, independent review of our final decision, you should contact the **Office of the Independent Adjudicator** (OIA) within 12 months of the date of the Completion of Procedures letter.

Section 10: Support to Study Regulation

You may wish to seek impartial advice and support from the Students' Union Advice Centre if you are asked to meet with us to discuss concerns we may have about your fitness to study and what support may be required to help you successfully continue.

10.1 Regulation Introduction

10.1.1 This section applies to all students whether you are full-time, part-time, undergraduate or postgraduate.

10.1.2 The term 'support to study' relates to our assessment of your current 'fitness' to participate safely, independently and successfully in academic study and student life generally.

10.1.3 This regulation will normally apply to you if you are very ill and / or we have serious concerns about your behaviour and/or wellbeing and/or capability. We will act promptly in these circumstances, as our early intervention may prevent a situation developing into a crisis at a later stage. In some circumstances, your alleged behaviour may also be assessed under the precautionary measures procedure (section 13).

10.1.4 We are committed to supporting your wellbeing throughout your studies. We recognise that a positive approach to the management of physical and mental health issues is critical to your learning, academic achievement and your wider student experience.

10.1.5 Unfortunately, there may be occasions when your physical or mental health temporarily impacts on your fitness to study because it prevents you from engaging with your studies and/or functioning more widely as a member of the University community. Examples of possible concerns about your fitness to study include:

- If we believe you pose a risk to your own health, safety or wellbeing and / or that of others.
- If your behaviour is (or is at risk of) disrupting the teaching, learning and / or experience of other students.
- If your behaviour is (or is at risk of) disrupting the day-to-day activities of the University or a placement provider.
- If you need extra support which falls outside the scope of the services which we can reasonably be expected to offer.

10.2 Interruption through the Support to Study procedure

10.2.1 If we have concerns about you, we will try to work with you in a spirit of cooperation to find a solution. If you are unable to engage with us, we may determine that you are unfit to study at the present time and we could interrupt your registration until you are well enough to return to your studies. In this case, we will

make all reasonable efforts to consult with you and explain why we have made this decision.

10.2.2 When you are ready to return to your studies, we will support you to do this. As part of this process, you may be required to provide medical evidence to confirm you are well enough to return and that re-engaging with your studies will not be detrimental to your health. We will usually hold a re-convened Support to Study meeting to discuss your return, the support we can offer and our expectations of you. You may be required to make and attend an appointment with the Student Services team, your PGR supervisor and/or the Doctoral College PGR Support Team before you will be allowed to re-enrol.

10.3 Withdrawal through the Support to Study procedure

10.3.1 In the most extreme case, where we deem your fitness to study is significantly impaired and is likely to remain so for a substantial period of time, we may withdraw you from your course. In this case, we will make all reasonable efforts to consult with you, but we may conclude that we cannot reasonably provide the level of support you need in order to continue to study. In this event, we will explain why we have made this decision.
If you are an international student on a Student visa, interruption or withdrawal will have an impact on your visa. If this is the outcome, you should get advice from the International Office and the Students' Union Advice Centre.

Section 10: Support to Study Procedure

If you are unclear or require support with the information listed below, contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities by emailing advice-centre@hud.ac.uk.

10.4 Procedural Introduction and Support

10.4.1 We are committed to supporting your health, wellbeing and academic success throughout your studies and take a positive approach to the management of your physical and mental health issues.

10.4.2 This procedure will be used in circumstances where your current fitness to study gives us cause for concern. There may be occasions where we become concerned about whether you are able to achieve your best, or whether you are compromising those around you to achieve their best.

10.4.3 We recognise that there may be times when you experience physical and mental health challenges that pose a potential risk to the health, safety and wellbeing of yourself or other students and staff. During such circumstances, it may be inappropriate to follow our Student Disciplinary or Fitness to Practise procedures. Instead, we will use our Support to Study procedure.

10.4.4 Many students receive support whilst they complete their studies, and we encourage all students to access support from the earliest opportunity, be that from the University or external services.

- Use our Wellbeing Support website to seek specific support or contact the Wellbeing Team for support by emailing studentwellbeing@hud.ac.uk
- Access the University's online support network at home or on campus, Togetherall. This service is available 24 hours a day
- Contact the Students' Union Advice Centre (SUAC) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities either by telephone 01484 473555 or via email at advice-centre@hud.ac.uk.
- If you are experiencing mental health or emotional difficulties, you can contact your GP to discuss how you are feeling.
- If you require urgent support, access our emergency contact information. This includes mental health services and emergency services information.
- In an emergency, please call 999

10.4.5 We understand that our use of any procedure may increase your experience of stress, particularly if you do not accept the role and purpose of the procedure. At all times during the procedure, we will attempt to minimise any stress caused and

help you to understand that our main purpose is to support you. The support available to you is outlined above.

10.4.6 The procedure has two stages, as listed below and an opportunity to appeal the outcome applied at either stage. You are not permitted to appeal the escalation of a case from Stage 1 to 2

- Stage 1 (Local Meeting): Initial and/or emerging concerns
- Stage 2 (Support to Study Panel Meeting): Continuing and/or serious concerns

10.4.7 We explain this in detail below and encourage you to be accompanied and/or represented at all stages of the procedure by a supporter. This might be a Students' Union Adviser, a member of staff, friend, relative, health professional or support worker.

10.4.8 A variety of different people may raise concerns about you, for example, University staff, other students, health professionals, placement providers or members of the wider community. We will take any such concerns seriously because your wellbeing is our main concern. We will deal with these reports sensitively and non-judgmentally and in a coordinated manner across the University.

10.4.9 We have a duty to the whole University community to meet their health, safety and wellbeing needs, as well as the same duty to you. Therefore:

- We cannot assure you of complete confidentiality throughout this procedure;
- We may need to share your information with others in order to help you and keep everyone safe;
- We will only share personal information with a limited number of people who need to know. This may include the police or NHS if we believe that you are a risk to yourself or others;
- We will normally inform you of the identity and capacity of anyone we consult with about you, unless we believe their safety to be at risk.
- You will be asked to provide your consent before your file is shared with your supervisor(s)/PAT to facilitate pastoral support.

10.4.10 We will deal with your case according to your individual circumstances. In exceptional cases, we may vary this procedure in the interests of fairness and/or health and safety. For example, in crisis situations, or where we are concerned that your attendance at a meeting would be unduly stressful, or where you are in hospital.

10.4.11 If you are unwilling or unable to participate at any stage of this procedure or to attend a meeting, we may still follow this procedure where it is reasonable to do

so. We may also deal with issues and make decisions based on written reports and statements, if you and/or your supporter are absent from meetings.

10.4.12 Where we think it is in your own and/or others' best interests, we may escalate immediately to Stage 2 without completing the procedure at the lower stage. If this is the case, you will be provided with an explanation as to why it has been escalated.

10.5 Supporting Information

10.5.1 If you are being asked to meet with us as part of the support to study procedure, you will receive a statement of concern in advance of the meeting itself. This will inform you of the grounds and context for our concern. As part of the paperwork, we will also provide you with any additional supporting information the University have to help further explain the requirement to meet under this procedure.

10.5.2 Supporting information could be for example, but is not limited to; email trails or relevant documentation related to the concern, attendance records, witness statements etc.

10.6 Precautionary measures

10.6.1 If we decide to impose precautionary measures, you may be prevented from carrying out certain activities temporarily. These are explained in Section 13.

10.7 Stage 1 Local Meeting: Initial and/or Emerging Concerns

10.7.1 We expect to deal informally with initial or emerging concerns about your fitness to study, wherever possible. You will be invited to an informal meeting as soon as possible to discuss the concerns raised. Where possible we will try and give you five working days' notice of the meeting but dependent on the nature of the concerns and to address and manage situations where there may be high or urgent risk to yourself and/or to others, it may be sooner. You will be issued with supporting information as outlined in 10.6 before we meet with you.

10.7.2 The staff present at a Stage 1 meeting will be;

- A member of staff you know. It will most likely be your supervisor or a member of staff with responsibility for student support as part of their role; this could be a professional services or an academic member of staff. This individual will lead the meeting;
- Although it is an informal meeting, you may bring a supporter with you. If you are having difficulty expressing yourself due to your circumstances, the supporter will be allowed to speak on your behalf.
- A notetaker

10.7.3 In the meeting, we will discuss the concerns and any support needs you may have. We will ask for your views and give you an opportunity to respond to our concerns. You will be able to disclose if you have an underlying health condition that might be relevant. If you have not already done this, we may encourage you to seek support from the Wellbeing Service. We can also refer you directly to this service, if you give your permission.

10.7.4 We will explain why we are concerned. As an outcome to support you, we may:

- Suggest support arrangements and/or reasonable adjustments to be put in place for you;
- Agree an action plan or study plan with you, setting out how the matter will be managed and any requirements on you (for example, in respect of your conduct or further support you should seek);
- Suggest and agree with you a voluntary period of interruption;
- In cases where the concerns have been considered too serious to be concluded at Stage 1, refer the matter to Stage 2 of the procedure.

10.7.5 Where we draw up an action/study plan under Stage 1, we will arrange a date to review the plan with you. Normally, the initial review period is 10 working days. After review, we will decide whether the action/study plan should continue and, if so, whether we need to amend it.

10.7.6 If a positive resolution is achieved at Stage 1, then no further action will be needed. However, if you refuse to engage with us or we are not satisfied with your progress, we may refer you to Stage 2 of this procedure. If this is the case, we will inform you of the next steps in writing within five working days of the meeting. We will give you our reasons and explain any actions you need to take.

10.8 Stage 2 Support to Study Panel Meeting: Continuing and/or Serious Concerns

10.8.1 If we have serious and/or continuing concerns about your fitness to study, or if the support provided at Stage 1 was not adequate, we will arrange a support to study panel meeting. An explanation of the purpose of the meeting along with Stage 1 paperwork and/or additional information related to the concern will be issued to you upon invitation. This could be a summary or update of any actions set at Stage 1, for example. This will help to contextualise the referral as per the information outlined in section 10.6.

10.8.2 Before the meeting takes place, your School will seek help from The Registrar and Secretary's Office and may consult a range of people to help us understand your case.

10.8.3 Where possible we will try and give you five working days' notice of the meeting with the venue, time and date, but dependent on the nature of the concerns it may be sooner.

10.8.4 At the meeting, we will explore any support needs you may have and ask you to tell us what has happened.

10.8.5 The staff member making the Support to Study referral is excluded from panel membership but must be invited to present the concerns. The panel membership will usually comprise;

- The Registrar and Secretary or nominee (who will act as Chair),
- A senior academic staff member with substantial experience in doctoral supervision, who is independent of the student's supervisory team.
- A representative from Student Services.
- A Students' Union Officer

10.8.6 If it is appropriate in the circumstances, a medical professional and/or a police officer may be present and asked to provide information. You are entitled to have a supporter with you at the meeting. A supporter will normally be a member of the Students' Union Advice Centre, a member of academic staff or a member of staff from Student Services. A supporter will not normally be permitted to speak on your behalf and is there to support you. Other attendees who are not members of the panel may include:

- the student
- the student's supporter
- the staff member making the referral;
- Personal Academic Tutor;
- Fitness to Practise Lead/Main Supervisor;
- witnesses for the school or the student;
- a note taker.

10.8.7 During the meeting, we will ask you to respond to our concerns. We will also consider records of previous meetings with you, any support or action plans, medical reports, etc. We will then determine whether your fitness to study is impaired or may become impaired and any actions that we need to take. This may include, but is not limited to, one or more of the following outcomes:

- Support arrangements and/or reasonable adjustments for you to continue your studies;

- An action/study plan, setting out how we will manage the matter and what you need to do, for example, in respect of your future conduct or the support that you must seek;
- Withdrawal from overseas study or other university related activity;
- Alternative modes of study if permitted under the regulations;
- Restriction from university premises for a stated period of time, with reasonable arrangements put in place to support your study;
- An interruption of study for a stated period of time;
- Stipulate any conditions you should meet prior to a return to study on campus;
- Withdrawal from your course.

10.8.8 If you are following an action/study plan, we will give you a copy of it and arrange a review date. Normally, the initial review period is 10 working days. The review group will usually comprise of the same individuals who met with you at the Stage 2 meeting. They will discuss your progress with you and decide whether you should continue to follow the action plan and, if so, whether we need to amend it. They will consider whether you have complied with the requirements of the action plan and, if not, if another outcome should be considered. The panel may require to meet with you again in these circumstances. If so, it will be explained to you why.

10.8.9 We will normally communicate the outcome of the review meeting to you in writing within 5 working days.

10.9 Return to Study Meeting

10.9.1 If your studies have been interrupted or you have been withdrawn under this procedure, you will normally be asked to attend a Return to Study meeting in advance of your proposed return. This is so the Panel can assess whether you are now fit to return to study. The Panel will usually comprise of the same individual(s) who met with you at either Stage 1 or 2.

10.9.2 Any conditions set of you will be reviewed and we may ask you to provide evidential assurance that returning to your studies will not be detrimental to your health. This includes if you were withdrawn due to your fitness to study. You may also be required.to make an appointment with the Student Services team, your supervisor and/or a member of the student support team before you are allowed to re-enrol.

10.9.3 We will normally communicate the outcome of the meeting within five working days.

10.10 Support to Study Appeal Procedure

10.10.1 You can appeal against the outcome applied at either stage with the exception that you cannot appeal a decision to refer the matter from Stage 1 to 2 of

the procedure. You can appeal on one or more of the following grounds and will be expected to provide supporting information where possible;

- The University has failed to follow its own procedure;
- The decision is unreasonable and/or a disproportionate sanction has been imposed;
- There was a bias or reasonable perception of bias in the procedure and/or the hearing.

- You have relevant new information or supporting documentation that you could not reasonably have provided before.

10.10.2 The Students' Union Advice Centre can support you through the appeal process.

10.10.3 To appeal you should complete the Support to Study Appeal Form in full no later than 10 working days from the date you received your Stage 2 outcome. A member of the The Registrar and Secretary's Office with no previous involvement with your case will consider your appeal.

10.10.4 If we receive your appeal after the deadline has passed and you have not provided a good reason, with independent evidence, about why your request is late we will not uphold your request on the basis that it has been submitted late.

10.10.5 If your appeal is **not upheld** the original decision will stand

10.10.6 If your appeal **is upheld**, we will either;

1. If possible, refer the matter back to an earlier stage of this procedure for reconsideration. We will do this, for example, if the correct process has not been followed or relevant new information or evidence is available; or
2. Apply an alternative outcome.

10.10.7 If you are appealing a Stage 2 support to study panel meeting outcome and the reviewer decides that another panel should be held, we will ensure that the panel contains new members who have not been involved in the previous decision. The notetaker may be the same person as before. Please note that the note taker is not involved in the decision-making process.

10.10.8 We will notify you of the outcome together with our reasons within 20 working days of receipt of the appeal. Once your appeal has been considered, if not upheld, this decision is final and a completion of procedures letter will be issued so that you can request an independent review of the outcome.

10.11 OIA: Independent review of the Support to Study appeal decision

10.11.1 Our appeal decision is final and there are no further appeal stages within the University. If you wish to request an independent review of our final decision, you should contact the **Office of the Independent Adjudicator** (OIA) within 12 months of the date of the completion of procedures letter.

Section 11: Student Disciplinary Regulation

You are advised to seek impartial advice and support from the Students' Union Advice Centre if you are involved in a disciplinary.

11.1 Procedural Introduction

11.1.1 We expect you to follow the University's Community Code of Conduct and act as a part of the wider University community. We expect you as "global professionals" to behave in a professional manner whether you are on campus, on placement, on study visits, field trips or any other off campus location. Some examples of unacceptable behaviour are listed within the Community Code of Conduct and we expect you to read this.

11.1.2 If we receive a report about your behaviour, we may use this procedure to investigate the allegation. Anyone, including members of the public, can make a report to the University about your behaviour. Reports may be made by the police, academic staff, other students or other University staff. Your alleged behaviour may be assessed under the precautionary measures procedure (section 13) and a risk assessment may be completed as a result. If an allegation is made about you to the police and the police decide to investigate, we are likely to postpone our investigations until the criminal proceedings have been concluded. Further information on criminal proceedings and our investigations can be found in section 13.

11.1.3 If the Students' Union investigates a report about your behaviour under the Students' Union Constitution's Disciplinary Procedure and finds you have a case to answer, this is likely to indicate a breach of our Code of Conduct. The University may make use of the same report and supporting evidence in its own procedure.

11.1.4 If we decide to investigate the allegation, we expect you to be honest and truthful. We make decisions based on the balance of probabilities and we may apply more severe penalties if we find that you have not been honest and truthful. Failure to engage with the procedure and/or attend meetings will normally result in escalation to the next stage of investigation.

11.1.5 We recognise that some behaviour may be attributable to your health status or disability and, if that is the case, we will consider this. If you wish this to be considered, it is your responsibility to tell us. You should note that when we make decisions under this regulation we will be guided by an overriding concern for the protection of other students and staff, the public and the reputation of the University.

11.1.6 We can make decisions and apply penalties at any stage of the procedure. You can appeal these decisions at each stage, however you cannot appeal a decision where the matter has been referred to a later stage.

11.1.7 As either a student making or a student responding to a report, you must provide all evidence, information and details of witnesses at the earliest possible opportunity. You should give this information to us as part of our investigations at

Stages 1 or 2. If you do not do this, we might not be able to consider your information at Stage 3 or as part of an appeal. Exceptionally we may allow you to bring new evidence or witnesses with you to a hearing if you have good reason why this information could not have been provided during our investigations.

11.1.8 We can start our investigations at either Stage 1 or Stage 2 of the procedure depending on the severity of the allegation. If we decide to start our investigations at Stage 2 of the procedure, we will explain to you why we have decided to do this.

11.1.9 If you withdraw or have been withdrawn under a different procedure from your course before this procedure has concluded, you will not be allowed to return to study until the disciplinary case is reopened and investigated, and the outcome is known. If you ask for a reference at this time this will record that a disciplinary matter is outstanding.

11.1.10 If an allegation raised under this regulation would be more appropriately dealt with using a different University procedure, we will advise you which procedure to use and why. If someone raises an allegation under another procedure, we may choose to consider it as a disciplinary matter instead. If so, we will explain why and confirm the correct procedure to be used.

11.1.11 We will not normally take into account any previously upheld allegations under the considerary Procedure when considering a current allegation unless they relate to a similar pattern or nature of behaviour pertaining to current issues under investigation. However, if we conclude that you have breached the Community Code of Conduct, we will then consider all previously upheld allegations when applying a penalty. It is likely that if you have a previously upheld breach, we will apply a more serious penalty.

11.2 Confidentiality and anonymity

11.2.1 We will handle investigations sensitively and confidentially. We will keep any information that we gather during our investigations confidential. However, we will need to share information with members of staff so that we can investigate the allegations. We will usually share the information with a limited number of people who are involved in the processing or decision making of disciplinary matters. In exceptional circumstances, we may need to share this information with external parties but if we need to do this, we will tell you why.

11.2.2 Please note that, if a government or corporate organisation sponsors you, we may inform your sponsor of any concerns regarding your behaviour.

11.2.3 We do not accept anonymous allegations about student misconduct under this regulation. We understand that you might wish to raise an issue about another student's behaviour anonymously, and if so, the University's Report and support tool may be appropriate for you. However, you should note that we will not

consider any reports received through the Share and Support tool if you report this anonymously.

11.2.4 If you make an allegation against another student, we will inform you when the matter is concluded. You will also be informed if the Reported Student was found to be in breach of our regulations. You will normally be informed of penalties imposed on the Reported Student where the penalty has a direct impact on the Reporting Party like a No Contact agreement or a letter or apology.

Section 11: Student Disciplinary Procedure

This procedure aims to function in a fair and transparent way, guided by the principles of natural justice. It is not intended to mirror aspects of criminal law and does not constitute a formal legal process.

Our approach to how we handle disciplinary processes is guided by the Principles set out in the Office of the Independent Adjudicator (OIA)'s Good Practice Framework.

11.3 Procedural Introduction

11.3.1 If we ask to meet with you due to an allegation made about your behaviour, we strongly advise you to seek independent advice from the Students' Union Advice Centre (SUAC), as they have the experience of supporting and advising students during disciplinary proceedings. You can be supported by one of their advisers at any stage of the Disciplinary Procedure but a supporter is not normally allowed to speak on your behalf.

11.3.2 The University offers support to all students involved in disciplinary investigations, should they need it. Our services are available to both the reporting and the reported party, regardless of the nature of the allegation. See section 11.6.7 for further information.

11.3.3 Behaviours which break the Community Code of Conduct can be found here.

11.3.4 There are three stages to the procedure:

- Stage 1: Local Level investigation
- Stage 2: University Level investigation
- Stage 3: Disciplinary Hearing

11.3.5 You can make a report to any member of University staff and if you would like the report to be investigated via the Disciplinary Procedure, the staff member will be expected to share this information with the University, either the appropriate School or The Registrar and Secretary's Office in accordance with these procedures. If you change your mind about following a formal procedure, you can do so at any time by informing us in writing.

11.3.6 If you want to make a report about a student's behaviour, but **do not want** it investigating via the Disciplinary Procedure, you can do the following;

- Make a report to the Wellbeing team using the **Share and Support** tool, either anonymously or named;
- Use the **Wellbeing Support website** to seek specific support or contact the wellbeing team for support on **studentwellbeing@hud.ac.uk**.

11.3.7 If you **do not want** to make a report to the University under any circumstances, but do want to receive support or information, you can:

- Use the **Wellbeing support website** to seek specific support or contact the wellbeing team for support on **studentwellbeing@hud.ac.uk**.
- Access the University's online support network at home or on campus, **Togetherall**. This service is available 24 hours a day.
- Contact the **Students' Union** who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
- Contact **Citizens Advice** who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
- If you require information and/or support specifically regarding harassment and sexual misconduct, the University recommend you access this link for The Harassment and Sexual Misconduct Statement for further information/support and/or this link for further guidance.
- If you require information and/or support specifically regarding discrimination, the University recommend you access **this link for further guidance.**
- If you require information and/or support specifically regarding hate crime and or hate incidents, the University recommend you access **this link for further guidance.**
- If you require information and/or support specifically regarding bullying, the University recommend you access **this link for further guidance.**
- If you require information and/or support regarding any form of anti-social behaviour, the University recommend you access **this link for further guidance.**
- **If you are in immediate danger or require urgent support, access emergency contact information. This includes mental health services and emergency services information**

11.3.8 The University does not normally allow legal representation in Disciplinary cases as it is not a legal proceeding.

11.4 Reporting Party

11.4.1 A reporting party can be anyone, including a member of the public, who makes a report to the University about a student's behaviour. The reporting party is not necessarily always the person(s) directly affected by the alleged report.

11.4.2 When you make a report to the University, you should try and provide as much evidence and information as you can, which may include a statement of events and details of witnesses. If relevant to the allegation, we may contact the witnesses.

Before this Disciplinary Procedure is started, we may meet with you to discuss if you are still happy to engage with it. Where a report about another student has been made to us, we may still act under this procedure, even if you do not wish to proceed or cannot provide evidence. If so, we will explain why this is the case.

11.4.3 If you have submitted evidence, once collated, you will be asked to confirm you are happy with the final information to be shared as part of the investigation before it is sent to the reported party.

11.4.4 If you make an allegation which suggests a criminal offence may have occurred, the University cannot normally make a report on your behalf. We will ask if you want to make a report to the Police and signpost you to support, if this is something you wish to pursue. If you do pursue this with the Police, we will not be able to proceed with our internal investigation until the police have finished their investigation and any criminal proceedings are completed. Section 13 provides for more information.

11.5 Reported Party and Allegation Paperwork

11.5.1 If an allegation is made about you, you will be notified and given the opportunity to respond in accordance with these procedures. You will be issued with an allegation summary as part of your paperwork which will inform you of the grounds for referral and the alleged breach(es) of the Community Code of Conduct. You will also be provided with additional information and or evidence to support the allegation. This will be shared with you five working days prior to any investigation meeting scheduled under the procedure; either at Stage 1 or 2.

11.5.2 Supporting information could be for example, but is not limited to; email trails, screenshots and/ or relevant documentation related to the allegation, a police report, witness statements or CCTV footage.

11.5.3 If you wish to submit supporting evidence in response to the allegation, you will have the opportunity to do so up to two days in advance of the meeting. This could be for example in the form of a statement. You do not need to provide character references as evidence during the investigation, though character references might be considered when a penalty is determined if the allegation is proven.

11.5.4 If you have a disability and would like to discuss reasonable adjustments with us to take into consideration as part of the investigation process, please email studentconduct@hud.ac.uk.

11.5.5 We acknowledge that these procedures can be difficult and as such, the support available to you is outlined below;

- Contact the Students' Union Advice Centre who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities either by telephone 01484 473555 or email advice-centre@hud.ac.uk
- The Wellbeing support website to seek specific support or contact the wellbeing team for support on studentwellbeing@hud.ac.uk
- Access the University's online support network at home or on campus, Togetherall. This service is available 24 hours a day

11.6 Witnesses

11.6.1 If you have been identified as a potential witness, either as somebody who has witnessed the behaviour or can provide information on the allegation we may contact you to ask if you would like to provide a statement. If you do provide a statement, you will be asked to confirm you are happy to have the information shared as part of the investigation before it is sent to the reported party.

11.7 Precautionary Measures and No Contact Agreements

11.7.1 If we decide to impose precautionary measures on you, you may be prevented from carrying out certain activities. As part of this procedure you may also be invited to sign a no contact agreement with another student. These are explained in Section 13.

11.8 Classification of Misconduct

11.8.1 We will classify the alleged misconduct reported as either minor, major or gross misconduct. The examples of misconduct which breach the **Community Code of Conduct** below are there for indicative purposes only and are by no means an exhaustive list.

Type of Misconduct	Detail	Examples of misconduct which breach the Community Code of Conduct
Minor Misconduct	If proven, would not reasonably be expected to lead to temporary suspension, prohibition or permanent exclusion and can be adequately addressed through the range of penalties available within the Stage 1 Disciplinary Procedure.	• Misuse or unauthorised use of University premises or items of property • Dropping litter of any description on University premises whether inside or outside buildings • Smoking/vaping in unauthorised areas • Misuse of a student ID card

Major Misconduct	If proven, might reasonably be expected to lead to temporary suspension or prohibition and would be most appropriately addressed by the range of penalties available at Stage 2 or Stage 3 within the Disciplinary procedure.	• Multiple or repeated 'minor' behaviours • First case of anti-social behaviour • A first infringement of any university policy including not completing any mandatory training sessions. • Damage to university property (major)Infringement of University Health and Safety rules • Behaviour that could reasonably be considered as sexual harassment • Failure to comply with a previously imposed penalty at the minor misconduct level
Gross Misconduct	If proven, might reasonably be expected to lead to permanent exclusion. This is misconduct which would be considered by a Stage 3 Disciplinary Hearing.	• Serious infringement of University Health and Safety rules • Sexual misconduct which relates to all unwanted conduct of a sexual nature. This includes sexual harassment or sexual violence. • Fraud, deceit, deception or dishonesty • Conduct which may be regarded as a breach of the criminal law e.g.theft • Serious or persistent acts of bullying, harassment or intimidation • Failure to comply with a previously imposed penalty at the major misconduct level

11.9 Deadlines

11.9.1 There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent evidence to show why you could not do this. We are also expected to meet our deadlines but there will occasionally be times when we are unable to do this for good reason. If so, we will let you know why and keep you informed of progress.

11.10 Stage 1: Local-level Investigation

11.10.1 The purpose of this investigation is to establish the facts as far as is reasonably possible. We will treat you fairly in the process whether you are a reported party, reporting party or witness, and will not make assumptions about whether or not the allegation is true or false.

11.10.2 The Registrar and Secretary (or nominee) will determine whether to deal with the matter informally, without the need for a full investigation. If a local-level investigation is required, The Registrar and Secretary's Office will nominate an appropriately trained member of staff within either the Doctoral College, or the relevant service, to investigate the allegation made about your behaviour, this may be an academic or professional services member of staff. A notetaker who is not part of the decision making process must be present. As part of the investigation, you, the reported party will be asked to meet with the investigator, this may be more than once to ascertain as much information as possible.

11.10.3 The investigator will speak to you, the reported party, about the allegation and may speak to the reporting party or any witnesses, if necessary.

11.10.4 We will provide you with five working days' notice of any meeting to discuss your behaviour and you will be able to bring a supporter with you. Please refer to the detail in section 11.8 which outlines what you can submit in advance of the meeting, and when.

11.10.5 When we invite you to meet with us, we will tell you about the allegation and provide you with a copy of any evidence that we have received. We may exceptionally need to keep the identity of the person who reported the behaviour confidential or redact the evidence but we will give you enough information so that you can respond to the allegation.

11.10.6 We expect you to attend the meeting but if you are unable to attend for a good reason, which can be independently evidenced, and you tell us by emailing the investigator before the meeting date, we can hold the meeting at a later date. Please be aware that we are unable to indefinitely postpone a meeting and we will not usually postpone a meeting more than once.

11.10.7 If you do not tell us in advance that you are unable to attend the meeting and you do not attend, the investigator will continue with their investigation in your absence based on the information available. This will include any information you have submitted, prior to the meeting request.

11.10.8 If you tell us in advance of the meeting that you will not be attending and do not have a good reason for not attending, which can be independently evidenced, we will be in touch to rearrange, however if you choose not to meet with us or cannot make the next meeting date, the investigator will continue with their investigation in your absence based on the information available. This will include any information you have submitted, prior to the meeting request.

11.11 Stage 1 Outcomes

11.11.1 Once the investigator has met with you, the reported party, they may require additional time to conclude their investigation. We will;

- Contact you to tell you when we have concluded the investigation. This may be at the end of the meeting or soon afterwards; **and**
- Within five working days of informing you that the investigation has been concluded, we will contact you to let you know the outcome. The possible outcomes are listed below.

11.11.2 If we decide that your behaviour has breached our regulations and this breach is considered to be major, in exceptional cases we can refer the matter to an investigation at Stage 2 of the procedure.

Stage 1 Outcome	Outcome Description	Action
No case to answer	If the investigator believes there is no case to answer, we will advise you of this and confirm that the matter is concluded. If during the investigation you had any precautionary measures imposed, we will lift them immediately and you will receive confirmation of this.	The case is deemed as closed.
Stage 1 penalty	If we decide that your behaviour has breached our regulations and this breach is considered minor, we can apply a penalty at Stage 1. The penalties may include but are not limited to the following: ▪ A formal written warning; ▪ An advisory warning ▪ A fine;	The case is conditionally closed. Any further allegations of a similar nature will reopen the case and it may be investigated at the next stage. The investigation will

Stage 1 Outcome	Outcome Description	Action
	▪ Attendance Awareness Course; ▪ University community service; ▪ No Contact Agreement with the reporting party and/or another student(s); ▪ Payment of an amount of money to reimburse us for loss suffered including replacement of damaged equipment, repairing damage or redecorating. ▪ Referral to Stage 2	be held on your student file.
Stage 1 penalty and/or conditions	If we decide that your behaviour has breached our regulations and this breach is considered major, we can apply a penalty at Stage 1. The penalties may include but are not limited to the list above; you may be issued with a penalty from this list in addition to a condition to complete before the case can be concluded. A condition is applied when the investigator decides that a breach of the Community Code of Conduct has occurred, but they are satisfied that you have displayed an insight into your behaviour and would respond to support. The condition will be determined by the investigator and will be based upon the circumstances of the individual case. Conditions will be clearly explained so that you understand what is expected of you, and you will be asked to complete these within a reasonable timescale. The criteria for the conditions to be met will be explained to you and recorded so that the investigator can reach a decision when reviewing if the conditions have been met. Examples of conditions may be (but not limited to): ▪ To undertake a reflective piece of work on the Community Code of Conduct and/or the breach investigated ▪ To complete an action plan or create a self-set action plan which will set	The case is deemed 'open' until the conditions are met and the investigator is satisfied. You will be notified when the case is conditionally closed. Any further allegations of a similar nature will reopen the case and it may be investigated at the next stage. The investigation will be held on your student file.

Stage 1 Outcome	Outcome Description	Action
	out how the matter will be managed by The Registrar and Secretary's Office and/or any other service ▪ To issue a letter of apology ▪ To engage with support services such as wellbeing	
Referral to Stage 2 University-level Investigation	If we determine that your behaviour has breached our regulations and this breach is considered to be major or gross misconduct which cannot reasonably be addressed at Stage 1. OR The investigator has considered the completed conditions which were set at the Stage 1 meeting and determine that these have not satisfactorily been met.	The case is deemed 'open' until the Stage 2 meeting has taken place.

11.12 Stage 2: University-level Investigation

11.12.1 We will nominate an appropriately trained member of staff within The Registrar and Secretary's Office to investigate the report made about your behaviour..

11.12.2 The purpose of this investigation is to establish the facts as far as is reasonably possible. We will treat you fairly in the process whether you are a reported party, reporting party or witness and will not make assumptions about whether or not the allegation is true or false.

11.12.3 As part of the investigation, you, the reported party will be asked to meet with the investigator, this may be more than once to ascertain as much information as possible. The investigator will speak to you about the allegation and may speak to the person who reported the allegation or any witnesses, if necessary.

11.12.4 We will provide you with five working days' notice of any meeting to discuss your behaviour and you will be able to bring a supporter with you. Please refer to the detail in section 11.8 which outlines what you can submit in advance of the meeting, and when.

11.12.5 When we invite you to meet with us, we will tell you about the allegation that has been reported and provide you with a copy of any evidence that we have received. We may exceptionally need to keep the identity of the person who reported the behaviour confidential or redact the evidence but we will give you enough information so that you can respond to the allegation.

11.12.6 We expect you to attend the meeting but if you are unable to attend for a good reason, which can be independently evidenced, and you tell us by emailing the investigator before the meeting date, we can hold the meeting at a later date. Please be aware that we are unable to indefinitely postpone a meeting and we will usually be unable to postpone a meeting more than once.

11.12.7 If you do not tell us in advance that you are unable to attend the meeting and you do not attend, the investigator will continue with their investigation in your absence based on the information available. This will include any information you have submitted, prior to the meeting request.

11.12.8 If you tell us in advance of the meeting that you will not be attending and do not have a good reason for not attending, which can be independently evidenced, we will be in touch to rearrange, however if you choose not to meet with us or cannot make the next meeting date, the investigator will continue with their investigation in your absence based on the information available. This will include any information you have submitted, prior to the meeting request.

11.13 Stage 2 Outcomes

11.13.1 Once the investigator has met with you, the reported party, they may require additional time to conclude their investigation. If this is the case, you will be kept informed of the reason for the delay and a revised timescale will be given. We will;

- Contact you to tell you when we have concluded the investigation. This may be at the end of the meeting or soon afterwards; **and**
- Within 5 working days of informing you that the investigation has been concluded, we will contact you to let you know the outcome. The possible outcomes are listed below.

Stage 2 Outcome	Outcome Description	Action
No case to answer	If the investigator believes there is no case to answer, we will advise you of this and confirm that the matter is concluded. If during the investigation you had any precautionary measures imposed, we will lift them immediately and you will receive confirmation of this.	The case is deemed as closed.
Stage 2 penalty	If we decide that your behaviour has breached our regulations and this breach is considered major, we can apply a penalty at Stage 2. The penalties may include but are not limited to the following: ▪ A final written warning which means that if you breach this regulation	The case is conditionally closed. Any further allegations of a similar nature will reopen the case and it may be investigated at the next stage.

Stage 2 Outcome	Outcome Description	Action
	again you are likely to be permanently excluded from the University; ▪ A fine; ▪ Attendance Awareness Course; ▪ University community service; ▪ No Contact Agreement with the reporting party and/or another student(s); ▪ Payment of an amount of money to reimburse us for loss suffered including replacement of damaged equipment, repairing damage or redecorating; ▪ A restriction for a period of time which may prevent you from entering campus; using our IT systems; attending placement; attending timetabled teaching sessions; entering some parts of campus including the library; being a member of a University committee or panel; or contacting named people such as other students or our staff members. We may need to inform others of this outcome to monitor compliance.	The investigation will be held on your student file.
Stage 2 penalty with conditions	If we decide that your behaviour has breached our regulations and this breach is considered major, we can apply a penalty at Stage 2. The penalties may include but are not limited to the list above; you may be issued with a penalty from this list in addition to a condition to complete before the case can be concluded. A condition is applied when the investigator decides that a breach of the code of conduct has occurred, but they are satisfied that you have displayed an insight into your behaviour and would respond to support. The condition will be determined by the investigator and will be based upon the circumstances of the individual case.	The case is deemed 'open' until the conditions are met and the investigator is satisfied. You will be notified when the case is conditionally closed. Any further allegations of a similar nature will reopen the case and it may be investigated at the next stage. The investigation will be held on your

Stage 2 Outcome	Outcome Description	Action
	Conditions will be clearly explained so that you understand what is expected of you, and you will be asked to complete these within a reasonable timescale. The criteria for the conditions to be met will be explained to you and recorded so that the investigator can reach a decision when reviewing if the conditions have been met. Examples of conditions may be (but not limited to): ▪ To undertake a reflective piece of work on the code of conduct and/or the breach investigated ▪ To complete an action plan or create a self-set action plan which will set out how the matter will be managed by The Registrar and Secretary's Office and/or any other service ▪ To issue a letter of apology ▪ To engage with support services such as wellbeing	student file.
Referral to Student Disciplinary Hearing Panel	If we determine that your behaviour has breached our regulations and this breach is considered to be gross misconduct which cannot reasonably be addressed at Stage 2. OR The investigator has considered the completed conditions which were set at the Stage 2 meeting and determine that these have not satisfactorily been met.	The case is deemed 'open' until the Student Disciplinary Hearing has taken place.

11.14 Stage 3: Disciplinary Hearing

11.14.1 You will be asked to attend a Stage 3 hearing if we believe that the allegation about your behaviour is gross misconduct and we will contact you, normally within **10 working days** of the Stage 2 decision to invite you to the hearing.

11.14.2 We will let you know by email 10 working days in advance of the hearing date:

- The time, date and location of the hearing;
- The members of the panel (we reserve the right to replace panel members at short notice);

- The details of the allegation(s) and any information and documentation received (which may be redacted), including the investigation details;
- A copy of this procedure.

11.14.3 We will also send this information to the panel members and the Stage 2 investigator who will present the case to the panel, so that everyone has been provided with the same information in advance of the hearing.

11.14.4 We expect you to attend the hearing but if you are unable to attend for a good reason, which can be independently documented, and you tell us by emailing **StudentConduct@hud.ac.uk** before the hearing date, we can hold the hearing at a later date. Please be aware that we are unable to indefinitely postpone a hearing and we will usually be unable to postpone a hearing more than once.

11.14.5 If you do not tell us in advance that you are unable to attend the hearing and you do not attend, the hearing will go ahead in your absence. The panel will make a decision in your absence based on the information available and you will waive your right to appeal against the decision.

11.14.6 If you tell us in advance of the hearing that you will not be attending and do not have a good reason for not attending, which can be independently evidenced, the hearing will go ahead in your absence. The panel will make a decision in your absence based on the information available and you will waive your right to appeal against the decision.

11.14.7 If you want the panel to hear your version of events, we expect you to attend the hearing. If you do not want to attend the hearing you can submit a statement to us at least two working days in advance of the hearing date. Please be aware that if you decide not to attend the hearing you will not able to answer any questions that the panel may want to ask you.

11.14.8 You can also submit statements from your witnesses, if appropriate, but you must ensure that these have been signed and dated by your witnesses and are sent to us at least two working days in advance of the hearing.

11.14.9 You should also email us at **StudentConduct@hud.ac.uk** to confirm the names of your witnesses at least two working days in advance of the hearing date. If you would like your witnesses to attend the hearing it is your responsibility to inform your witnesses of the hearing date and ensure that they can attend.

11.14.10 You should also let us know the name of your supporter, if you are bringing a supporter with you, by emailing us at least two working days in advance of the hearing. A supporter is not normally allowed to speak on your behalf.

11.15 Stage 3 Hearing Panel

11.15.1 There will be three members of the hearing panel. These will be:

- A senior University staff member (Chair);
- A senior member of The Registrar and Secretary's Office who has no prior involvement with the case; and
- An elected officer of the Students' Union.

11.15.2 Panel members will receive appropriate training before they can sit on a panel and make decisions about disciplinary matters.

11.15.3 A note taker will support the panel and will keep a record of the important points made during the hearing.

11.15.3 Other attendees who are not members of the panel may include:

- the student;
- the student's supporter;
- the investigator;
- witnesses for the school or the student;
- a note taker.

11.15.4 At the hearing, the chair will explain to all attendees the process that will be followed. The investigator at Stage 2 will present the case at the hearing and both you and the Panel will have an opportunity to ask questions of the investigator. This is in addition to you having the opportunity to provide your version of events to the Panel. If at any point during the hearing you are unclear about how the meeting is being conducted or have any questions, you should inform the chair.

11.16 Disciplinary Hearing Outcomes

11.16.1 Once the panel has met with you, the reported party, you will be sent the outcome, normally, no later than five working days from the date of the hearing. However, in exceptional circumstances, the panel may adjourn the hearing to obtain additional evidence or clarification which could also include liaising with the reporting party, which may delay the outcome. You will be advised of any delays. The reporting party will also be informed when the disciplinary matter has been concluded.

Stage 3 Outcome	Outcome Description	Action
No case to answer	If the allegation is not upheld, then no penalty will be applied to you and we will tell you that the matter has been concluded. If during the investigation you had any precautionary measures imposed, we will lift them immediately and you will receive	The case is deemed as closed.

Stage 3 Outcome	Outcome Description	Action
	confirmation of this.	
If the allegation about you is upheld, or upheld in part, one of the following stage 3 penalties may be applied	If we decide that your behaviour has breached our regulations and this breach is considered gross misconduct, we can apply a penalty at Stage 3. The penalties may include but are not limited to the following: ▪ A final written warning which means that if you breach this regulation again you are likely to be permanently excluded from the University; ▪ A fine; ▪ University community service; ▪ No Contact Agreementwith the reporting party and/or another student(s); ▪ Payment of an amount of money to reimburse us for loss suffered including replacement of damaged equipment, repairing damage or redecorating; ▪ A restriction for a period of time which may prevent you from entering campus; using our IT systems; attending placement; attending timetabled teaching sessions; entering some parts of campus including the library; being a member of a University committee or panel; or contacting named people such as other students or our staff members. We may need to inform others of this outcome to monitor compliance. ▪ Permanent exclusion from the University, which means that you will not be able to study with us at any point after your exclusion.	The case is deemed as closed. Any warning will be held on your student file. The investigation will be held on your student file.
Stage 3 penalty and/or conditions	If we decide that your behaviour has breached our regulations and this breach is considered gross misconduct, we can apply a penalty at Stage 3. The penalties may include but are not limited to the list above; you may be issued with a penalty from this list in addition to a condition to complete before the case can be concluded.	The case is deemed 'open' until the conditions are met and the investigator is satisfied. You will be notified when the case is closed. The investigation will

Stage 3 Outcome	Outcome Description	Action
	A condition is applied when the investigator decides that a breach of the code of conduct has occurred, but they are satisfied that you have displayed an insight into your behaviour and would respond to support. The condition will be determined by the investigator and will be based upon the circumstances of the individual case. Conditions will be clearly explained so that you understand what is expected of you, and you will be asked to complete these within a reasonable timescale. The criteria for the conditions to be met will be explained to you and recorded so that the investigator can reach a decision when reviewing if the conditions have been met. Examples of conditions may be (but not limited to): ▪ To undertake a reflective piece of work on the code of conduct and/or the breach investigated ▪ To complete an action plan or create a self-set action plan which will set out how the matter will be managed by The Registrar and Secretary's Office and/or any other service ▪ To issue a letter of apology ▪ To engage with support services such as wellbeing	be held on your student file.
Referral back to Student Disciplinary Hearing Panel after unsatisfactory completion of conditions	If the panel are not satisfied with the completed conditions which were set at the meeting, the panel may have to reconvene to reconsider the outcome.	The case is deemed 'open' until the Student Disciplinary Panel have agreed to conclude the case.

11.17 Student Disciplinary Appeal Procedure

11.17.1 We can make decisions and apply penalties at any stage of the procedure. You can appeal these decisions at each stage by completing the Disciplinary Appeal Form.

11.17.2 You cannot appeal a decision to refer the matter to a higher stage of the procedure.

11.17.3 You must submit your completed appeal form within 10 working days of the date of the outcome you are appealing.

11.17.4 If we receive your appeal after the deadline has passed and you have not provided a good reason, with independent evidence, about why your request is late we will reject your request on the basis that it has been submitted late.

11.17.5 There are four grounds for appeal and you must evidence at least one of these for your appeal to be considered:

- You can demonstrate that a procedural irregularity occurred during the investigation and/or the hearing;
- You can demonstrate that the decision maker(s) reached an unreasonable decision and/or the penalty was disproportionate or not permitted under the procedures;
- You have independently documented exceptional circumstances which, for good reason, you could not tell us about before the decision was made;
- That there was a bias or reasonable perception of bias in the investigation and/or the hearing.

11.17.6 If you are permanently excluded from the University and are on a student visa, we will report this to the Home Office once the appeal period has passed.

11.17.7 Once we receive your appeal and have confirmed that it was received by the deadline, we will ask an appropriately trained member of staff who has not been previously involved to review the decision. An appeal decision will be made within 10 working days from the date on which we received your request. This decision will be final.

11.17.8 If your appeal is not upheld the original decision will stand.

11.17.9 If your appeal is upheld, the original decision may be changed or it may stand but a different penalty may be applied.

11.17.10 If you are appealing a Stage 3 hearing outcome and the reviewer decides that another hearing should be held, we will ensure that the panel contains new members who have not been involved in the previous decision. The investigator will be the same person as before. The note taker may also be the same person as before. Please note that it is the panel that makes the decision, not the investigator or the note taker.

11.17.11 The hearing will follow the procedure as set out below and the decision of the new panel will be final and will bring to an end the University's internal procedure.

11.17.12 Once your appeal has been considered, if not upheld, a completion of procedures letter will be issued so that you can request an independent review of the outcome.

11.18 OIA: Independent review of student disciplinary appeal decision

11.18.1 You can request an independent review of our final decision. You will need to send your completion of procedures letter to the **Office of the Independent Adjudicator** (OIA) within 12 months of the date of the completion of procedures letter.

Section 12: Student Complaints Regulation

12.1 Regulation Introduction

12.1.1 Before making a complaint, we would normally expect you to speak to the School, individual or Service that you would like to complain about. We strongly recommend that you seek impartial advice and support from the Students' Union Advice Centre if you wish to make a complaint.

12.1.2 If you are not satisfied with your University experience, or with any of the services we provide, it is usually possible for you to resolve your concerns informally without raising a formal complaint. This may be done in person or via email. We provide support to help you do that:

- You can speak to your Supervisor or your School's Director of Graduate Education;
- You can approach the Doctoral College PGR Support Team or a member of staff in the service relevant to your complaint

12.1.3 Local resolution is our preferred method of resolving complaints informally and in a timely manner. However, if this approach is not appropriate for the nature of your complaint you can escalate your complaint to a request for formal resolution. You should read the procedure carefully because it explains the escalation process in detail.

12.1.4 For the purposes of this procedure, a complaint is defined as an expression of dissatisfaction by one or more students about the University's action or lack of action, or about the standard of service provided by or on behalf of the University. We cannot accept complaints about the outcome to decisions reached in other regulation and procedures.

12.1.5 This procedure may **be right** for you if:

- You have a complaint about any programmes, modules, services or facilities we provide;
- You have a complaint about any action (or lack of action) that we as a University or a member of our staff may have taken;
- You have a complaint about a University policy or procedure relating to financial support, immigration processes or welfare support;
- You have concerns about a service delivered by another organisation on behalf of the University, such as a Collaborative Partner institution, which you feel has affected your learning experience.

12.1.6 If you are a student studying off the main campus at one of our Partner Institutions, the nature of your complaint first needs to be considered before we decide who will handle the matter in the first instance. For example, the University will deal with all levels of a complaint relating to academic matters through the

relevant procedure, but if your complaint relates to staff or the environment at your partner institution, then they will investigate this initially.

12.1.7 You can raise a complaint about another student using the student misconduct report form, however it is most likely that we will investigate this via our Student Disciplinary procedure (section 11). If you make a complaint about another student, a member of The Registrar and Secretary's Office will contact you to explain the student disciplinary process, should you wish to proceed with your complaint.

12.1.8 This procedure **is not** normally used for complaints related to:

- Third-party complaints, such as The Student Loans Company which has its own complaints procedures.
- Decisions made in relation to assessment and awards.
- Decisions made under other specific regulations such as Student Disciplinary as these have standalone appeal processes in which your concerns would be addressed.

12.2 Student complaints levels

12.2.1 There are three levels to the procedure:

- Local Resolution
- Formal Resolution
- Review

12.3 Confidentiality and anonymity

12.3.1 We will handle your complaint sensitively and confidentially. However, we will need to give a copy of your complaint to the person or service you are complaining about so that they can address the issues you are raising. They have the right to reply to the complaint.

12.3.2 If you wish, we can anonymise or redact your complaint in certain circumstances, but please bear in mind that it may not be possible to protect your anonymity in all cases. We can discuss this with you if it is a concern when you submit your complaint.

12.3.3 If you would like to raise an issue anonymously you are advised to use the University's Share and Support tool. Anonymous concerns or complaints will not be dealt with under this procedure.

12.3.4 Information collected through investigation of your complaint will only be used to consider your complaint and will remain confidential. We may discuss your complaint with a third party in line with our data protection policies.

12.3.5 You should not disclose information you have received as part of this procedure, such as your outcome letter, as you may be liable to disciplinary action under the appropriate University regulations and procedures if you do.

12.3.6 No student will be disadvantaged or discriminated against because of making a complaint in good faith in accordance with these regulations. Allegations of such disadvantage or discrimination are grounds for complaint under these regulations.

12.4 Complaints about staff members

12.4.1 If you make a complaint about a member of staff, we will investigate this. We recognise that staff may be anxious about any complaint made about them, whether or not your complaint is justified. We have a duty to support both the student and the staff member in these cases and you should be aware that:

- We will promptly tell the member of staff about your complaint.
- They have the right to respond to the complaint at any stage in the process.
- We may share appropriate documents and/or evidence with either party, if deemed appropriate as part of the investigation.
- The member of staff has the right to be supported by their line manager, another senior colleague or a Trade Union representative throughout the process.

12.4.2 Depending on the nature of your complaint, we may need to refer it to be considered under the Staff Disciplinary Procedure. If this is the case, we will explain this to you and your complaint will be referred to Human Resources. We will then take your complaint forward through the appropriate HR process. Once the matter is concluded, we will let you know and will issue you with a completion of procedures letter through our complaint's procedure.

12.4.3 Although for reasons of confidentiality and data protection, we will not be able to give you specific details about the outcome, please be assured that we take all such complaints seriously and deal with them appropriately.

12.5 Group complaints

12.5.1 If you and other students would like to submit a complaint as a group, you must nominate one student to communicate with us on behalf of the group. We will then communicate only through the group's nominee and we expect them to liaise with the other students.

12.6 Malicious or unfounded complaints

12.6.1 You should never raise allegations which are malicious or unfounded. If you submit a complaint and we find out during our investigations that you have not been truthful we may refer you to an investigation under the Student Disciplinary Procedure

12.7 General information

12.7.1 If your complaint would be more appropriately dealt with using a different University procedure, we will advise you which procedure to use and why. If you have raised an issue using a different procedure, we may choose to consider it under the student complaints procedure instead. If so, we will explain this to you and confirm the correct procedure to be used.

12.7.2 If we uphold your formal complaint or parts of your formal complaint, we will make recommendations to the School or service involved. As far as reasonably possible we will put in place measures to prevent the issues you have experienced happening again. As part of our commitment to continuous improvement, we review the outcome of all formal complaints in order to learn from and benefit from the investigation and enhance our service.

12.7.3 A complaint may not result in the outcome desired by the complainant.

12.7.4 If you are still a student at the time you submit your complaint, you are expected to engage and continue on your programme of study as per normal unless in exceptional circumstances, you have explicitly been advised otherwise.

12.8. Timings of Complaints

12.8.1 If raising a complaint, you should do so as soon as possible and no later than one calendar month of the incident which has caused you to complain. The University will not normally consider complaints made after this period, unless there is a valid and compelling reason and/or independent evidence to explain the delay.

12.8.2 For a formal complaint, if you have been unable to provide independent evidence or a valid and compelling reason to explain the delay, you will be informed that your complaint is considered to be out of time and as such, will not be considered. You will then be issued with a Completion of Procedures letter by the University.

12.9 Support

We acknowledge that these procedures can be difficult and as such, the support available to you is outlined below;

- Contact the Students' Union who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities either by telephone 01484 473446 or email advice-centre@hud.ac.uk
- The Wellbeing support website to seek specific support or contact the wellbeing team for support on studentwellbeing@hud.ac.uk
- Access the University's online support network at home or on campus, Togetherall. This service is available 24 hours a day.

Section 12: Student Complaints Procedure

12.10 Procedural Introduction

12.10.1 We encourage you to speak to the School, individual or Service that you would like to complain about by accessing the Local Resolution level of the Complaints Procedure. We also encourage you to seek advice from the **Students' Union Advice Centre** and/or one of the **Student Conciliators** because they have experience of resolving complaints. Conciliation is also available at the Local Resolution level, should you wish to consult someone impartial.

12.10.2 The Students' Union Advice Centre can provide you with independent advice and you can be supported by one of their advisers at any level of the student complaints procedure.

12.10.3 There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent evidence to show why you could not do this. We are also expected to meet our deadlines but there will occasionally be times when we are unable to do this for good reason, for example, due to a complex investigation requiring more time. If this is the case, we will let you know why and keep you informed of progress.

12.10.4 If you are complaining on behalf of a group of students you must attach a sheet to the student complaints form, containing the names of the students who form part of the group raising the complaint. You should ensure that the members of the group have agreed the content of the complaint and any supporting evidence that is sent to us. The investigator will send an email to all complainants to confirm the matter is being considered as a group complaint but will then liaise with the nominated student, put forward by the group. Any member of the group can withdraw from the complaint at any time.

12.10.5 You can refer to the Student Complaints Flowchart for further clarification on the procedure levels and outcomes.

12.11 Local Resolution Level

12.11.1 Before making a formal complaint you should speak to the School, individual, or service directly involved with a view to finding a positive and quick resolution. Most concerns/complaints can be resolved informally and where possible, should be dealt with as soon after the issue has arisen. Please refer to 12.8 for expectations on timings.

12.11.2 We provide support to help you raise your concerns as soon as they arise. To initiate this process:

- You can speak to your Personal Academic Tutor, Subject Area Lead, Course Leader, Module Leader, Supervisor, or any colleague within the School or Service that you feel able to discuss the concern with, in order to seek a resolution.

- For information and contact details of staff to raise your initial concerns with, please see our Complaints Directory.
- If you are unsure whom to approach to resolve your concern quickly, you can complete and submit the Student Concern form. This form will give you the option to summarise your concern(s) and depending on the nature and area of your concern it will direct you to the appropriate member of staff who may be able to discuss and resolve your concern within 15 working days of submitting the form.
- Alternatively, the University has a number of Student Conciliators and you can discuss your complaint with them in confidence. They are impartial to your complaint and will help you decide the best way to resolve the problem quickly and support you in doing that.

12.11.3 You should normally receive a response/resolution, providing reasons for the outcome, within **15 working days** of the date that your concern/complaint was raised. However, sometimes cases may unavoidably take longer to investigate. If this is the case, you will be kept informed of the reason for the delay and a revised timescale will be given.

12.12 Formal Resolution Level

12.12.1 If you are unhappy with the informal resolution of your concern/complaint, or if the nature of the complaint is not appropriate to be resolved informally, you should complete Formal Resolution Complaints Form within 5 working days of you receiving your Local Resolution outcome. You must provide us with all the relevant details of your complaint, including any supporting evidence you would like to submit. Where possible, you should also tell us the proposed outcome you would like in order to resolve your complaint.

12.12.2 If you feel your complaint cannot be resolved informally and you are unable to use engage in the Local Resolution level of the process, you should make your complaint at the Formal Resolution level as soon as possible. This means normally no later than one calendar month of the incident which has caused you to complain, unless you can provide compelling independent evidence which shows why you could not raise the complaint sooner. Please refer to Section 12.8 for expectations on the timings of complaints.

12.12.3 Where for good reason you are not able to engage with the procedure and you would like someone to complain on your behalf, you will need to provide us with your written authority by emailing us from your university email account to confirm who will be making the complaint.

12.12.4 Once your formal complaint is received, The Registrar and Secretary's Office will review the complaint and assign an independent investigator who will, as part of their investigation, consider all information provided by you. They may also seek other information such as email correspondence to help

inform their investigation and request meetings with others involved in the complaint.

12.12.5 If you are complaining on behalf of a group of students you must confirm within the form the names of the students who form part of the group raising the complaint. You should ensure that the members of the group have agreed the content of the complaint and any supporting evidence that is sent to us. The investigator will send an email to all complainants to confirm the matter is being considered as a group complaint but will then liaise with the nominated student, put forward by the group.

12.12.6 If a meeting is required as part of the investigation, you will be offered an in-person or Teams option. Either the investigator, or a note taker they appoint, will take a record of the meeting and provide this to you before you receive your formal outcome. You will have the opportunity to suggest amendments to the meeting record, if you feel there are any points of clarification or significant omissions. A separate amended copy will be kept on record if this is the case. If you attend a meeting, you may wish to bring a supporter with you; this could be an SU Advisor or a friend or family member.

12.12.7 You should normally receive a response, providing reasons for the outcome, within **20 working days** of the date that we received your formal complaint. However, complex cases may unavoidably take longer to investigate. If this is the case, you will be kept informed of the reason for the delay and a revised timescale will be given.

12.12.8 Following investigation, the investigator will either;

- Seek to resolve the complaint informally (through conciliation, or following further enquiries if it was also considered at the Local Resolution level for example);
- Uphold the complaint in full or in part and explain how, when and who will implement any remedy;
- Deem the complaint as ‘not upheld’
- Dismiss the complaint if it is deemed to be malicious or unfounded and refer the matter for further action if appropriate.

12.12.9 If you are satisfied with the outcome to your complaint, you must inform the investigator of this in writing by email. If you accept the outcome to your complaint this will be in full and final settlement of all issues raised in your complaint.

12.14 Review Level

12.14.1 If you are unhappy with the response to your request for a Formal Resolution you can request a review by emailing studentcomplaints@hud.ac.uk no later than 10 working days of the date you were issued with the formal resolution outcome.

12.14.2 For your review request to be considered you must complete the review part of your complaints form, your proposed resolution and provide evidence where possible to demonstrate at least one of the following grounds;

- there was a procedural irregularity in the way we considered your complaint at the Formal Resolution level;
- the decision we reached at the Formal Resolution level was unreasonable in light of the evidence provided;
- you have submitted new supporting information that, for a good reason, could not have been provided when you submitted a request for Formal Resolution and would also have materially affected the outcome

12.14.3 Your request for Review will be considered by a member of University staff who has not been involved in the previous stages of this procedure and their decision will be approved by a Pro Vice Chancellor. We will issue a Completion of Procedures letter, providing reasons for the outcome, no later than 20 working days from the date the review request was received.

12.14.4 At this level there will not be a new investigation of your complaint and you should not submit new arguments or supporting information, unless you have a very good reason for doing so, which you can support with independent evidence as per the grounds detailed above in 12.14.2. If you wish you to raise a new complaint or a new element of your complaint, you must raise a new complaint in order for it to be investigated fully.

12.14.5 If your complaint review is **upheld or partially upheld,** the following may be offered to you:

- A remedy offered at the earlier stages may be offered to you again;
- You may have a new remedy;
- it may be investigated again at an earlier level if there were procedural issues with the investigation into the complaint.

12.14.6 If your complaint review is **not upheld:**

- You may wish to discuss the outcome with the SU Advice Centre who can independently guide you through the decision;
- You may request an external review of the Review decision.

12.14.7 If you are satisfied with the outcome to your complaint, you must inform the reviewer of this in writing by email. If you accept the outcome to your complaint this will be in full and final settlement of all issues raised in your complaint.

12.14.8 The decision of the Pro-Vice Chancellor will be final and will bring to an end the University's internal procedure. There are no further levels and we will issue you with a completion of procedures letter at this stage.

12.15 OIA: Independent review of student complaint outcome

12.15.1 You can request an independent review of our final Review level decision. You will need to send your completion of procedures letter to the **Office of the Independent Adjudicator** (OIA) within 12 months of the date of the completion of procedures letter.

Section 13: Precautionary Measures, Contact Limitations and Criminal Proceedings within University Investigations Regulation

13.1 Precautionary Measures Introduction

13.1.1 If we receive a report about your behaviour, we may use this procedure to assess the risk associated with it. This procedure can be used with Fitness to Study and Student Disciplinary procedures. Anyone, including members of the public, can make a report to the University about your behaviour. Reports may be made by the police, academic staff, placement staff, other students or other University staff.

13.1.2 We take a risk-based approach to investigating allegations. We take the safety and protection of our students, staff and the general public very seriously. If we consider that you are at risk or pose a risk to others, we may take precautionary measures based upon a risk assessment, which could for example prohibit your access to campus or your university activities such as attending placements. If we decide to impose precautionary measures, we will explain why.

13.1.3 Risk assessments and any imposed precautionary measures are authorised by the Registrar and Secretary.

13.2 Criminal Proceedings or external investigations

13.2.1 If an allegation is made about you to the police, placement provider or employer and they decide to investigate, we are likely to postpone our investigations under any one of our procedures until the criminal proceedings or external investigations have been concluded. The University may require a risk assessment to be completed and as a result, we you could have precautionary measures placed on your studies whilst the criminal proceedings are ongoing, if we believe that you may pose a risk. In exceptional circumstances we may decide to continue our investigations whilst these proceedings are continuing. If we decide to do this we will explain why.

13.2.2 Once the criminal proceedings or external investigations have concluded, we will carry out our own investigation using the appropriate procedure. Once you have been notified that criminal proceedings or external investigations have concluded you must let us know, this includes providing a copy of any communication provided to you as a result to help us begin our investigation as soon as possible. We may take the outcome of the criminal proceedings or external investigations into account, however, we use a different threshold of proof based on the balance of probabilities.

13.3 No Contact Agreements

13.3.1 If you are being investigated under a procedure within the student regulations, you may be asked to enter a no contact agreement as a preventative measure. This

is voluntary between each party.

13.3.2 If you have been taken through an investigation under the student regulations, the investigator or panel may require you to enter a no contact agreement as part of your outcome. This is given for the safety of both you and the reporting party and may also help to prevent any further breaches of the Community Code of Conduct.

Section 13: Criminal Proceedings/External Investigations: Precautionary Measures Procedure

13.4 Precautionary Measures

13.4.1 Precautionary measures can be imposed whether you are currently being investigated under criminal proceedings/external investigations or not. If we decide to impose precautionary measures on you, you may be prevented from carrying out certain activities which can include but are not limited to:

- Being on campus unless specific permission has been given to meet with the SUAC or Student Services;
- Using our IT systems;
- Attending placement;
- Attending timetabled teaching sessions or formal supervision meetings;
- Being in specific areas of campus including the library;
- Being a member of a University committee or panel;
- Contacting named people such as other students or staff members.

13.4.2 The precautionary measures we can implement are:

Informal Action	For example, we may ask you to keep us informed of external proceedings or engage with support services
Partial Suspension	This is where you are temporarily not permitted to undertake certain activities or attend certain premises, but you can otherwise continue with your studies without other restriction. For example, this could be a temporary suspension from placement activity or certain areas or facilities on campus.
Campus Suspension	This is where your campus access is temporarily suspended but you can still study remotely unless you are studying on a student visa. The only permitted attendance would be where The Registrar and Secretary's Office has given approval for viva attendance or attendance with support services or the Advice Centre in the Students' Union.
Full Suspension	This is where your campus access is temporarily suspended and you are restricted from engaging with any University of Huddersfield activities.
Forced Interruption	Under section 13.7 – Student Visa Information

13.4.3 If we have imposed precautionary measures, we will review our decision every 20 working days or sooner if you notify us that your circumstances have changed. You can challenge the decision in writing by email.

13.4.4 If we have imposed precautionary measures and you have upcoming assessments, you must let us know because in some circumstances we can make arrangements to vary the precautionary measures so that you can complete your assessments.

13.4.5 We will not generally implement precautionary measures for behaviour which is considered a minor risk and generally will only implement precautionary measures for major risks, though this will depend on the risk assessment we complete. We will seek to minimise the impact on your personal and academic life as far as is practicable.

13.4.6 The following lists are non-exhaustive of behaviour which might be classified as minor or major risk both to others and yourself.

13.5 Minor risks

Minor risk to others:

- Isolated incidents of:
    - Verbal abuse
    - Inappropriate use of social media
    - Minor damage to property
    - Refusal to comply with reasonable requests
    - Anti-social behaviour which causes distress to others or damages the University's reputation.

Minor risk to self:

- Isolated incident of reckless behaviour
- Some non-attendance at class
- Evidence of low-level of emotional distress
- Low level of alcohol or substance use

13.6 Major risks

Major risk to others:

- Arrest for any criminal offence which did not occur on University premises, which may include:
    - Sexual offences
    - Violent offences
    - Arson
    - Terrorism

- Possession or supply of controlled substances
- Possession of an offensive weapon/firearm including imitation or replica products
- Criminal damage
- Threatening, abusive or insulting behaviour
- Serious acts of theft, fraud, or deliberate falsification of records
- Serious or persistent acts of bullying, harassment or intimidation
- Serious infringement of University Health and Safety rules
- Actions which are likely to bring the University into serious disrepute and/or cause interference to the normal operations of the University
- Multiple or repeated 'minor' behaviours
- Failure to meet mandatory requirements specified in the course materials or PSRBs (for example, timely completion of DBS checks, mandatory training, etc)

Major risks to self:

- Serious self-harm
- Threats of / attempted suicide
- Persistent non-attendance at classes
- High level of alcohol or substance use
- Serious or repeated reckless behaviour
- Self-neglect resulting in risk to self and/or distress to others
- Social isolation
- Being a victim of sexual exploitation
- Being a victim of other serious offence
- Homelessness
- Failure to meet mandatory requirements specified in the course materials or PSRBs (for example, timely completion of DBS checks, mandatory training, etc)

13.7 Student Visa Information

13.7.1 If you are subject to restrictions and on a student visa, you may be reported to the Home Office depending on the terms of the precautionary measures.

13.7.2 Where a suspension under precautionary measures is likely to exceed 60 days, you will be forcibly interrupted due to the UKVI student visa regulations. The University is required to report your non-engagement to UKVI.

13.7.3 During this period you will not be permitted to engage in any remote study, and a block will be placed on your account to prevent remote engagement during this period.

13.7.4 If the case is not resolved within 60 days you will be forcibly interrupted until such time as the matter is resolved. A report will then be made to UKVI, who will take steps to curtail your student visa, you may then be required to leave the UK.

13.7.5 A new CAS may be issued when you are ready to resume your studies, and it will be subject to immigration checks prior to issue.

13.7.6 Alternatively, you may wish to interrupt your studies at the outset of the investigation, minimizing the disruption to your learning.

13.7.7 When you are in a position to resume your studies, you may be required to do so from outside the UK. Any outstanding case with the University will be reopened in order to investigate the allegations. You will be expected to attend investigation meetings online.

13.7.8 If the outcome of the pending case is in your favour, a new CAS may be issued. Any new CAS will be subject to immigration checks prior to issue.

13.8 Precautionary Measures Appeal Procedure

13.8.1 If you wish to appeal your precautionary measure, you may request a review by submitting the completed appeal form no later than 10 working days of the date you were issued with the measure.

13.8.2 Once we receive your appeal and have confirmed that it was received by the deadline, we will ask an appropriately trained senior member of the University Executive who has not been previously involved to review the decision. An appeal decision will be made within 20 working days from the date on which we received your request. This decision will be final.

13.8.3 For your review request for review to be successful you must provide independent evidence where possible to demonstrate at least one of the following grounds:

- there was an irregularity in the way we considered the allegation and applied your precautionary measure;
- the decision we reached was unreasonable with regards to the allegation received;
- there was bias or a reasonable perception of bias in the way we considered the allegation and applied your precautionary measure;
- you have submitted supporting information that, for a good reason, could not have been provided to the University beforehand to provide further context and may have had an impact on the decision made.

13.8.4 If your appeal is **not upheld** the original decision will stand.

13.8.5 If your appeal is **upheld**, the original decision may be changed or it may stand

but a different precautionary measure may be applied.

13.9 No Contact Agreements

13.9.1 For the safety of both you and another student, we may recommend that you enter a no contact agreement. Whilst recommended, this is voluntary and not a requirement of the procedure. This may also help to prevent any further breaches of the Community Code of Conduct. If you both agree to enter into the agreement, it will be in place while you and the other student are members of the University of Huddersfield community or until The Registrar and Secretary's Office determines that the agreement is no longer required. It will mean you both agree to have no contact with one another.

13.9.2 A potential outcome of an investigative procedure may be a no contact agreement. This is required for the safety of both you and another student and may also help to prevent any further breaches of the Community Code of Conduct. As a penalty outcome, you will be required to enter into the agreement with the reporting party and it will be in place while you and the other student are members of the University of Huddersfield community or until The Registrar and Secretary's Office determines that the agreement is no longer required. It will mean you both agree to have no contact with one another.

13.9.3 If evidence is found to suggest there has been a breach of a no contact agreement from either party, this will be investigated under the Student Disciplinary procedure. This would be considered to be a breach of the Community Code of Conduct.

Document Sign-Off

DOCUMENT SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Regulations and Procedures for Postgraduate Research students
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REVISION HISTORY			
Version	**Date**	**Revision description / summary of changes**	**Author**
8.0	01 August 2026	**Community Code of Conduct** • Added more examples of behaviour breaching code of conduct, including failure to meet mandatory requirements specified in the Course Materials or by PSRBs (for example, timely completion of required DBS checks, mandatory training, etc) **Our Student Charter: A Partnership for Success** • Reference to previous University Mission removed and replaced with	Registrar and Secretary's Office

		updated University Vision. • Updated with new SU President's signature **Throughout the Regulations** • Insertion of missing words and small spelling or grammatical changes throughout. • Updated references to 'Graduate School' to 'Doctoral College' • Updated references to 'Director of Registry and Academic Development', to 'Registrar and Secretary'. • Updated references to 'Registry and Academic Development' to 'The Registrar and Secretary's Office'. • Updated references to SkillsForge with references to the PGR Data Management System. • Updated references to 'School PGR Admin Team' to 'Doctoral College PGR Support Team' • Added advisory statements to the start of each procedural section, outlining where students can access guidance and advice from the Students' Union Advice Centre. • Changed 'Dean' of Doctoral College to 'Director'. • Changed name of the PGR Environment Team to Doctoral College Culture and Development Team. **Section 1: Student Information** • Added s1.12.1 to explain the appeals process if students are withdrawn under more than one procedure including withdrawal under finance regulations **Section 3: Student Finance Regulation** • Additional information included about the process when a sponsor defaults on payments. • Information about payment of tuition fees in instalments added for Distance	

		Learning students • Added tuition fee liability info for students who do not follow process • Clarity provided in s.3.12 on ineligibility for refunds where a thesis is submitted early. **Section 4: PGR Attendance and Engagement Regulation** • Added a section to explain the appeals process where a student is withdrawn under more than one procedure. In such cases, where one of the withdrawals is under financial regulations, the outcome of the financial withdrawal will be considered first. **Section 11: Student Disciplinary** • Clarification that failure to engage with the procedure or attend meetings will result in escalation to the next stage of investigation. • Additional examples of misconduct which breach the Community Code of Conduct have been added to the Classification of misconduct table. • Clarification that previously upheld allegations may be considered if they relate to a similar pattern or nature of behaviour currently under investigation • Additional information provided on when closed cases can be reopened. **Section 13: Precautionary Measures** • Additional information about campus suspension provided for international students • Information added about how precautionary measures process will be implemented when the option for remote study is not available for international students • Additional 'Interruption' option added	

		to Precautionary Measures outcome	
7.0	01 August 2025	**Throughout the Regulations** ▪ Minor corrections throughout ▪ The change of reference to Schools in some places where this is now PGR Administration Team ▪ Change of terminology from 'Extenuating Circumstances' Procedure to Exceptional Circumstances' Procedure. ▪ Change of terminology from 'Evidence' to 'Documentation' or 'Information' as appropriate ▪ Updated references to 'Director of Registry' to Director of Registry and Academic Development' ▪ Removed any reference to 'No Contact Order' ▪ Some larger areas of re-wording providing additional clarity, which does not impact a regulatory or material change ▪ Change of terminology from 'interim award' to 'exit award' **Student Charter** ▪ Updated with new SU President's signature **Section 1: Student Information** ▪ Late enrolment and Re-registration Withdrawal Appeal Procedure updated to clarify it is one stage appeal process ▪ Numbering of headings adjusted for clarity ▪ Clarification added on when a change of mode of study can be requested. ▪ Clarification on when in-person meetings can be facilitated ▪ Appeals decisions in relation to the Revocation of an award or credit will now be ratified by a nominee appointed by the Senate **Section 2: International Student and Student Visa Information** ▪ Clarity on the consequences of failing to engage with the 'check point'	Registry

		requirements ▪ Information added about ATAS clearances when courses/research topic changes **Section 3: Student Finance Regulations** ▪ Updates made to fees for additional time. ▪ Clarification added on when bench fees are due. ▪ Additional information included on procedure when suspicious account activity is detected. **Section 4: PGR Engagement and Attendance Procedure** ▪ Maximum amount of allowable working hours corrected from 16 to 20. **Section 6: Progression Extension Regulation** ▪ Corrections made to length of progression extensions that can be applied for. **Section 9: Research Misconduct** ▪ Updated for consistency across procedures – right to appeal waived if students choose to not attend meeting/hearing. **Section 10: Support to Study** ▪ Further clarification provided on the impact on their visa status for international students facing withdrawal or interruption ▪ Bias or the reasonable perception of bias added as a ground for appeal. ▪ Change of circumstances removed as ground for appeal. ▪ Added reference to student consent requirement before sharing information with PAT ▪ Changes to Panel membership to ensure there is no conflict of interest **Section 11: Student Disciplinary** ▪ Clarification that the procedure is guided by principles of natural justice and is not a formal legal process ▪ Change of terminology from 'Responding party' to 'Reported party'	

		▪ Change of terminology from ‘restriction’ to ‘temporary suspension’ to reflect compassionate comms ▪ Included distinct indicative examples of ‘Major’ and ‘Gross’ misconduct ▪ Removed ‘No Contact Order’; replaced by No Contact Agreement (required) ▪ Clarification on making anonymous allegations ▪ Addition that the Reporting party will be informed of the outcome when the case is concluded and when the details of the outcome will be shared ▪ An additional Stage 1 penalty ‘Advisory warning’ added ▪ Clarification regarding allowing legal representation ▪ Updated for consistency across procedures – right to appeal waived if students choose to not attend meeting/hearing. ▪ Link to Harassment and Sexual Misconduct statement and guidance ▪ Clarity in order to meet Condition E6 compliance **Section 12: Complaints** • Complaints procedure changes to reflect new terminology and process agreed with School Ops Managers • Student Conciliators page updated • Introduction of Complaint Directory • Introduction of Student Concern form for Local Resolution Level **Section 13: Precautionary Measures** ▪ Section Heading in the Procedure section rephrased for clarity ▪ Clarification on external investigations and pausing of the University procedures ▪ Change of terminology from ‘partial restriction’ to ‘partial suspension’ ▪ Change of terminology from ‘partial prohibition’ to ‘campus suspension’ ▪ Change of terminology from ‘full prohibition’ to ‘full suspension’ ▪ Removed ‘No Contact Order’; replaced	

		by No Contact Agreement (required) ▪ Minor addition for clarity to grounds for review. **Document Sign-off, Ownership Details and Revision History** ▪ **'**Approved by' box amended to 'Senate' from 'UTLC and URC' to reflect practise.	
6.0	01 August 2024	**Throughout the Regulations** • Minor corrections throughout • Removal of 'School based investigations' and renamed as appropriate • Correction of mailboxes throughout • Some larger areas of re-wording to address providing additional clarity, which does not impact a regulatory or material change. **SU Introduction** • Updated with new SU President's signature **Our Student Charter** • Updated with new SU President's signature **Section 1: Student Information** • Removal of each individual policy and a link to the policy framework provided instead • Updated information for DL PGRs • Update procedure on enrolment and an introduction of an appeal procedure for late enrolment **Section 2: International Information** • Introduction of ATAS clearance information • Clarification that some home students may also be on a visa and that proof to study will be required • Clarification that annual leave can't be	

		carried forward into the new A/Y **Section 3: Student Finance** • Bench fee introduction • Clarification of implications of non-fee payment **Section 9: Research Misconduct** • Introduction of minor breach (stage 0) • Clarification that previous UNRELATED allegations will not be disclosed during considerations of a new allegation but if a case is escalated, it will be considered open and information will be shared • Titles of each stage have been slightly amended • Expectations with referral paperwork now outlined **Section 10: Support to Study** • Name changed from fitness to study to support to study to better suit the process • Merging of stages 2 and 3 to decrease the anxiety of three separate meetings for students at what can be an already very distressing time • Changed and provided more detail for the appeal procedure to bring in line with other procedures • Expectations with allegation paperwork now outlined **Section 11: Student Disciplinary** • Expectations with allegation paperwork now outlined • Removal of stage 0 **Section 12: Complaints** • Alteration to stages, changed from 4 to 3 in line with sector. Stage 1 – informal early resolution, Stage 2 – formal resolution and stage 3 – review.	

		Compliant with external regulatory requirements to have 3 stages – made clearer for students and put more of an emphasis on early resolution • Clarification on evidential information sharing	
5.0	1 August 2023	**Throughout the Regulations** • Minor corrections throughout • Removal of 'rejection' references and replaced with 'not upheld' or 'not successful' • Introduction of support information in all investigative procedures • Updated academic appeal and complaint regulations and procedures in line with latest OIA good practice framework guidance. • Some larger areas of re-wording to address providing additional clarity, which does not impact a regulatory or material change. • References to material irregularity changed to procedural irregularity in accordance with language recommended by the OIA **SU Introduction** • Updated with new SU President's signature **Our Student Charter** • Updated with new SU President's signature **Glossary** • New definitions **Section 1: Student Information** • Clarification of virtual panel and meetings • Introduction of revocation of award and credit regulation (research misconduct or administrative errors) • Introduction of fit to submit policy and clarification of existing fit to sit policy **Section 3: Student Finance**	

		• Updated with clarification on late or no fee payment past enrolment deadline and likely withdrawal • Tuition fee refunds with interrupting and withdrawing students (PGR specific) **Section 5: Interrupting, Withdrawing or Transferring Course** • Streamlining of withdrawal, interruption and transfer out procedures **Section 8: Assessment Appeal** • Now available for students who have since left the University in accordance with OIA Good Practice Framework **Section 9: Research Conduct** • Introduction of proof reading and the use of AI Tools information • Updating of misconduct breach terminology **Section 10: Fitness to Study** ▪ Introduction of Return to Study meeting process **Section 11: Student Disciplinary** ▪ New table of misconduct classifications with further examples given **Section 12: Student Complaints** ▪ Clarity provided on when a complaint is out of time ▪ Grounds introduced for appeal of Stage 2 outcome ▪ More emphasis on informal resolution **Section 13: Precautionary Measures, Criminal Proceedings and University Investigation** • New section – taken information out of Student Disciplinary and kept in its own section for ease of access and lack of repetition throughout the regulations. Also included to be applicable for Fitness to Study. • Included section on no contact agreements and orders	

4.0	1 August 2022	**Throughout the regulations** ▪ Insertion of missing words and small spelling or grammatical changes throughout. ▪ Small clarification and formatting changes throughout. ▪ Some larger areas of re-wording to address providing additional clarity, which does not impact a regulatory or material change. ▪ Some areas of duplication have been deleted. ▪ Name change: restriction has been changed to the new definition of precautionary measures throughout. ▪ Insertion of hyperlinks.	Registry
4.0	1 August 2022	**Welcome** ▪ Inclusion of reference to the SU confidential peer listening service.	
4.0	1 August 2022	**Our Student Charter** ▪ Updated with new SU President's signature.	
4.0	1 August 2022	**Our PGR Charter** ▪ Removal of paragraph relating to PGRs who are non-campus based, attending University for at least 10 days per year, as this has been removed from the Regulation for Awards (Research Degrees).	
4.0	1 August 2022	**Section 1 – Important information applicable to all students** 1.6 Email correspondence ▪ Removal of advice to contact Computing and Library Services for support on how to forward University emails to an external account, as this is no longer permitted. 1.14 Student representation on panels ▪ Section added that Student Union Officers (or nominee) sit on some of	

		our panels and will be provided with training and support for the role.	
4.0	1 August 2022	**Section 2 – International student information** 2.19 Additional time and writing-up ▪ Further clarify added that a visa extension is not guaranteed if there are alternative study options ▪ Removal of the option that writing-up fees can be reduced if the thesis is submitted early, as this is no longer available. 2.9 Doctoral extension scheme ▪ Removal of this section as this is no longer available	
4.0	1 August 2022	**Section 3 – Student finance introduction** 3.10 PGR interruption of studies ▪ Clarification that 'in year' short term periods of interruption will not reduce fees, but additional fees will not be charged as long as the extension period (at the end of study) corresponds to the period of interruption.	
4.0	1 August 2022	**Section 4 – PGR engagement and attendance** ▪ Removal of requirement for home students to swipe their student ID card. ▪ Insertion of a new section relating to recording engagement and attendance, which sets out the requirement of regularly completing online supervision recording. Failure to comply will be dealt with under the non-engagement procedure.	

4.0	1 August 2022	**Section 9 – Research conduct** 9.1 Introduction ▪ Additional section to include a degree may be revoked when an allegation is upheld after a University Research Misconduct Panel.	
4.0	1 August 2022	**Section 10 – Fitness to study** 10.2 Interruption due to impaired Fitness to Study ▪ Additional point to confirm that when student's return to study a re-convened Fitness to Study meeting will usually take place.	
4.0	1 August 2022	**Section 11 – Student disciplinary** 11.1 Regulation introduction ▪ New section added to confirm that if a Students' Union investigation finds a case to answer under their Students' Union Constitution's Disciplinary procedure, then it is likely to indicate a breach of our Code of Conduct.	
4.0	1 August 2022	**Section 12 – Student complaints** 12.1 Regulations introduction ▪ Addition that we cannot accept complaint about the outcome to decisions reached in other regulations and procedures.	