Student Regulations & Procedures

Taught 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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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! The SU welcomes 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 students, 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 speech and academic freedom 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, or online within a teaching environment, in addition to 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 sessions and meetings on time. You should also be mindful about the use of electronic devices in sessions, 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. It also means you must follow 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 12 of the regulations for full details on the Student Disciplinary Regulations and Procedures

Examples of Behaviour Breaching 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.	Behaviour which makes a person feel offended, intimidated or humiliated and occurs because of, or is connected to, protected characteristics. Examples include, but are not limited to; ▪ Humiliation of 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 or Partner 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 at 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

Glossary

These definitions should be read in conjunction with the Regulations for Awards for Taught Courses.

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 Integrity	Academic integrity means being honest, respectful, responsible, trustworthy and fair in all your academic work and conduct. It is about completing your work honestly and giving proper credit to the work of others.
Academic Judgement	This is a judgment about the standard of your work in relation to learning outcomes or academic misconduct that can only be made by someone who has relevant academic expertise.
Academic Misconduct	Academic misconduct is any behaviour that goes against academic integrity by allowing a student to gain, attempt to gain, or help another person gain an unfair academic advantage. It includes actions that are dishonest, deceptive, unfair or inconsistent with the expectation that students complete their work honestly and give proper credit to the work of others. For example, 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.
Academic Session	This is the phrase we use when talking about the year in which you'll study.
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 a claim for Exceptional Circumstances.
Balance of Probabilities	This is the burden of proof we apply when making decisions in disciplinary cases. This means that based on the evidence presented, the circumstances are more likely to have occurred than not.
Break in Learning	A break in learning is a term used by the Education and Skills Funding Agency (ESFA) and should be used where a student on an apprenticeship course wants a break of four or more

	weeks from their apprenticeship. It will require the student to also interrupt their studies at the University.
Complaint	An 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 your course or your final award.
Credit	This is the value of a module you successfully complete.
Dean	The senior academic in charge of a School and its Departments.
Deferral	When you have not met the pass criteria for a module and have to undertake reassessment. The module will not normally be capped at the minimum pass mark unless you have previously been referred or are repeating the year.
Deputy Vice-Chancellor	The senior member of University staff who holds this job title, or their nominee.
Registrar and 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 outside of scheduled teaching such as engagement with your PAT and Brightspace materials. 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 where you cannot meet your deadline and need a short period of extra time to complete the work.
Exceptional Circumstances	Any circumstances that we approve through our Exceptional Circumstances procedure that might affect your ability to complete your work on time or to a level you normally expect or attend/sit a test or exam.
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 in your current academic year.
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.
Misconduct Report (non-academic)	Anyone, including members of the public, can make a report to the University expressing dissatisfaction with a student's behaviour. This will normally be investigated using the Student Disciplinary Procedure.
Mitigation	The independent documentation of the circumstances you would like us to consider for a lesser penalty.
No Contact Agreement (Voluntary)	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 Registry 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. This may be appropriate to be used during a student disciplinary investigation.
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 Registry 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 ombudsman and it reviews 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	The 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.
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.
Registry	The University's central service which manages the regulations and procedures that support the student journey.
Reporting Party	A person who reports an incident, behaviour, or a concern to the University via the Student Disciplinary Procedure.
Reported Party	A person who receives a report about their behaviour or an incident they were involved in via the Student Disciplinary Procedure.
Sandwich Year	An integrated placement year as part of a degree course, which involves practical work experience.
School	The University is split into Schools, where related subject areas are managed and taught.
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, including online. For an indicative list of what may constitute sexual misconduct, please refer to the University's Code of Conduct.
Support Services	A range of pastoral and academic support services available for students.
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.
University Community Service	If you are found to have breached our regulations on how we expect you to behave we may require you to compensate the University community.
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.
UTLC	The University Teaching and Learning Committee (UTLC) is responsible to the Senate for progress towards the strategic objectives and targets set by the University in teaching and learning, including oversight of the development and delivery of taught courses of study and for ensuring the maintenance of appropriate academic standards.
Vice-Chancellor	The senior member of university staff who holds this job title, or their nominee.
We	Usually, the University of Huddersfield and its staff members.
Withdrawal	You are removed from your course 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.
Work Based Learning	Work-based learning consists of structured opportunities for learning and is achieved through authentic activity which is supervised in the workplace. Work-based learning opportunities are underpinned by formal agreements between education organisations, employers and students.
Working day	Any day between Monday and Friday when the University is open.

SECTION 1: Important Information Applicable to all Students

You should read the following information fully and in addition to either the Key Facts for Taught students, Key Facts for Apprentices, or Key Facts for Distance Learning students. 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 induction, otherwise you may be withdrawn from your course. Please see 1.2 and 1.3 for more information.
- **DBS information only:** if you are declined admission on the basis that you have failed to meet the DBS requirements for your course of study (please check your individual course admission criteria) appeals can be made to studentconduct@hud.ac.uk within 10 working days of receiving your decision. It is very important that enrolment is completed within three weeks (home student) or two weeks (international student) of the course start date otherwise you may be withdrawn from your course. For further information on the DBS process, please refer to the Admissions Policy in section 2.5.
- If you feel that you cannot commence your course as planned, you should contact the Student Recruitment Team or the International Office if you are an overseas student. You may be able to defer your place to start the following academic year.
- If you are already a student and you feel that you cannot continue your course as planned, you should contact your Course Administration team as you may be able to interrupt your studies.
- As a taught 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 Student Recruitment 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 section 1.8 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 and information about re-registration on our Re-registration webpage.
- Award certificates will not usually be re-issued in a different name to that recorded at the Course Assessment Meeting and/or on the student records system.

1.2 Late enrolment, late re-registration and withdrawal

1.2.1 All students (including students at franchise partners) must be enrolled or re-register within three weeks of their course start date. If you are on a standard September start course, this teaching start date 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 for the current academic year and will not be permitted to return until the start of the next academic year. 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 may 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 supporting information to show 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 is 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

[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

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 Head of Student Finance and Records 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.

1.3.7 OIA: Independent review against an administrative withdrawal

The decision of the Head of Student Finance and Records / Head of International Operations 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.

1.4 Student ID card

1.4.1 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.

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

1.4.3 A lost or damaged student ID card should be replaced immediately.

1.4.4 If you are a distance learning student, you will need to apply for a student campus ID card if you want to visit campus.

1.5 Email correspondence

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

1.6 Change of address

1.6.1 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.

1.7 Change of name

1.7.1 It is your responsibility to ensure that your full legal name has been recorded in full on the University 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.

1.7.2 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 Course Administration team or the Student Records Team of any change in name and must 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.

1.7.3 No shortened versions of forenames or initials are acceptable. If you prefer to be known by another name, you should advise the Course Administration 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.

1.7.4 Award certificates will not be re-issued in a different name than the name registered on the University Applicant and Student Information System (ASIS) at the time your award was ratified at the Course Assessment Meeting (CAM). Exceptionally, a certificate can be issued in a different name to that recorded at the CAM, only where you can provide evidence of either:

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

1.8 Academic responsibilities: registering for modules, fit to sit and fit to submit

1.8.1 It is your responsibility to ensure that your module choices have been made and correctly recorded by the deadline given to you by your Course Administration team. If you do not submit your choices by the deadline, we will assign you to modules. Changes to your confirmed optional modules may be considered until the end of the second week of teaching. However, such changes will be treated as exceptions and are subject to module availability and academic approval. Requests should be

submitted through the Optional Module Change Request Form. It is your responsibility to ensure you have registered to the full number of credits and modules required for your year of study, full-time or part-time.

1.8.2 It is your responsibility to attend examinations 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.

1.8.3 It is your responsibility to follow the University's procedures for Extensions and/or Exceptional Circumstances where it is believed that your performance, ability to meet a deadline or complete a placement will be affected. The following regulations apply to all taught students:

- By attending an examination or a test under exam conditions, you are confirming that you are **fit to sit** that exam
- By submitting any element of an assessment, you are declaring yourself **fit to submit** the assessment.

- By attending placement, you are declaring yourself fit to engage with all placement activity for the duration of the placement.

1.8.4 The **Fit to Sit** and **Fit to Submit** policy may affect your ability to make a claim for an Extension or Exceptional Circumstances. This can apply if you have submitted a claim which has been approved prior to submitting the work or attending the exam or in-class test, or undertaking the placement, or if you try to submit a claim after the work is submitted or the exam, in-class test or placement has been completed.

1.8.5 If you have an EC claim approved prior to the assessment activity and then you chose to sit the exam/in-class test, attend the placement or submit the assessment, the EC will normally be revoked.

1.9 Students studying in partner institutions

1.9.1 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. Additional information about the procedures applicable to students studying in partner institutions can be found in The Collaborative Provision Regulations Handbook

1.10 Allegations under the regulations for taught students and conferment of credit or an award

1.10.1 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 supporting information you feel supports your case.

1.10.2 Some circumstances however 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 provides evidence that the original work was theirs and the other student copied it, the other student will need to rebut that evidence.

1.10.3 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.

1.10.4 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.

1.10.5 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.

1.10.6 If you have submitted all the work for your course but are being investigated under the Academic Misconduct Procedure, the conferment of any award will be withheld ay the Course Assessment Meeting until the investigation has been concluded.

1.10.7 If you have completed all academic credits for your course but are being investigated under the Fitness to Practise procedure, please refer to Section 11.2 for how this may affect your award or conferment of credit through a Course Assessment Meeting.

1.10.8 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 at the Course Assessment Meeting 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.

1.10.9 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.

1.11 Withdrawal under multiple procedures

1.11.1 If you have been withdrawn through multiple procedures, and one of those is a withdrawal for fee debt under the Finance Regulations, you must first appeal the finance withdrawal, see Section 3.4. If that appeal is upheld, we would then consider any outstanding appeals under other procedures.

1.12 Procedural investigation meetings and hearings and Student Union representation

1.12.1 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 Personal Learning Support Plan, the need to facilitate a meeting under our Support to Study Procedure, or the managing of additional needs set out by either a Panel or Student. 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.

1.12.2 Student Union Officers sit on some of our student panels and will have been given training and support from the Students' Union and Registry

1.13 Revocation of an award or credit

1.13.1 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.
- An Academic Misconduct hearing issues a decision upholding evidence of academic misconduct following an allegation(s).
- A Fitness to Practise hearing issues a decision upholding evidence of fitness to practise being impaired following an allegation(s).

1.13.2 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 supporting information that would have materially affected the decision

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

1.13.4 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 Registry
- A Student Union Officer

1.13.5 If a panel is not required, your appeal will be considered by a member of Registry staff who has not been involved in the process and their decision will be approved by a nominee appointed by the Senate.

1.13.6 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.

1.13.7 OIA: Independent review of the revocation of an award of credit:

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.

1.13.8 The University will require you to return the degree certificate and transcript and reserve the right to notify relevant professional bodies, where appropriate.

1.14 Repeat a failed module with or without attendance and request to change mode of attendance

1.14.1 For postgraduate and undergraduate students, the Course Assessment Meeting (CAM) will normally grant a second and final full reassessment attempt at a failed module. If you are unable to progress and trail the failed module(s), you will be permitted to return in the next academic session to repeat the failed module(s) with attendance. For Distance Learning students, this second and final attempt will be offered with remote attendance.

In exceptional cases, students may be granted permission to repeat the second full reassessment attempt without attendance. If a student is granted this dispensation, they should have support made available to them throughout the year, including that from their Personal Academic Tutor. They should also be expected to engage with Brightspace and attend any online synchronous learning opportunities.

Students without an attendance requirement will not be eligible to receive any funding from the Student Loans Company for this duration. Students will also be unable to change this enrolment status during an academic year.

1.14.2 If you would like to request a change to the expected mode of study for the failed module(s), you must complete the appropriate form with your rationale and send to your Course Administration team. They/Academic staff will complete their section, include a supporting statement and study plan if they support your request. The form will then be sent to Registry for final approval. The International office will also be notified to consider your request if you are studying on a student visa.

Repeat without attendance request form

1.14.3 You must submit this request within 10 working days of receiving your results. We require, where possible, for you to submit supporting information along with your form in order to support your request. This may be an email from a Tutor/Course Leader which outlines their academic rationale for the change.

1.14.4 The case will be considered by the Registrar and Secretary (or nominee) and an outcome will be issued within 10 working days.

1.14.5 If you are an international student and your study is delayed for any reason, the University will not automatically sponsor you for a study visa beyond the normal length of your course.

1.14.6 Attendance/non-attendance in a repeat module appeal route

You can request a review of the decision made, if you can evidence one or more of the following grounds:

- You can demonstrate that a procedural irregularity occurred during the process.
- You can demonstrate that an unreasonable decision was reached
- You have new information which for good reason you could not tell us about initially,
- That there was a bias or reasonable perception of bias within the process.

The following are not grounds for review:

- Disagreement with the Course Assessment Meeting outcome
- Eligibility (or not) for the Graduate visa

1.14.7 You must submit your appeal rationale and supporting information to regsvariations@hud.ac.uk within 10 working days of receiving your outcome. The appeal decision will be final and will be issued to you within 10 working days of its receipt. The appeal will be managed by an independent member of Registry who was not involved in the decision making of your original request.

1.15 Emergency regulations

1.15.1 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 approved by University Teaching and Learning Committee and Senate.

1.16 Presence on campus during term time

1.16.1 Unless you are registered on a validated Distance Learning course, you must live within a reasonable commuting distance of the University so that you are able to attend all scheduled sessions, seminars, meetings, tutorials or activities with University staff and fully engage with your course on campus.

1.16.2 If you are undertaking a placement or a period of study off campus as part of your course, the principle also applies to you. You must live within reasonable commuting distance of your placement setting or alternative study site. An exception to this regulation may apply if you are on your placement year as part of a sandwich degree.

1.17 Smoking on campus

- You must not smoke within any university building or vehicle at any time.

- You must also 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 Car 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. 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 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 may be subject to our Student Disciplinary Procedure.

1.19 Additional relevant policies

1.19.1 Any relevant policies to you as a student are kept within the University's policy framework.

1.20 Procedural supporting information guide

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

- Consideration of Personal Circumstances
  - Extension Applications
  - Exceptional Circumstances Applications and Appeals
- Results Appeals
- Fit to Sit and Fit to Submit Policy
- Academic Misconduct Mitigation and Appeals
- Attendance Monitoring Appeals

- Fitness to Practise Appeals
- Student Disciplinary Appeals
- Support to Study Appeals
- Student Complaints
- General Information applicable to all areas above:
    - Late Claims and Appeals
    - PLSPs
    - Sensitive Information
    - General Information on Medical Documentation

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 appropriate 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 therefore discuss this request with the International Office before doing anything else.

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.

2.3.4 You must tell us if:

- You change address (fnote 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 your Course Administration team or by advising staff in the International Office;
- You change your contact details, including personal email 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 or at a temporary location authorised in advance by the International Office and 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 are on a taught Master’s course and working on your dissertation, you are also required to swipe your campus card regularly to demonstrate your continued engagement.
- If you do not comply with course attendance requirements, or if you use your card to swipe fraudulently, we will immediately begin attendance monitoring disciplinary measures 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 lecturer. We will take immediate action, if there is any discrepancy between the swipe system and the spot check, which may result in disciplinary action. If you are an international student, you will also 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 the International Office. This should then be submitted to the Student Engagement Team for consideration. The Student Engagement Team will then formally record the reason for your

absence 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 Professional Statutory Reporting Body (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 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 will 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 Attendance Monitoring Regulation.
- You are expected to fulfil the requirements of the Attendance Monitoring 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 will now be 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 Academic Technology Approval Scheme (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. Any changes to your course or research may require new ATAS clearance.

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 the Attendance Monitoring Regulation found in section 4 of the Regulations for Taught Students.

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 Attendance Monitoring Regulations.

2.9 The Graduate Route

2.9.1 The graduate immigration route currently 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 (subject to UKVI legislation). It is important to note that applications for the Graduate Route are dependent on upheld 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 under the Graduate Route will not be sponsored by the University.

2.9.3 Study that would otherwise require the issue of a CAS is not permitted for those with leave 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 University's regulations, 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 CAM decision has confirmed that your study will be continuing and you are required to be in attendance.

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 studies 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;
- 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 or Fitness to Practise Procedures;
- 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 Restrictions for international students under Precautionary Measures

2.12.1 Section 14.7 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 Regulation introduction

3.1.1 This section applies to all students whether you are full-time, part-time, undergraduate or postgraduate, though it may not apply to students enrolled on an apprenticeship with the University.

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, the Student Loan Company, 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 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-funding 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 Distance Learning 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 Distance Learning short courses payment must be received in full prior to commencement of the course.

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

- For courses starting in September: a 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: a 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 five-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 five 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 have applied for funding via Student Finance England (SFE) and your tuition fee loan is not approved at the point of enrolment, the Student Finance Office (SFO) may request 'consent to share' with SFE. If the SFO are given verbal confirmation of funding from SFE, we will offer you the choice of whether to enrol or not. The risk and liability of this decision sits with the student. If SFE subsequently refuse funding, you will be liable for the fee, and the SFO cannot be held responsible. Verbal confirmation of funding does not constitute an approved loan with SFE.

3.2.7 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 may not be permitted to enrol. If you are exceptionally allowed to enrol without immediate payment and subsequently do not pay, the university has the right to withdraw you from your course of study for failing

to meet enrolment requirements with immediate effect. If you do not comply with our payment terms, as set out above, 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. This may have an impact on your progression or award and graduation.

3.2.8 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 all timetabled sessions and swipe your student campus ID card to record your attendance. If you do not have access to your timetable, you should contact the timetabling team who will provide you with a copy of your timetable.
- Continue to work towards assessment 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 or EC claim.
- Your student campus ID card will still record your attendance, however, if you miss an exam or are unable to sit an in-class test due to non-payment of fees, you may consider submitting an EC claim..
- However, please note that for an EC claim to be considered, you are required to provide supporting information as to why your circumstances led to non-payment of fees.
- If you miss a submission and/or cannot complete an assessment due to non-payment of fees and do not have an approved EC, you will receive a 0 non-submission.

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 plan

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 research students to review, within 10 working days of the date of the withdrawal letter.

3.4.2 You must submit supporting information to support your appeal. If there is a delay in obtaining the supporting information you should still submit the appeal no later than 10 working days from the date of the withdrawal letter and tell us what your supporting information consists of and when you expect to provide it to us.

3.4.3 If you submit your appeal later than 10 working days after the date your withdrawal letter was sent to you, you will need to provide independent documentation to explain why you could not have submitted your appeal to us any sooner. This is in addition to the supporting information required to support your appeal. If you do not send us appropriate independent documentation 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 information, that you had personal Exceptional 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 **upheld**:

- 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 upheld:**

- 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 (please see below).

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 Adjudicatorv (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 will:

- Refuse to re-enrol you in a subsequent academic year;
- Withhold the award of your degree;
- 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 immigration conditions, and the University will take steps to report your withdrawal to the UKVI who will 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.

3.6.2 If you are withdrawn due to fraudulent activity, you will not be considered for any credit you would normally have been entitled to in the current academic session. However, where applicable, we will normally award any credit you achieved in academic years prior to your withdrawal.

3.7 Repeat module fee charges

3.7.1 If you are required to repeat a module because you have not passed it, you will be charged the appropriate module fee, this includes the exceptional dispensation provided by Registry to repeat a failed module in full without attendance. However, repeat without attendance will result in suspension of funding from Student Finance England as you will not be in attendance at the University. You may still be liable for the cost of any modules taken without attendance. You are advised to contact the Student Finance Office to discuss your particular circumstances.

3.7.2 If you are taking a repeat module, it is your responsibility to ensure that you are aware of and make arrangements for the payment of fees with the SFO, even if you are repeating without attendance. If you enrol to repeat a module and subsequently choose to not attend, you will still be liable for a fee if you haven't formally withdrawn/suspended from your course. Liability for fees is as below, subject to start/end date of module (if the module completes within a term, the full module fee is due).

3.8 Resumption of studies after a period of interruption

3.8.1 Students are liable for fees for every year of study unless they are referred/deferred in modules. If you interrupt at any point in an academic year, resumption in a new academic year will incur a full year fee charge. Any exceptions to this must be confirmed in writing by the course team and SFO prior to enrolment.

3.9 Tuition fee refunds

3.9.1 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 suspend.

3.9.2 Please note that it is your responsibility to notify your academic school in a timely manner if you wish to suspend or withdraw from your course. You are also responsible for ensuring that the appropriate official suspension/withdrawal documentation is completed and received by your school. Failure to do so will result in you remaining registered on your course, and liable for tuition fees until your record is updated.

3.9.3 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.

For undergraduate taught students and students on courses with prescribed tuition fee fees leaving in:

- First month – no charge
- Term 1 – 25% of fees
- Term 2 – 50% of fees
- Term 3 – 100% of fees

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

3.10 Ancillary charges

3.10.1 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);
- Requirements related to healthcare courses such as non-attendance at pre-booked vaccination appointments.

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

- 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.

SECTION 4: Attendance Monitoring Regulation

If you are struggling to attend your timetabled sessions and need to tell us, please contact the Student Engagement Team (SET). You can book an informal attendance meeting with them for further support.

4.1 Regulation introduction

4.1.1 You are required to attend all of your timetabled sessions both on campus and online, and to be present during all term time weeks. If you are undertaking a placement or a period of study off campus as part of your course, this regulation also applies to you. If you do not do this, you could be withdrawn from the course, and you might not be able to study with us again.

4.1.2 You must record your attendance at timetabled on campus sessions by using the card readers to swipe your student ID card in each room. If you do not bring your student ID card to a timetabled session you will be marked as absent. For online timetabled sessions and if you are a distance learning student, your attendance will be automatically recorded and monitored.

4.1.3 You must tell us if you are going to be absent for good reason, this includes absence due to shielding, isolation or quarantine, by using the online self-certification of absence functionality on MyHud. If for some reason you are unable to use the online self-certification system, you can email contactattendance@hud.ac.uk to explain your absence. For continuous absence of 5 days or more you must complete an authorised absence form, which can be obtained from The Student Engagement Team.

This replicates expectations in the workplace and we expect you to behave in a professional manner when you are managing your absence. The Student Engagement Team may ask for independent documentation to support why you need to be or have been absent. 4.1.4 You should be aware that some courses have specific attendance requirements and you must meet these requirements in addition to this procedure.

4.1.5 Attendance at and absence from scheduled formal examinations are dealt with under the University's examination regulations, the 'Fit to Sit' policy, as determined in Section 1.8 and the Exceptional Circumstances (ECs) Procedures, not under its Attendance Policy and Procedures.

4.1.6 If you are studying on campus, 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 or hand over your student ID card this will be considered to be a breach of the Student Disciplinary Regulation (Section 12).

4.1.7 If you lose your student ID card, you must report this to the Student Engagement Team immediately and you must buy a new student ID card from iPoint.

4.1.8 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 (Section 12).

4.2 Spot checks

4.2.1 If you are studying on campus, your attendance will also be monitored by random spot checks. These will be carried out by the Student Engagement Team (SET). We expect you to be in your timetabled sessions. If you swipe into a timetabled session and leave before the end of a session without informing the session leader of the reason you need to leave, and a register is taken, you will have breached the Student Disciplinary Regulation (Section 12) and an investigation will take place under that procedure.

4.3 Fraudulent swipes

4.3.1 You should not give your student ID card to another student and ask or allow them to swipe into a timetabled session for you.

4.3.2 You should not swipe into a timetabled session for another student.

4.3.3 We consider the above activities to be fraudulent and if you do either of these things you will have breached the Student Disciplinary Regulation (Section 12) and an investigation under that procedure will take place.

4.4 Additional information on right to study: visa students

4.4.1 If you are studying on a Student visa or have limited right to remain in the UK, then these sections are relevant to you. Please read them carefully as they are very important and you are responsible for making yourself aware of the necessary attendance regulations.

4.4.2 The Home Office requires students who are studying on Student visas to attend all timetabled sessions and to be fully engaged with their course as part of their visa conditions. You must swipe into every timetabled session on campus and attend each timetabled session online. If you have a Student visa the University is obliged to advise the UKVI of any absence exceeding ten contact points.

4.4.3 If you are a taught Master's degree student completing a dissertation you must swipe weekly at the designated point.

4.4.4 If you do not attend your timetabled sessions, please be aware that this may have an impact on your Student visa and your permission to remain in the UK. Ultimately you

will be withdrawn from the University, your student visa will be curtailed and you will be required to leave the UK.

4.4.5 If you fail a spot check, you will be required to report to the International Office, within five working days of the discrepancy. If you fail to report, we will issue a written warning and apply immediate sanctions. If you do not comply with the sanctions imposed within a further 5 days, we will withdraw you from your course and withdraw sponsorship of your visa, both with immediate effect.

4.4.6 Please note, if you are sponsored by a government or corporate organisation we may inform your sponsor of any concerns regarding your attendance at any point.

4.5 Additional information for learners studying on Degree Apprenticeship programmes and Distance Learning programmes

4.5.1 If you are an apprentice and not able to attend University or join a planned face-to-face or online live session, you must inform the Apprenticeship team as soon as possible after first contacting your employer. If you miss any timetabled sessions these will be reported to your employer, and you will need to repeat these.

4.5.2 If you are on an approved registered Distance Learning programme, your engagement and attendance will be monitored. We expect you to attend all timetabled synchronous sessions and engage proactively with online materials. Attendance at online timetabled sessions will be automatically recorded and your engagement with materials and activities in the VLE will also be monitored.

4.5.3 If you are on an approved registered Distance Learning programme, you will only be subject to the attendance and engagement procedure, not the visa compliance procedure.

4.6 Additional information for students required to repeat failed modules with attendance

4.6.1 As per Section 1.14, as an Undergraduate student if you are not able to progress to the next stage or complete your award because you are required to repeat one or more failed modules, you will in almost all circumstances need to attend the University in order to do that. This regulation is intended to ensure you have the support you need to stay engaged and increase your chances of success.

4.6.2 We recognise that there will be rare occasions when applying this regulation would mean you face a disproportionate difficulty, for example, undue financial hardship. Exceptions will be considered on a case-by-case basis. In the first instance, you must complete the Repeat without attendance form, include your rationale for the request and send to your Course Administration team. Academic staff must complete

their section, include a supporting statement and study plan if they support your request. The form should then be sent to Registry for final approval. The International office will also be required to consider your request if you are studying on a Student visa. The Student Engagement team can also be contacted to help you with this process.4.6.3 This regulation does not apply to you if you have remaining attempts outstanding, for example, because you had approved exceptional circumstances.

4.6.4 This regulation does not apply to you, if you are allowed to progress to the next stage of your study, even if you are trailing a module.

SECTION 4: Attendance Monitoring 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

4.7 Procedural introduction

4.7.1 You are required to attend all of your timetabled sessions. This includes all your timetabled sessions online. Your attendance is monitored throughout your studies and records are kept relating to the level of attendance you have. You are also required to engage with course materials on Brightspace. For Distance Learning students, if your course includes synchronous timetabled sessions, these will be delivered online and your attendance may be monitored.

4.7.2 If you are going to miss a timetabled session or where you believe that your circumstances may affect your ability to attend sessions or continue with your course there are mechanisms in place to support you . If you are a home student or an overseas student without visa requirements, you may use the self-certification system to register your absence. If you are an overseas student on a visa, you need to email contactattendance@hud.ac.uk about the Authorised Absence Procedure.

4.7.3 If you do not attend your sessions, we will contact you to let you know that your attendance record is a concern to us. We will also inform you of the support available to help you improve.

4.7.4 You are required to attend all elements of your course. If you are undertaking a placement or a period of study away from the campus, the same attendance monitoring regulations apply, and we will also monitor your engagement in these settings. If you are absent for any reason, you need to inform your placement/study provider, as well as the Student Engagement Team (SET).

4.7.5 Where there are deadlines within our procedures, we expect you to keep to these, unless you have compelling independent documentation 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.

4.8 ATTENDANCE AND ENGAGEMENT PROCEDURE

4.8.1 We want to support you to reach your potential and data shows that students who attend and engage do better in their studies. Therefore, we strongly encourage you to

respond to our messages as this will enable us to help you as quickly and effectively. We want to help you get back on track wherever possible. Whilst we would normally follow each stage detailed below, we may decide to start the procedure at a higher stage if your attendance is very low and you have not engaged with us. If you do not engage with us at all, we may interrupt your studies for the year or withdraw you completely from the course. If you have had a previous period of interruption, interrupting your studies again may not be possible.

4.8.2 We also advise you to arrange to meet with us either online or in person to talk through any issues you may be having which affect your ability to attend and engage. These conversations may be in person, by telephone or MS Teams.

4.8.3 Stage 1

If your attendance deteriorates, you will be notified and signposted to the help and support which is available. We will also invite you to talk to someone in the Student Engagement Team if you would like any advice or assistance.

4.8.4 Stage 2

If we do not see an improvement, we will contact you again to remind you of the support available and the importance of attending in person and engaging online.

4.8.5 Stage 3

If we still do not see an improvement, we will contact you again to offer you the opportunity to arrange a meeting to discuss the reasons for your poor attendance. During the meeting we may recommend that you consider a voluntary interruption to your studies. If this is the case, we will give you further information and support you in making the request. An interruption of studies means that you will be required to stop your studies temporarily to allow your circumstances to improve, so that you can engage fully with your studies upon your return. This may not be an option if you have had a previous period of interruption.

4.8.6 Stage 4

If you fail to engage with us and your attendance is extremely low, we may interrupt your studies on your behalf or withdraw you completely from your course. If we decide that you cannot reasonably continue with your studies at this time, we will explain our decision and how it was reached. The date of your withdrawal will be based on the last point of engagement/attendance with your course. At this stage we will review your engagement with your course and make a decision either:

- That you are required to interrupt your studies and return in the following academic year **(home students / distance learning / non visa overseas students only);** interrupting your studies may not be an option if you have had a previous period of interruption; or
- That you may be redirected to Section 6 of the regulations and guided through the Support to Study procedure where you may be required to interrupt your studies and return in the following academic year, when you are fit to do so **(overseas students on visas);** or
- That you are withdrawn from your course and the University.

4.8.7 Attendance monitoring appeal procedure: The decision made to interrupt or withdraw you

4.8.7.1 You can appeal the decision made at Stage 4 if you meet one or both of the following grounds:

- You can demonstrate that a procedural irregularity has occurred during the process that lead to your withdrawal/interruption; and/or
- You have experienced significant disruption, which can be independently evidenced, which for good reason you could not tell us about before the decision was made.

4.8.7.2 To appeal you should complete the Attendance Monitoring Appeal Form in full no later than 10 working days after the date of the email confirming that you have been asked to interrupt your studies or have been withdrawn from the course.

4.8.7.3 If your appeal is submitted late and without a good reason, that can be independently documented, we will not uphold your appeal on the basis that it has been submitted late. Please see our Supporting Information Guide for Students for information about appropriate standards of information and documentation.

4.8.7.4 An appropriately trained member of Registry who has had no prior involvement with your case will consider your appeal and will normally respond no later than 20 working days from the date of receiving your completed appeal form and associated supporting information. They will send you the outcome by email and they will explain the reasons for their 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.

4.8.7.5 If your appeal is not upheld, then the original decision made by Student Engagement Team will stand. You will then be issued with a completion of procedures letter.

4.8.7.6 If your appeal is upheld, we will notify you and the Student Engagement Team (SET) of the outcome. This does not mean that you will be reinstated immediately. You will be invited to a further meeting with SET for them to reconsider the decision. After

this, they will decide whether or not you can resume your studies. If SET decide that you cannot be re-instated on your course, you will be issued with a completion of procedures letter.

4.8.7.7 If the Student Engagement Team allows you to be reinstated subject to conditions and subsequently if you fail to meet those conditions, you may be withdrawn again without a right to appeal again. You will then be issued a completion of procedures letter.

4.8.7.8 As per section 1.11, 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 the Attendance Monitoring Procedure. If your appeal under the Attendance Monitoring Regulations has been upheld but you are subsequently withdrawn under the Finance Regulations, you will remain withdrawn for non-payment of fees regardless of any decision made with respect to your attendance withdrawal. As detailed in the Student Regulations and Procedures, Section 3.4 Withdrawal due to non-payment appeal procedure, you must appeal the debt withdrawal by email to sfo@hud.ac.uk.

4.8.8 OIA: Independent review of our final decision

4.8.8.1 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.

4.9 INTERNATIONAL STUDENTS VISA COMPLIANCE PROCEDURE

4.9.1 If you are studying on a student visa then you are required, by the Home Office and the University, to attend all of your timetabled sessions. If you do not attend as expected, then this may impact on your visa and your permission to remain in the UK. If you are withdrawn through this procedure, your visa will be curtailed, and you will be required to leave the UK.

4.9.2 If you are sponsored by a government or corporate organisation the University reserves the right to inform your sponsor of any concerns regarding your attendance.

4.9.3 In addition to the attendance and engagement monitoring procedure in section 4.8, we will undertake other checks on your attendance. You should be aware that attendance in person is a condition of your visa and therefore the Visa Compliance Procedure takes precedence over the Attendance and Engagement Procedure.

4.9.4 Visa compliance attendance concern notification

4.9.4.1 If you fail to attend timetabled sessions you will be sent an email expressing the University's concerns, offering support and warning you of the consequences of failure to comply with the Visa Compliance Regulations.

4.9.4.1 If you miss further timetabled sessions, you will be sent an email expressing the University's concerns and advising that you are required to attend a Visa Compliance meeting.

4.9.5. Visa compliance meeting

4.9.5.1 If your attendance causes a serious concern, you will be asked to book a Visa Compliance meeting with the Student Engagement Team (SET). The purpose of this meeting is to consider whether you are able to continue with your studies at this time. This meeting will be held in person, on campus and you will be required to attend in person.

4.9.5.2 If you are a sponsored student, we may notify your sponsor about this meeting.

4.9.5.3 You will be provided with the details to book the Visa Compliance meeting. You will be **required** to book and attend a meeting. **If you do not book** yourself on to one of these meeting sessions or **do not attend** this formal visa compliance meeting, it is **extremely likely that you will be withdrawn from your course**.

4.9.5.4 When you meet with us we expect you to be honest and openly discuss the reasons for your non-attendance.

4.9.5.5 If you are unable to attend for a good reason that can be independently documented, and you tell us in advance of the meeting, we can hold the meeting at a later date. Please be aware that we are unable to indefinitely postpone the meeting and we will not usually postpone the meeting more than once.

4.9.5.6 If you do not attend the meeting and we have not approved a re-scheduled meeting, we will withdraw you from the course.

4.9.5.7 If you attend the meeting and we decide that you cannot reasonably continue with your studies at this time, we will explain our withdrawal decision and how it was reached. We will send you an email no later than 5 working days after the date of your meeting to confirm this outcome.

4.9.5.8 In exceptional cases, you may be redirected to Section 6 of the regulations and guided through the Support to Study procedure where you may be required to interrupt your studies and return in the following academic year, when you are fit to do so.

4.9.5.9 If you attend the meeting, and we decide that you can continue on the course you **must** attend all your timetabled sessions moving forward.

4.9.5.10 If you fail to attend any further timetabled sessions after attending a Visa Compliance meeting, without an approved authorised absence, you will be withdrawn from your course.

4.9.5.11 If you are interrupted through the Support to Study Procedure, this means that you will be required to stop your studies temporarily to allow your circumstances to improve, so that you can engage fully with your studies upon your return.

4.9.5.12 If you are a student on a visa then an interruption of your studies has serious implications for your immigration status. You are not permitted to remain in the UK if you are no longer studying. This is the same where you have been withdrawn from your course as your visa will also be cancelled.

4.9.5.13 If your studies are interrupted, the University is required to inform the Home Office and your visa to study in the UK will be cancelled. This also applies if we withdraw you from your course.

4.9.6 Attendance Monitoring Compliance Appeal Procedure: Appealing against the withdrawal decision

4.9.6.1 You can appeal the decision made, to withdraw you from your course, if you meet one or both of the following grounds:

- You can demonstrate that a procedural irregularity has occurred during the process that led to your withdrawal/interruption; and/or
- You have experienced significant disruption, which can be independently documented, which for good reason you could not tell us about before the decision was made.

4.9.6.2 To appeal you should complete the Attendance Monitoring Appeal Form in full no later than 10 working days after the date of the email confirming that you have been withdrawn from the course.

4.9.6.3 If your appeal is submitted late and without a good reason, that can be independently evidenced, we will not uphold your appeal on the basis that it has been submitted late.

4.9.6.4 An appropriately trained member of Registry who has had no prior involvement with your case will consider your appeal and will normally respond no later than 10 working days from the date of receiving your completed appeal form and associated supporting information. They will send you the outcome by email and they will explain the reasons for their decision. This decision will be final and will bring to an end the University's internal procedure.

4.9.6.5 If your appeal is not upheld then the original decision made by the Student Engagement Team will stand. You will then be issued with a completion of procedures letter.

4.9.6.6 If your appeal is upheld we will notify you and the Student Engagement Team (SET) of the outcome. This does not mean that you will be reinstated immediately. You will be invited to a further meeting with the SET for them to reconsider the withdrawal decision. After this, they will decide whether or not you can resume your studies. If the SET decide that you cannot be re-instated on your course, you will be issued with a completion of procedures letter. f your appeal is not upheld then the original decision made by the SET will remain. You will then be issued with a completion of procedures letter.

4.9.6.7 If the Student Engagement Team allow you to be reinstated subject to conditions and if you subsequently fail to meet those conditions you may be withdrawn again without a right to appeal. You will then be issued a completion of procedures letter.

4.9.6.8 As per section 1.11, 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 the Attendance Monitoring procedure. If your appeal under the Attendance Monitoring Regulations has been upheld but you are subsequently withdrawn under the Finance Regulations, you will remain withdrawn for non-payment of fees regardless of any decision made with respect to your attendance withdrawal. As detailed in the Student Regulations and Procedures, Section 3.4 Withdrawal due to non-payment appeal procedure, you must appeal the debt withdrawal by email to sfo@hud.ac.uk.

4.10 OIA: Independent review of our final decision

4.10.1 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 5: Interrupting, Withdrawing or Transferring Course Internally or to another Institution: Regulation

5.1 Regulation introduction

5.1.1 This may be right for you, if you are considering interrupting, withdrawing or transferring your studies here at the University of Huddersfield, or 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, you will be required to leave the UK during the period of interruption. You should discuss your circumstances with the International Office before making a decision to interrupt your studies.

5.2 Interruption of study

5.2.1 An interruption of study is the formal procedure which allows you to request a break from your studies in your current academic year.

5.2.2 It may be appropriate for you to interrupt your studies for a period of time due to personal circumstances. If you need to take time away from your studies for personal reasons, we will normally suspend your fee liability and temporarily pause our consideration of your results and academic progress. The point of the academic year you request to interrupt your studies may impact on when you return to your course. Your Course Leader will go through the following options with you and will decide on which is the best option based on your circumstances:

- Return to study at the beginning of the following academic year
- Return to study at the beginning of the term you interrupted

An interruption may affect your ability to carry forward marks for any assessments you have already completed in-year, prior to your interruption. The final decision rests with your Course Leader, who will select one of the following models:

1. You return to study at the beginning of the following academic stage and you will complete the full academic year again, including **all assessments.**

2. You return to study at the beginning of the following academic stage and **complete the full academic year again**, but you are permitted to retain some marks on your profile. You may need to resubmit other assessments. This may apply where you have interrupted part way through a module, the module runs over more than one term, or the module includes group work.

3. You return to study at the beginning of the term you interrupted in the previous year. For example, if you interrupted in February and you started your course in

September, you would return in January for the second term. **All marks** for assessments submitted up to that point are kept on your profile.

4. You return to study at the beginning of the term you interrupted in the previous year. For example, if you interrupted in February and you started your course in September, you would return in January for the second term. You are required to reattend part of a module(s) and/or resubmit work. This may apply where you have interrupted part way through a module, the module runs over more than one term, or the module includes group work.

5.2.3 During an approved interruption of study, you will be able to access advice and support from Student Services, Students' Union Advice Centre, Student Engagement team, the International Office, Course Administration team and the Student Casework team in Registry and Academic Development.

5.2.4 During an approved interruption of study, you should not formally engage with your course, attend sessions, submit work for assessments, attend examinations, engage with any research, write up your dissertation or project. If you interrupt your studies, your registration with us will be temporarily suspended and all relevant authorities (where known) will be informed. It is your responsibility to ensure that any sponsor or legal requirements are complied with before, during and after an interruption of study.

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

- Pregnancy or new parenthood, where this cannot be otherwise managed through the University's Support for Pregnant Students and New Parents Policy;
- Medical or health reasons;
- Bereavement;
- Work;
- Family commitments;
- Financial commitments.

5.2.6 If you are on an Apprenticeship:

- You may be able to return to study immediately following your interruption. Your Course Leader will go through this with you and will decide on which is the best option based on your circumstances.
- An interruption which is longer than four weeks will also require a Break in Learning and you must agree a Break in Learning with your employer.

5.3 Withdrawal from studies

5.3.1 If your circumstances significantly impact your ability to continue studying on your current course, then it may be appropriate for you to withdraw from your course. This

might be because you cannot commit to return in the following academic year 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 course completely, with no intention of returning in the following academic year.

5.3.2 If you withdraw, you will normally be entitled to have any credit awarded for modules you have completed and passed before you withdrew. Where your total credit achieved meets the requirements for an exit award, you will be awarded this at the next available Course Assessment Meeting (CAM).

5.3.3 When you have withdrawn, you will no longer be considered a student and you will not be permitted to return to your course at a later date without going through the standard University admissions process. If you decide you would like to study with us again, please contact the Student Recruitment Team and refer to Section 3.3 of the Regulations for Awards if you received an exit award upon withdrawal.

5.3.4 If you are withdrawn you will lose access to your University accounts within 24 hours of the withdrawal being instigated. If you have opted to withdraw from your studies, or the University notifies you that you are being withdrawn, you will be given 24 hours in which to save any documents or correspondence that you may need from your University accounts, before the University formally withdraw you.

5.3.5 If you are planning to leave your apprenticeship course, your employer must confirm agreement for your withdrawal

5.3.6 The date of your withdrawal will be based on the date you inform us, or the last point of engagement with online material or attendance on your course, whichever is the later.

5.4 Transferring to another course at the University of Huddersfield

5.4.1 Changing courses can be a big decision, which you should consider carefully. You should refer to the procedure associated to transferring to help you consider all of your options.

5.4.2 If you are on an apprenticeship course, you must discuss this with your employer first. You are unable to transfer between an apprenticeship and non-apprenticeship programme.

5.4.3 If you receive student support such as a loan, you are strongly advised not to change course without first asking your student finance body (e.g. Student Finance England) about its willingness to fund you when you transfer course.

5.4.4 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). The International Office will help guide you through the process and what it may mean for your UK Student visa.

5.4.5. If you decide to transfer to a different course and you have earned credit in your current course you may be eligible to map this over using the Accreditation of Prior Learning procedure in Section 3 of the Regulations for Awards.

5.4.6 Sponsored students must obtain the consent of their sponsor before proceeding through the process to transfer courses.

5.5 Transferring out to another institution

5.5.1 Transferring out means you are considering moving to another university. You may wish to take credit you have gained with us to another university or you may wish to transfer elsewhere to begin a new course.

5.5.2 Changing university can be a big decision, which you should consider carefully. You should refer to the procedure associated to transferring to help you consider all of your options.

5.5.3 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.

5.5.4 If you decide to transfer out of the University of Huddersfield then you will normally be entitled to any credit you have passed before you transferred. Where your total credit achieved meets the requirements for an exit award, you will be awarded this at the next available Course Assessment Meeting. If you are eligible for an exit award, you may be able to use this to transfer into a higher level of a degree programme, as part of the Accreditation of Prior Learning process. Please note that this is not always possible and you should check with the specific institution upon your application.

5.5.5 If you are an international student you should discuss any move with the International Office as your student visa is based on where you are studying. They can guide you through the process.

SECTION 5: Interrupting, Withdrawing, Transferring Course Internally or to another Institution: 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

5.6 Interruption of Study: Procedural Introduction

5.6.1 Before you request an interruption of your studies, you should discuss this with your Personal Academic Tutor (PAT). International students should also take advice from the International Office.

5.6.2 You should then complete the Interruption from Studies Form and submit it to your Course Administration team. They will advise you if you need to submit any supporting documentation. If you are enrolled on an Apprenticeship, you **must** discuss this with your employer. It is your responsibility to ensure the form is signed and submitted in order to proceed with and complete the interruption process. Failure to complete the form in full may result in key course information not being captured, which could lead to issues when resuming your studies.

5.6.3 If your interruption of studies is approved, your student ID campus card will be deactivated, but you will retain access to your university email account. Your campus card will be re-activated when you re-enrol and return to your studies.

5.6.4 The point in which you have been permitted to return to your studies and the agreement with your Course Leader will impact on whether any of the marks you may have taken prior to your interruption will remain on your profile. These may be kept on your profile where it is deemed unnecessary for you to take the assessment again. All marks which remain on your profile prior to your interruption are unconfirmed until they are sent to a Course Assessment Meeting (CAM) for consideration upon your return to the University.

5.6.5 Where you are expected to return and complete the year again, including all assessments, you will be subject to the usual Student Finance charges in line with the University fee requirements. Where you have been granted to return at a later point in the year, please liaise with the Student Finance Office to clarify your University fee requirements.

5.6.6 If you have any approved Exceptional Circumstances on your profile prior to interruption, these will be removed as they will become defunct when you return to your studies

5.7 Information for International Students: Interruption of studies

5.7.1 If you are an International student with a student visa then an interruption of your studies has serious implications for your immigration status. You are not permitted to remain in the UK if you are no longer studying.

5.7.2 If you do interrupt your studies the University is required to inform the Home Office and your visa to study in the UK will be cancelled.

5.7.3 You are strongly recommended to discuss your circumstances with the International Office before making a decision. Please refer to Section 2 for more information.

5.8 Timings and deadlines for interrupting your studies

5.8.1 A request to interrupt your studies must take place prior to the end of revision week if your course started in September, or the equivalent for students enrolled on courses starting at other times of the year. Interruptions will not be granted just before the start of the main assessment/examinations period as a means to avoid (or postpone) possible failure in a module(s).

5.8.2 The University requires all students to complete their programme within a set period from initial registration.. **The maximum period of registration** for a taught student is the length of the course as set out in the programme specification document, plus two years. If a student is unable to achieve their award within the maximum period of registration, they will be withdrawn from their course and any exit award will be conferred, as appropriate. External bodies or individual programme specifications may impose other timeframes. If it would be impossible for you to complete your studies within the appropriate timeframe, we may refuse to allow you to interrupt your studies.

5.8.3 The maximum period of interruption will normally be one academic year. A student's registration for an award of the University will be terminated if two academic years (including standard resit periods) elapse without the award of credit. The Course Assessment Meeting will confer any exit award to which the student is entitled.

5.8.4 Requests for interruptions of study in two consecutive academic years will be considered only in the most exceptional and compelling circumstances and must be approved by the Dean of School. Such circumstances would normally involve serious, ongoing issues that have a substantial impact on a student's ability to engage with their studies, for example prolonged treatment for a severe physical or mental health condition, recovery from a major illness or injury, pregnancy-related complications, or an exceptional family crisis such as bereavement of a close family member. Students will be expected to provide robust independent supporting information to support any such request.

5.9 Accommodation and Council Tax when interrupting your studies

5.9.1 Managing your tenancy agreement and Council Tax can be complex and confusing when dealing with an interruption of study or withdrawal so we strongly recommend you seek advice from the Students' Union Advice Centre and the Student Finance Office

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

5.9.3 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.

5.9.4 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.

5.9.5 If you are on a Student visa, you will not be able to remain in the UK during the period of your interruption and as such you will need to consider the terms of your tenancy agreement and what this means for you.

5.10 Funding and student finance (undergraduate) when interrupting your studies

5.10.1 If you take an interruption of your studies and return to repeat certain module(s) or the full academic year then you will be charged the appropriate tuition fee for the repeat period of study.

5.10.2 When you interrupt your studies, we will send notification to your funding provider (e.g. Student Finance England, Student Finance Wales, Student Finance Northern Ireland or Student Awards Agency Scotland), notifying them of your last date point of engagement with online material or attendance on your course, whichever is the later; this is not always the date of your requested interruption. Normally, all funding is suspended from that date.

5.10.3 When you return to your studies, we will notify your funding provider that you have returned. If you return to your studies in the new academic year, you may need to reapply for funding. You must speak to our Student Finance Office to understand how this will impact you.

5.10.4 If your last date of attendance or engagement online is part way through a term, you may have already received an instalment of maintenance loan/grant money and therefore received money for time that you will not be in attendance. In these cases, your funding provider may say you have received an ‘overpayment’ and ask for some of that money back.

5.10.5 You should contact your funding body directly to find out how your interruption will be managed, particularly if your interruption of study is due to health reasons or your interruption results in financial hardship as you may be entitled to an amount of additional funding. Please also see below the section on ‘How interruption affects your entitlement’.

5.11 How interruption affects your student finance entitlement

5.11.1 The year that you interrupt your studies will count towards your overall entitlement to a Student Finance tuition fee loan. However, if you interrupt for 'compelling personal reasons' and can submit supporting documentation of this to your Student Finance funding body, they may agree to discount your interruption year from your overall entitlement. You should speak to our Student Finance Office to understand how this will impact you.

5.12 Interruption funding and student finance (postgraduate taught)

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

5.12.2 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.

5.13 Contact during your interruption

5.13.1 During your interruption, you may find it helpful to stay in contact with an appropriate person in your school such as your Personal Academic Tutor (PAT) or a member of the Student Engagement team. You will also have access to the PAT module on Brightspace. This interaction is not compulsory, but we recommend you keep in touch with us as this can help you settle in more quickly when you return.

5.13.2 In order to support your return to studies, we will contact you prior to your return date to discuss the practical details and to put in place any support services you may need.

5.14 Returning to your studies from a period of interruption

5.14.1 If you are returning from a period of interruption that was taken for health and wellbeing reasons, you may be required to provide supporting medical information to confirm you are well enough to return. If this is the case, we will ask you to provide assurance that your studies will not be detrimental to your health. You may be required to make and attend an appointment with the Student Engagement Team, the Student Services team and/or your PAT before you will be allowed to re-enrol.

5.14.2 Prior to returning to your studies you will need to confirm your intention to return and you will need to re-enrol on your programme. You must contact your Course Administration Team and/or the Student Engagement Team at least one month prior to the start of the academic year (this will be either August for a September start or December for a January start) to confirm your return. If you fail to return to your studies as expected, and do not speak to us to discuss this, then you will be withdrawn from your course.

5.14.3 If you are an International student and require a Student visa, please note that the process will take much longer. You will need to make a new Student visa application when you are ready to re-commence your studies. You should ask us for a Confirmation of Acceptance of Studies (CAS) before you apply for a new Student visa.

5.14.4 You will join a new cohort when you restart your studies and the regulations applying to that cohort will also apply to you. If the course content or structure has changed, you will be required to follow the new arrangements. This may have implications for your progression or final award for the course and you may wish to discuss this with your Course Leader.

5.14.5 If you do not intend to resume your studies following your interruption, you must contact your course team to discuss your options.

5.15 Withdrawal from your studies procedure

5.15.1 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 Personal Academic Tutor and/or the Students' Union Advice Centre. You can also speak to the Careers Team to discuss your decision in further detail. 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.

5.16 Applying for a withdrawal and deadlines

5.16.1 To withdraw from your studies you will need to complete the Withdrawal from Studies Form Before the withdrawal can be processed, the form must be signed by the following members of staff;

- The International Office if you are a student studying on a visa
- Your Personal Academic Tutor (PAT)

Once you have completed the form and it has been signed off, you need to submit it to your Course Administration team. It is your responsibility to ensure the form is signed and submitted in order to proceed with and complete the withdrawal process.

5.16.2 Once withdrawn, you can apply to return to the University, but you may not be allowed to return to the same programme of study. If you withdraw you must return your student campus ID card to the iPoint. If you choose to return to study at a later date, you will be required to follow the admissions process and apply again to the University through the usual channels.

5.16.3 You must withdraw prior to the start of the main assessment period for your course. If you do not withdraw before the final withdrawal/interruption deadline (this is usually the first week of May if you are a September starter, but ensure you have confirmation from your School), then you will be expected to continue on your registered course and engage with all aspects, including assessments and examinations until the end of the academic session. This will be expected of you, unless an exception is granted by the Dean of your current School and the Registrar and Secretary (or nominee).

5.16.4 We will not take partially completed modules to a Course Assessment Meeting for the award of credit. Only those modules fully completed prior to withdrawal will be considered.

5.17 Fee liability for withdrawing students

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

5.17.2 For information regarding any costs you will incur relating to your fees should you chose to withdraw then please refer to Section 3 or contact the Student Finance Team.

5.18 Accommodation and Council Tax for withdrawing students

5.18.1 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.

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

5.18.3 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.

5.18.4 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.

5.19 Transfer to another course at the University of Huddersfield

5.19.1 Changing courses may be the right decision for you if you are no longer enjoying your current course or if your career plans have changed.

5.19.2 The success of a change of course will depend on a number of factors including, but not limited to, meeting the entry requirements of the new course and there being capacity to accept you into the cohort. You may be required to complete credits from your current course in order to transfer to the new one. If this is the case, you will be notified during the application process.

5.19.3 If you change to a new course, you will be expected to complete its full academic requirements. Normally you will be required to start the new course at the beginning. However, if you have earned relevant credit in your current course, you may be eligible to carry this over to the new course. This may mean you can join the new course at a different stage. For more information on this process, please refer to the information in Section 5.4 and the Accreditation of Prior Learning Procedure in Section 3 of the Regulations for Awards.

5.19.4 if there are any specific gaps in your learning, you may need to complete additional modules before starting your new course, or alongside it. The course team will make clear to you what you are able to carry over and any entry requirements which should be met.

5.19.5 If you are studying on a Student visa, you must inform and obtain approval from the International Office by emailing immigration@hud.ac.uk if you wish to transfer course (or change research topics), prior to applying as there will be visa and possibly the Academic Technology Approval Scheme (ATAS) implications for any course transfer. If you are a sponsored student, you must obtain the consent of your sponsor for the new course before applying to transfer your studies. Any new offer may be subject to additional conditions which must be met before the offer is made unconditional.

5.19.6 If you wish to transfer to a different course within the University, you are strongly advised to follow the steps below:

1. In the first instance, you should book an appointment to speak with your Course Administration team. They may also refer you to the Careers Team, the Students' Union Advice Centre, your PAT or the Admissions Tutor for the new course, if required. If you wish to transfer to another course as you feel you may be struggling with your studies, these colleagues will also be able to support you.

2. You should contact the Student Finance Office to discuss your fee responsibility. 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 on an apprenticeship course, you must discuss this with your employer. You cannot transfer from an apprenticeship to a non-apprenticeship course. If you wish to do this, you must withdraw from one course and then apply for the other one separately. Please refer to the withdrawal procedure in Section 5.14.

5.20 Transfer routes, deadlines and start dates

5.20.1 There are two routes to transfer your studies internally. It may be possible to transfer in-year rather than wait until the subsequent academic year, but this is not always the case.

In-Year Course Transfer

All requests to transfer 'in year' should be made before the final interruption deadline (this is usually the first week of May if you are a September starter, but ensure you have confirmation from your School). You should contact the Course Administration team who will provide you with an 'in-year transfer form' and return your completed form to them. This will be sent to the relevant School and Admissions Tutor for consideration. You may be required to meet with the School before the request is processed.

- If approved by the course team, the transfer will be processed by Student Records and you will be transferred to your new course within the same academic year. You will be notified via email.
- Alternatively, if the course team deems it too late for an in-year transfer or this is not possible within the constraints of the course for the current academic year, you will be directed to the 'transfer into the next academic year enquiry form'.
- If the School is unable to offer you a place, you will be notified via email.

5.20.2 You are unable to transfer mid-year to a course that has a different mode of attendance. (for example, from a full time to a part time course) or a different level of study. Transfers of this kind can only be done at the point of re-registration.

5.20.3 If you are unable to transfer in-year, you will have two options available to you;

- You agree to continue on your registered course and engage with all aspects of the course, including assessments and examinations until the end of the academic session. You will be transferred to your new course from the start of the next academic session.
- You interrupt temporarily from your current course to re-join the University on your new course in the next academic session. Your current course team will help you organise this. If you interrupt temporarily, it may affect your entitlement to student loans or other funding so please ensure you speak to the Student Finance Office to discuss the potential ramifications of this process.

5.20.4 If you do not interrupt before the final interruption deadline (this is usually the first week of May if you are a September starter, but ensure you have confirmation from your School), then you will be expected to continue on your current registered course and engage with all aspects, including assessments and examinations until the end of the academic session.

5.21 Next Academic Year Course Transfer

5.21.1 **If you are a home student** and you wish or are advised to transfer course in the next academic year, then you should contact the Course Administration team who will provide you with 'transfer into the next academic year enquiry form'. You must return your completed form to study@hud.ac.uk.

5.21.2 The Student Recruitment Team will then create an application record and send the application electronically to the new course's administration team for a decision, with instructions on how to proceed.

- If the School proceeds with an offer, you will receive an offer letter via email. You will begin your new course at the beginning of the next academic year.

- If the School is unable to offer you a place, you will be notified via email.

5.22.3 **If you are an International student** and you wish or are advised to transfer course in the next academic year, then you should contact the International Office who will guide you through the appropriate process.

5.22 Transferring out to another institution procedure

5.22.1 If you decide that you want to transfer to another University, you should follow this procedure:

a) In the first instance, you should book an appointment to speak with your Personal Academic Tutor (PAT) and/or the Student Engagement team 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.

b) You should contact the other University about their entry requirements and to ensure that there is a place available (you may need to reapply through UCAS). Transferring to a new University may affect how your final award is classified so you need to check **their** academic regulations.

c) You should contact the Student Finance Office 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.

d) 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.

e) If you are on an Apprenticeship course, you must discuss this with your employer.

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

g) 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.

h) If you do decide to transfer to another University you will need to permanently withdraw (Section 5) from the University of Huddersfield. If you have completed and passed enough credits, then you may be eligible for an exit award which will be issued to you once your results have gone through the formal procedure.

i) The Couse Administration and/or the Casework and the Regulations Team will inform you of the Withdrawal Procedure (also outlined in Section 5.15). If you do not withdraw before the final withdrawal/interruption deadline (this is usually the first week of May if you are a September starter, but ensure you have confirmation from the Course Administration Team), then you will be expected to continue on your registered course and engage with all aspects, including assessments and examinations until the end of the academic session. This will be expected of you, unless an exception is granted by the Dean of your current School and the Registrar and Secretary (or nominee).

5.22.2 If you have followed the above steps and decide that you want to transfer to another institution, you will need to contact the Course Administration Team as soon as possible and they will support you in completing the relevant documentation, including the withdrawal form.

5.23 Using previous credit earned at The University of Huddersfield to return and complete your course or transfer your studies

5.23.1 If you return to study a different course or wish to transfer your course where modules for Approved Prior Certified Learning (APCL) consideration can be mapped to match the core credits of the new award, APL can be approved for up to one third of the value of the new award. For full information on this procedure, please refer to Section 3.3 of the Regulations for Award.

5.23.2 If you are returning to complete your degree having previously accepted an exit award from the University of Huddersfield, you will be required to rescind your exit award. When you have completed the outstanding credit, your final degree classification will be calculated using the standard algorithm and will include the marks you obtained previously, where appropriate. Normally, if you return to complete your degree there is no limit on the number of credits you have achieved previously or have left to achieve to come back and complete your study.

5.23.3 If you return at a later date to the University to complete the same course for which you were withdrawn or withdrew from, any modules which were failed and are now being repeated will be capped at the minimum pass mark.

5.23.4 In accordance with Section 3.5 of the Regulations for Award, the University will not normally consider applications to re-join the University if previous credit or experience which has been gained more than six years prior to the year of application.

SECTION 6: Support to Study Regulation

6.1 Regulation introduction

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

6.1.2 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.

6.1.3 This regulation will normally only apply to you if you are very ill and/or we have serious concerns about your behaviour and/or wellbeing and/or capacity. 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 required to be assessed under the Precautionary Measures Procedure (Section 14).

6.1.4 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.

6.1.5 Unfortunately, there may be occasions when your physical or mental health temporarily impacts on your ability 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 that falls outside the scope of the services that we can reasonably be expected to offer.

6.2 Interruption through the Support to Study procedure

6.2.1 If we have concerns about you, we will try to work with you in a spirit of cooperation to find a solution and offer support. If you are unable to engage with us or the support, we may determine that you are unable to study at present and that we are

not reasonably able to provide the level of support you need to continue to study at present. In this instance, 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.

6.2.2 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 supporting medical information 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 reconvened Support to Study meeting to discuss your return, the support we can offer and our expectations of you. You may also be required to make and attend an appointment with the Student Services team, your PAT and/or the Student Engagement team before you will be allowed to re-enrol.

6.2.3 On resumption, if you are on a PSRB regulated course and we have concerns about your Fitness to Practise, you may be referred to the Fitness to Practise procedure.

6.3 Withdrawal through the Support to Study procedure

6.3.1 In the most extreme case, where we deem your fitness to study is significantly impaired and is likely to remain 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 6: 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

6.4 Procedural introduction and support

6.4.1 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.

6.4.2 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.

6.4.3 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.

6.4.4 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 email 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

6.4.5 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.

6.4.6 The procedure has two stages as listed below and an opportunity to appeal the outcome 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

6.4.7 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.

6.4.8 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.

6.4.9 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, unless we believe their safety to be at risk;
- You will be asked to provide your consent before your file is shared with your Personal Academic Tutor to facilitate pastoral support.

6.4.10 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.

6.4.11 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.

6.4.12 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.

6.5 Supporting Information

6.5.1 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.

6.5.2 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.

6.6 Precautionary measures

6.6.1 If we decide to impose precautionary measures, you may be prevented from carrying out certain activities temporarily. These are explained in Section 14.

6.7 Stage 1 Local Meeting – Initial and/or emerging concerns

6.7.1 We expect to deal informally with initial or emerging concerns about your ability 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 S6.5 before we meet with you.

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

- A member of staff who you know. It will most likely be your personal academic tutor or course leader or 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

6.7.3 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.

6.7.4 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 the 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 this procedure or Stage 2 of the Fitness to Practise procedure.

6.7.5 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.

6.7.6 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 or Stage 2 of the Fitness to Practise 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.

6.8 Stage 2 Support to Study Panel Meeting – Continuing and/or serious concerns

6.8.1 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 6.5.

6.8.2 Before the meeting, the Panel may consult your course team to better understand your circumstances and the academic support you may need to catch up on any missed work. Any information gathered before the meeting will be shared with you in advance of the meeting.

6.8.3 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.

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

6.8.5 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:

- Registrar and Secretary or nominee (who will act as Chair),
- A Students' Union Officer
- A senior academic staff member related to your course
- A representative from Student Services.

6.8.6 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/Supervisor;
- witnesses for the school or the student;
- a note taker.

6.8.7 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;
- If you are on a PSRB regulated course and we have concerns about your Fitness to Practise, you may be referred to the Fitness to Practise procedure.
- Withdrawal from your course.

6.8.8 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 want to meet with you again in these circumstances. If so, it will be explained to you why.

6.8.9 If you are on a PSRB regulated course and are following an action/study plan, dependent on the nature of the actions set, you may be referred to the initial stage of the Fitness to Practise procedure for the review.

6.8.10 We will normally communicate the outcome of the Stage 2 meeting to you in writing within five working days.

6.9 Return to study meeting

6.9.1 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 study. The Panel will usually comprise of the same individuals who met with you at either Stage 1 or 2. If you are on a PSRB regulated course you may be referred to the Fitness to Practise procedure before resumption.

6.9.2 Any conditions set of you as part of the procedure 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 Service team, your PAT and/or a member of the student support team before you are allowed to re-enrol.

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

6.10 Support to Study Appeal procedure

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

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

6.10.3 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 Registry team with no previous involvement with your case will consider your appeal.

6.10.4 If we receive your appeal after the deadline has passed and you have not provided a good reason, with independent documentation, about why your request is late we will not uphold your request on the basis that it has been submitted late. Please see our Supporting Information Guide for Students for information about appropriate standards of information and documentation.

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

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

1. 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 supporting documentation is available; or
2. Apply an alternative outcome.

6.10.7 If you are appealing a Stage 2 support to study panel 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 note taker may be the same person as before. Please note that the note taker is not involved in the decision-making process.

6.10.8 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.

6.11 OIA: Independent review of the Support to Study appeal decision

6.11.1 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 7: Conduct in Assessments and Exams 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

7.1 General principles

7.1.1 This section applies to all our taught assessments.

- Your assessments will test your ability to meet the Course and Module learning outcomes;
- Requirements for assessments and exams will be set at the start of the academic year and you will be given adequate time to prepare for them;
- Some In-class Tests (ICTs) may be set under exam conditions. If so, we will advise you of this well in advance;
- The University's Student Record System contains our official record of your assessment results and the decisions which follow. Results are formally published via the Student Portal. Any other communication of results in any form are for information only and cannot be relied on in the case of a dispute.
- Where students with Personal Learning Support Plans have additional support in place for assessments and exams, they will be contacted about their arrangements prior to the assessments/exams.

7.2 Your responsibilities

7.2.1 If you attend an assessment under exam conditions, you declare that you are well enough to do so. In other words, you are telling us you are **'fit to sit'**, as determined in Section 1.8. If you attend an assessment, we are unlikely to approve any claim for Exceptional Circumstances which you make later.

7.2.2 If you require any reasonable adjustments or additional needs, you must notify Student Services as soon as possible after you enrol. You may be asked to provide documents in support of your claim. It is your responsibility to check that the assessment/exam arrangements that have been organised are correct and align with your Personal Learning Support Plan.

7.2.3 If you submit a written assessment or attend an oral presentation you are declaring that you are fit to do so. In other words, you are telling us you are **'fit to submit**', as determined in Section 1.8. If you submit work for your assessment, we are unlikely to approve any claim for Exceptional Circumstances which you make later.

7.2.4 **You must:**

- Attend exams on the set date and hand in assessments by the agreed deadline, or;
- Submit a claim for Exceptional Circumstances where you believe your ability to sit an exam or meet a deadline has been impacted (see Section 8)

7.2.5 If you do not attend an exam or submit assessments by the deadline, and you do not have an approved claim for Exceptional Circumstances, we deem that you have failed the assessment or exam.

7.2.6 When you submit work to us, you will receive confirmation that we have received it. We expect you to keep a copy of this confirmation note as proof of final submission.

7.2.7 If you hand in work late but within five working days of the agreed deadline, we will mark your work. However, the maximum mark available will be the minimum pass mark for that piece of assessment. This exception does **not** apply to the submission of assessed work for referrals or deferrals.

7.2.8 We expect you to maintain a high standard of academic integrity throughout your studies and this includes promoting honesty, trust, fairness, respect and responsibility. If we find that you have breached the University's regulations on academic misconduct, then we will apply a penalty.

7.2.9 If you have an exam or assessment scheduled online, you must ensure you read the information and guidance provided by your School in order to comply with the correct conduct for the assessment. All online exams are subject to the same academic misconduct regulations as on Campus exams and allegations of academic misconduct in an online exam will be reported through the academic misconduct procedure.

7.3 Conduct in on campus examinations

7.3.1 **You must:**

- Be at the exam room at least 10 minutes before the exam start time;
- Report to the invigilator in charge if you are late. If you are late and choose to undertake the exam, the standard end time of the exam will apply. You will not be allowed to enter the exam room after one third of the exam time has passed;
- Ensure your student ID card is placed clearly on your desk to be checked. Where students may be requested to remove face coverings to verify identity, the University will ensure that such requests are handled sensitively, taking into account students' desire for privacy. If you do not have your ID to hand at the exam, you will be expected to remain at the end for an ID verification and answer

basic security questions. If you fail to attend this check, your exam will be classed as null and void and will not be marked.

- Leave all outerwear and bags in the designated area;
- If expressly permitted, use an appropriate calculator during the examination;
- Sit at the desk allocated to you in the seating plan;
- Complete and sign and seal the answer book placed on your desk or sign the working booklets on your desk.
- If using a computer to complete the exam, ensure your details are recorded or typed and work is saved in accordance with the instructions provided;
- Check that you have been given the correct papers for your exam;
- Write legibly. If you do not, the examiner may not mark your work;
- Raise your hand if you need to get an invigilator's attention;
- Be accompanied by us if you need to leave the room temporarily;
- Remain in your seat at the end of the exam until all answer books have been collected by the invigilators or, in an electronic exam, remain seated until the invigilators have closed all electronic exams and the working booklets have been collected.

7.3.2 **You must not:**

- Bring mobile phones and other electronic devices capable of accessing or receiving information from internal or external sources and/or which have storage capacity to access information during an exam. This includes headphones and smart glasses. The use of headphones will only be permitted if they are explicitly required to complete your exam. If these are brought into the exam room they must be switched off and left in the designated area. It is your responsibility to have alternative prescription glasses with you if these are required for your exam.
- Leave the exam room during the first third of the time allowed for an exam or the last twenty minutes.

7.4 Academic misconduct and disturbance

7.4.1 If you are disturbing other students, you will be warned by the invigilator. If you continue, you will be asked to leave the exam room. The invigilator will make a note of this and a report will be submitted to the Student Operations team who will review the report.

7.4.2 If you are suspected of academic misconduct during an exam, we will advise you of this. We will make a note of this on your answer book, remove it and give you a replacement. For electronic exams, your work will be saved and the electronic exam will be restarted. The invigilator will make a note of this and a report will be submitted to the Student Operations team who will review the report.

7.4.3 If you are suspected of academic misconduct during an on-campus exam, a note will be made on the answer book or working book. The invigilator will make a note of this and a report will be submitted to the Student Operations team who will review the report.

7.4.4 If you are suspected of academic misconduct following an online exam, the invigilator will make a note of this and a report will be submitted to the Student Operations team who will review the report.

7.4.5 On review of the invigilator report, if you are found to have breached any of the conditions listed in 7.3, you may be subject to investigation under the Fitness to Practise, Disciplinary or Academic Misconduct Regulations.

SECTION 8: Consideration of Personal Circumstances Regulation

8.1 Regulation introduction

8.1.1 We recognise that some personal circumstances, like illness, bereavement or change to an existing condition or disability, may have an impact on your ability to meet a deadline. If you are worried that your personal circumstances could affect your assessments, you should tell us as soon as possible, rather than waiting for your results.

8.1.2 The University allows students to request additional consideration for their personal circumstances in two ways;

- A short extension to a submission deadline
- Exceptional Circumstances (EC) claim

8.2 Extensions

8.2.1 These are self-certified requests for a short period of additional time to complete assessments (five working days) due to the impact of your personal circumstances. You will be given a new submission deadline by which to submit your assessment. If you need an extension to address a short-term disruption to completing your assessment you should access the Extension System on MyHud using the Extensions tab.

8.2.2 You can submit a self-certified extension at any point up to the assessment submission deadline, inclusive of the day of submission up to the time the work is due. These requests do not require supporting documentation. You are entitled to submit one extension request for each assessment you have, if that assessment is eligible for an extension. An application will not be considered or accepted after the deadline has passed.

8.2.3 This procedure may **be right** for you if your circumstances:

- Are unforeseen, short-term and are having a significant impact on your ability to study or to undertake an assessment within the current deadline.

8.2.4 Extensions cannot be requested for formal exams or In-Class-Tests (ICT's). Extensions cannot be requested for assessments that have been referred or deferred.

8.2.5 Subsequent extension requests on an assessment which has already been approved for an extension will not be permitted. If you require more time than the five days given, you will need to submit an EC claim.

8.2.6 For further guidance about making an extension request, please read the Extension Guidance for Taught Students.

8.3 Exceptional Circumstances (EC) Claims

8.3.1 These are for unexpected and longer-term issues or difficulties where you are unable to meet a deadline. Where an EC is approved by the Casework and Regulations Team, you will be given a new submission deadline after the next Course Assessment Meeting (CAM). This will be classed as your first attempt at the assessment.

8.3.2 This procedure may **be right** for you if you can provide supporting information confirming that your circumstances:

- happened at the time of the assessment, including where this was due to an ongoing chronic condition.
- were unforeseeable and you could not have prevented them.
- had a significant impact on your ability to study or to undertake an assessment.

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

- you wish to complain about the supervision you received during the academic year.
- you wish to complain about your general learning experience (including the feedback you received).
- you wish to question an informal mark given to you during the academic year. You should follow the procedure for requesting a review of your mark set out here.

8.3.4 EC claims are submitted via the EC System on MyHud using the Exceptional Circumstances tab. For further guidance on how to submit an EC claim, please read the EC System Guidance.

8.3.5 If an assessment for which you have an approved EC claim is subsequently investigated for Academic Misconduct, any penalty applied by the Academic Misconduct regulations will overturn and replace the approved EC.

8.3.6 We expect students to engage with the Exceptional Circumstances procedure prior to an assessment deadline rather than submitting an assessment which results in a breach of the Academic Misconduct Regulations. An EC claim cannot be submitted against an assessment for which you have had a penalty applied by the Academic Misconduct Regulations. If the Academic Misconduct penalty requires you to submit a subsequent piece of work, this may be open to an EC claim.

8.3.7 If your marks have already been published through the MyResults page on a formal publication date and you believe your performance was adversely affected by Exceptional Circumstances, you should make a Results Appeal within 10 days as per the Results Appeal procedure.

8.3.8 If your claim for Exceptional Circumstances is upheld, this may have an impact on your progression to the next stage of your course, or to the conferment of your award and the timing of your subsequent graduation.

8.3.9 If you don't complete deferred work within the academic year, you should be aware of the University's two-year no credit rule. A student's registration for an award at the University will be terminated if two academic years elapse without the award of credit.

8.3.10 If you don't complete deferred work within the academic year, you may not have enough time left to complete your course as you may exceed the maximum period of registration.

8.4 Academic withdrawal due to two year no credit rule and/or exceeding the maximum period of registration

8.4.1 If you go two years without the award of any credit you may still be withdrawn even if your ECs have been approved.

8.4.2 Approved ECs will not extend your maximum period of registration. If you are unable to complete your course within the maximum period of registration you may still be withdrawn even if your ECs have been approved.

8.4.3 Support information

8.4.3.1 You may experience challenging personal or health-related circumstances at any time during your studies and we offer a range of support services to help you deal with them. You can find a list of the services we offer at this link – Wellbeing and Disability Services.

8.4.3.2 Where you experience long-standing conditions and/or circumstances that impact your studies you should make full use of the advice and support available from the Student Wellbeing and/or 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.

8.4.3.3 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 Section 5 on Interrupting Your Studies and discuss this with the Students' Union Advice Centre before making that decision.

SECTION 8: Consideration of Personal Circumstances 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

Please read the following information before making a claim for Exceptional Circumstances (EC)

An approved EC claim will **defer** your submission/exam/placement until a later date, usually after the next Course Assessment Meeting (CAM)
Deferring your assessment submission deadline, deferring an exam or ICT date, or deferring a placement may have the following consequences for your progression or completion of your course

- Deferred exams are usually taken in the re-sit period over a shorter timeframe so you may have multiple exams on the same day
- Submission deadlines for several deferred assessments may be at the same time
- Deferring assessment submissions or exams beyond the end of a current academic year may mean you cannot progress to the next year of your course (See Regulations for Awards Section 7.4)
- Deferring assessments to the re-sit period in July, if you are in your final year, will mean that you are not eligible to attend the July Graduation Ceremonies.
- **Two years no credit:** if you do not achieve any credit over a two-year period, you will be withdrawn from your course – this applies even when you have approved deferrals (See Regulations for Awards Section 7.4.12)
- **Maximum period of registration:** If you defer submissions and/or exams you may not be able to complete your course within the maximum period of registration permitted for your course (See Regulations for Awards Section 7.2.5)
- **Assessment Only:** deferrals carried into the next academic year are taken as assessment/exam only. If you retrieving deferrals only and have not progressed into the next academic year, you will be enrolled as 'exam only'. **Students enrolled as exam only are not eligible for funding from the Student loans Company (SLC)** Students are not able to change this enrolment status during an academic year. (See Regulations for Awards Section 7.10.4)

If you only need a few extra days to complete and submit a coursework submission, you should consider applying for an extension

8.5 Procedural introduction

8.5.1 You should be aware that extensions to deadlines may have an impact on when you receive feedback and grades, and Exceptional Circumstances (ECs) claims may have an impact on your progression or graduation timeframe.

8.5.2 If you are unsure about whether you need to request an Extension to a deadline or submit a claim for Exceptional Circumstances, please seek support from the Student Engagement Team or the Students' Union Advice Centre.

8.5.3 The University expects all supporting information to be genuine and submitted in good faith. If the information you submit with your Extension request or Exceptional Circumstances application is determined to be fraudulent, this would be considered as an attempt to gain an unfair academic advantage and as such, you will be referred for investigation under the Academic Misconduct Procedure and/or the Disciplinary or Fitness to Practise Procedure.

Type of Consideration	When can I apply?	Deadline to complete work	Description
Extension **Cannot be requested for formal exams or In-class-tests (ICT's).**	Anytime up to the deadline.	5 additional working days (latest submission time remains the same).	One self-certification permitted for each assessment (which is eligible for an extension) per academic year. Does not require supporting information.
Exceptional Circumstances **Can be requested for formal exams or In-class-tests (ICT's).**	Up to 5 working days after the deadline has passed.	Subsequent assessment period.	Requires supporting information. A PLSP may support your claim but you may be asked to provide additional supporting information.

8.6 Extensions

8.6.1 The University recognises 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 or unwilling to provide corroborating supporting information for these

circumstances. In these cases, you may request one self-certified short extension for each assessment which is eligible for a request. This will allow you to have five working days additional time and should be requested via MyHud using the extension system. You should access this using the Extensions tab. The system guides you through making an application. Your course team can also support you.

8.6.2 Extension requests will be auto approved provided they are submitted at any point **prior** to the assessment submission deadline. The latest time for submission on your revised deadline date will remain the same as it was on the original deadline. Where you do not complete your extension request before the assessment deadline, it will not be approved, will no longer show on the Extensions tab and you will need to apply for an EC if you need more time.

8.6.3 No extension requests will be accepted after the assessment submission deadline and cannot be accepted for formal exams or In Class Tests. Schools may differ with restrictions on further assessment types which are not available for extension requests. Please get in touch with your course team for clarification.

8.6.4 If your extension request was not submitted in time and you have not submitted your work by the assessment deadline, you will receive a non-submission. Your extension will not be approved. Alternatively, any submission of work after the deadline will be capped at the standard pass mark for that assessment in accordance with the Regulations for Awards Taught Students (Section 5). You can submit an EC if you think you need longer than five additional working days to submit your work.

8.6.5 If following your approved extension request you then find that you cannot meet the new submission deadline, you will need to submit a claim for Exceptional Circumstances.

8.6.6 You are not permitted to appeal against an unsuccessful extension request, this can only be done for EC claims.

8.7 Exceptional Circumstances (EC)

8.7.1 This procedure explains how EC claims and appeals should be submitted and how we will deal with them.

8.7.2 There are deadlines within this procedure, and we expect you to observe these unless you have independent documentation to show why you could not submit an EC claim on time. We are also expected to meet the deadlines listed below but there will occasionally be times when we are unable to do this for good reason. If so, we will keep you informed of the progress of your application.

8.7.4 If you are on an Apprenticeship course, your employer may be notified of the outcome to the EC claim though the nature and circumstances of your claim will not be shared.

8.7.5 If you are studying at a partner institution it is your responsibility to advise your tutor of your approved EC claim. Failing to do so may result in the EC not being recorded correctly on your profile which may mean you will miss deferral opportunities.

8.8 Making an EC claim

8.8.1 To make a claim you must use the EC System on MyHud using the Exceptional Circumstances tab no later than five working days after the current submission deadline or the current exam(s) or in-class test(s) date(s) for the assessment(s) affected. You can make a claim that you failed to attend or submit for an assessment entirely based on your Exceptional Circumstances.

8.8.2 We operate a Fit to Sit and Fit to Submit policy which is outlined in full, in Section 1.8. This means if you attend and sit a formal exam or In-Class Test or submit an assessment, we are unlikely to accept a claim for ECs.

8.8.3 You must submit Supporting Information to support your claim for every new set of circumstances. If you have an ongoing chronic condition, you may not have to supply a new medical note unless your circumstances change, for example, if your condition deteriorates you must supply updated information.

8.8.4 If you have a Personal Learning Support Plan (PLSP) in place, then this can be used to support an EC claim relating to the disability or disabilities outlined in the PLSP. However, you should note that further details may be required, and additional supporting information may be requested in some circumstances. Please refer to the section below relating to PLSPs.

8.9 Personal Learning Support Plan (PLSP)

8.9.1 A PLSP may be used to support the EC claim if it is linked to the disability outlined in the PLSP. You will be asked to provide written context as to why the disability outlined by your PLSP means that you need an EC. This should include a description of how the disability impacted on you and why the adjustments in your PLSP were not sufficient at this time. You may still be asked to provide additional supporting information.

8.9.2 Where you have an additional and/or new condition or disability that you have not shared with the University and is therefore not in your PLSP, supporting independent documentation will be required. Please contact Disability Services to discuss the support required.

8.9.3 If you intend to provide additional supporting information to your PLSP, you can approach Disability Services to request this if you are in regular contact with the Disability Service or Learning Support.

8.10 Assessments and Exceptional Circumstances based on periods of religious fasting and religious observances

8.10.1 The University's assessment deadlines, including exams, may, from time to time, coincide with a religious holiday or periods of religious fasting. The assessment and exam schedule cannot be amended to avoid these periods; however, the University understands that religious observances involving fasting may impact your performance in assessments.

8.10.2 If you are claiming ECs for an assessment deadline you are unable to meet due to the impact of religious observance, you need to submit the following;

- An EC application with supporting documentation, for example from a medical professional or from a recognised religious authority to support your claim.

8.10.3 If you are claiming ECs for an exam which takes place on a religious holiday which is recognised by the University, you need to submit the following;

- An EC application detailing the religious holiday AND;
- Complete the Religious Observance Notification Form and submit it to the Course Administration team, no later than five working days **before** the assessment deadline that is being missed.

8.10.4 The University's 'Fit to Sit and Fit to Submit Policy', as outlined in Section 1.8 means that by attending your examination or submitting your assessment, you are declaring yourself fit to do so and any subsequent claim for an EC is unlikely to be approved. If you feel your performance in an examination is likely to be impacted by religious observance and you choose not to attend the examination, you should submit a claim for ECs where you can request to sit the exam in the next scheduled examination period (e.g. in the July resit period for exams scheduled in May).

8.11 The EC Application

8.11.1 To apply for an EC you will need to provide the following information:

- The module code and title (e.g. ABC1000, Business Methods).
- The type of assessment affected, for example, exam, assessment, in-class test.
- Further detail about each piece of assessment affected (e.g. 3000 word assignment, 10-minute presentation).
- The submission dates (this is any final agreed deadline, taking into account any

approved extensions).
- Whether you attempted the assessment or not. If you have attempted the assessment, your EC is unlikely to be approved due to the Fit to Sit or Fit to Submit Policy.

8.12 Supporting Information

8.12.1 Please read the Supporting Information Guide for Students for more detail.

8.12.2 For your EC Claim to be approved you must provide supporting information to confirm that your circumstances:

- Happened at the time of the assessment.
- Were unforeseeable and you could not have prevented them.
- Had a significant impact on your ability to study or to undertake an assessment by the due date or undertake an exam / in-class test.

8.12.3 If there is a delay in obtaining this, you should still apply for the EC no later than 5 working days after the deadline for the assessment(s) affected. If your supporting information is delayed, you must tell us:

- The reasons for the delay.
- When you expect to provide the information to us by using the supporting statement box on the form.
- In some exceptional cases we may require supporting documentation to support why a longer delay is needed.

8.12.4 Your EC claim will be logged for us to consider and decide whether your claim should be.

- **Approved**
- **Paused.** This means we have given you more time to provide information to support your claim; OR
- **Not approved.**

The details of these decisions are outlined in Section 8.14

8.13 Late EC claims

8.13.1 A late EC claim is when you apply for an EC more than five working days after the deadline(s) of the assessment(s) affected. In this case you will need additional documentation to support why the claim could not have been submitted on time. Please see our Supporting Information Guide for Students for information about appropriate standards of information and documentation.

8.14 Possible EC outcomes

8.14.1 You will receive the decision via email. Where your claim is paused or not approved we will explain the reason for this and advise you what to do next.

8.14.2 The outcomes depend on the circumstances of each individual case and the situation can be complex. If you do not understand why we have taken a particular decision, you should contact the Students' Union Advice Centre for support.

8.14.3 Please note that if your course is subject to the requirements of a Professional, Statutory and Regulatory Body (PSRB), this may limit or restrict the possible outcomes from an approved EC. Please refer to your course material or Course Leader for clarification.

8.14.4 If your claim is **approved**, you will be advised of your new deadline by your Course team. Details for new deadline are in 8.15.

8.14.5 If you are trailing a deferral into the subsequent academic year, you will be expected to complete the same assessment activity as originally set. You will not attend the learning again for this module. However, if in exceptional circumstances, a module has changed, you will be asked if you would prefer to consent to submitting for the new assessment type(s).

8.14.6 If this is your first attempt at the module then the table below will explain the possible outcomes available where you have an approved EC. If you are applying for an EC for an assessment you are re-sitting as a referral or if you are fully repeating a module, the overall module will be capped at the minimum pass mark.

8.14.7 If your claim is **approved** and this was your first attempt at your assessments, then the below applies:

Scenario	Explanation
If you DID NOT PASS the module	You will be given a further opportunity to submit the work and your module will **not** be capped at the pass mark.
If you PASSED the module If you did not submit the work, but managed to pass the module overall based on your other marks	You will be given two options: 1. You will be given the opportunity to submit the unsubmitted work if you want to do so, usually by the next deferral or referral submission deadline. If you do, you will submit as normal and any mark you receive will be added to your module mark. 2. If you choose not to submit the work then your current module mark will stand and you will be given an

	'unretrieved EC' which means we will consider your profile when awarding your degree. We will take this 'unretrieved EC' into account if your overall performance means you are at the borderline between classifications (See the Regulations for Awards Section 6.7 for the use of the classification discretion band).
If you PASSED the module And you submitted the work	You will **not** be given an opportunity to do the work again. However, you will be given an 'unretrieved EC' which means we will consider your profile when awarding your degree. We will take this 'unretrieved EC' into account if your overall performance means you are at the borderline between classifications (See the Regulations for Awards Section 6.7 for the use of the classification discretion band).

8.14.8 If your claim is **approved** but it is not your first attempt at the assessment(s) then the table above applies but your overall mark(s) will be capped at the minimum pass mark.

8.14.9 If your claim is **not approved,** the original mark for the assessment will stand, even if the mark is 0 because you did not submit.

8.14.10 If your claim is **paused,** we will tell you why your claim cannot be considered as it stands and you will be asked to provide further information and/or documentation to support your claim. This means you will be given more time to provide this to support your claim. This is normally 10 working days. Once your additional information and/or documentation has been submitted it will be considered and your claim will either be approved or not approved;

8.14.11 Your claim may be partially approved or partially not approved meaning some areas of your claim will be accepted whilst others may not. If this happens, we will explain the decision to you.

8.14.12 If you have an approved EC claim and proceed to sit an exam or submit an assessment either on time or after the deadline, your EC will normally be revoked. This is in accordance with the Fit to Sit/Submit Policy outlined in Section 1.8.

8.14.13 If you submit after the published deadline, but within five working days your work may be accepted as late however, your mark will be capped at the minimum pass mark. You cannot request an EC for this work.

8.14.14 If you submit any later than five working days after the published deadline your mark will be recorded as a non-submission.

8.15 EC New Deadlines

8.15.1 If your EC claim is approved by us and if the claim was submitted before the main CAM, you will be given the next available deadline in accordance with when you submitted your EC. You will receive an email in the weeks prior to the publication of results confirming these dates. All deferred work must be submitted by the final resubmission date or on a date within this period which will be confirmed through the exam timetable, through Brightspace or by your module leader.

Please note that it is your responsibility to check the date of your resubmission if you are unsure. See further information about ECs and deferrals.

8.15.2 If your EC claim is approved, you will be given up to three weeks from the date on which your assessment results are formally published to complete your deferral work. You will need to submit your defer work during the resubmission period following results release. This may be following;

- an in-year CAM
- the standard re-sit period after the main CAM
- during the final deferral period after the resit CAM, at the end of summer.

8.15.3 If you carry deferrals past the main CAM period, you should be aware that this may have a significant impact on your progression or award timeframe. You should refer to the additional information at the beginning of this section and discuss this with your course team to ensure that you fully understand the impact of your new deadline(s) and the progression and/or award regulations.

8.16 EC appeal procedure

8.16.1 There is no appeal route for an Extension request that is not approved. If your Extension request is not approved, then you should consider submitting a claim for Exceptional Circumstances.

8.16.2 If you decide to appeal an EC decision, you must do so by completing the EC Appeal Form no later than 10 working days from the date that we emailed you the outcome.

8.16.3 You must complete all necessary sections of the Appeal Form. If you do not complete the form and submit your independent documentation promptly, this will delay our consideration of your appeal or we may not uphold it.

8.16.4 You must submit independent documentation to support your appeal. If there is a delay in obtaining this, you should still submit the appeal form no later than 10 working

days from the date of the outcome and tell us what your documentation consists of and when you expect to provide it to us.

8.16.5 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 documentation to explain why you could not have submitted your appeal to us any sooner. This is in addition to the documentation required to support your appeal. If you do not send us appropriate independent documentation to allow your late appeal to be considered, your appeal will not be approved on the basis that it was submitted late. No further details of your appeal will be considered.

8.16.6 For your EC appeal to be upheld, you must provide independent documentation to demonstrate at least one of the following grounds:

- There was an irregularity in how your original claim for ECs was handled and it materially affected the outcome; or
- You have submitted new supporting information that for a good reason, could not have been provided for your original claim and it would have materially affected the outcome.

8.16.7 Your EC Appeal will be considered by a member of Casework and Regulations Team who was not involved in the consideration of your original EC claim. If not upheld, we will issue a Completion of Procedures letter to you within 20 working days of the date you submitted the appeal and all supporting documentation. You should read the content of the letter carefully and discuss the outcome with your Course team immediately.

8.16.8 If your appeal is **approved**:

- It may have an impact on your results profile.
- It may alter the number of attempts you are permitted for an assessment.

8.16.9 If your appeal is **not approved:**

- 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).

8.17 OIA: Independent review of the EC appeal decision

8.17.1 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 9: Results Appeal Regulation

9.1 Regulation introduction

9.1.1 If you believe the marks or classification you received on a published results date should be reconsidered and have supporting information to support this, you may submit an appeal. This regulation may also be available to students who have recently left the University where supporting information can be provided to support there is a good reason for raising concerns after being a registered student.

9.1.2 This procedure may **be right** for you if you have supporting information under the grounds below to confirm that:

- there was a procedural irregularity in how your work was marked or classification was calculated;
- there was bias or a reasonable perception of bias in how your work was marked or classification was calculated ;
- there were circumstances that affected your submission or assessment and you could not have told us sooner by using our consideration of personal circumstances procedure (section 8).

If you are appealing on the grounds of personal circumstances then in accordance with the Fit to Sit or Fit to Submit policies (Section 1.8), you will need to;

- Provide supporting information to support why your decision making was impaired at the time of submitting an assessment or presenting yourself for an exam
  AND
- Provide supporting information as to why you have been unable to engage with University procedures sooner.

9.1.3 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 academic judgement which is the decision about the quality of your work rather than the administrative marking process. If you want to understand your feedback or mark in further detail, you must request to meet an academic member of staff where they will explain how the decision was reached in accordance with the marking and moderation regulations.

- you wish to question a mark which has not yet been confirmed by a CAM. You should follow the procedure for requesting a re-mark which is at the beginning of the appealing a results procedure (Section 9).

9.1.4 If your appeal would be more appropriately dealt with using a different University procedure, we will advise you 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.

9.1.5 Prior to you receiving your published, confirmed results, you may request for a review of a mark or grade where there is demonstrable procedural irregularity within the marking process. A request for a review of a mark or grade will only be permitted where it has not yet been referred to a Course Assessment Meeting (CAM) and has not already been second or blind double marked. How to do this is detailed in the Results Appeal Procedure.

9.1.6 Results appeals are treated as confidentially as possible and information will only be shared with those who require it for the purposes of investigating or responding to the appeal. In order to fully investigate the issues you have raised, we are not able to accept anonymous results 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.

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

9.2 Academic withdrawal due to two year no credit rule and/or exceeding the maximum period of registration

9.2.1 As per the Regulations for Awards section 4.1.1 a student's registration for an award of the University will be terminated if two academic years elapse without the award of credit. If you have been withdrawn under this rule, we may decide that we cannot reasonably uphold your Results Appeal, as retrospective ECs will not overturn the withdrawal decision. Where the route decision is a regulatory withdrawal under two year no credit rule, the appeal is deemed invalid. If this is the case, we will explain our decision in writing and issue a completion of procedures letter.

9.2.2 As per the Regulations for Awards section 4.1.2 if a student is unable to achieve their award within the maximum period of registration, they will normally be withdrawn from their course. If you have been withdrawn under this rule, we may decide that we cannot reasonably uphold your Results Appeal as retrospective ECs will not overturn the withdrawal decision. Where the route decision is a regulatory withdrawal as you cannot complete your course within the maximum period of registration, the appeal is

deemed invalid.. If this is the case, we will explain our decision in writing and issue a completion of procedures letter.

9.2a Support

9.2a.1 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.

SECTION 9: Results Appeal Procedure

Before submitting your appeal at Stage 1 or 2 or your request for a review of a mark or grade, we recommend you should seek advice from the Students' Union Advice Centre by emailing advice-centre@hud.ac.uk. They provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities.

9.3 Request for a review of a mark or grade

9.3.1 If you wish to request that a mark which has not yet been;

- confirmed at a Course Assessment Meeting
- second or blind double marked.

Then you should follow the steps within this procedure. You can only request a review of a mark or grade where there is demonstrable procedural irregularity within the marking process.

9.3.2 A procedural irregularity may be any of the following:

- The mark or grade was not based on the specified assessment methods or criteria provided as part of the assessment brief
- The published split of marks has not been applied
- A piece of work submitted on time was treated as having been submitted late and a marking penalty was wrongly applied
- There has been an error in calculating the final mark or grade
- There is evidence that questions, or parts of questions, have not been marked.

9.3.3 If you are unhappy with your mark or grade, we expect you to contact the tutor who has marked your work first. You should ask for a more detailed explanation of the mark or grade and how they reached their decision. If after this, you can demonstrate a procedural irregularity has occurred within the marking process, the following should be actioned before the CAM:

- You submit a request for a review of your mark or grade to the Module Leader and provide an explanation and/or supporting information of the procedural irregularity
- An appropriate member of staff will review the explanation and/or supporting information along with the mark or grade
- The Module Leader will normally provide a written response to you no later than 10 working days after the date of your request to explain their review and any decision made.

- If a re-mark is required, the new mark or grade will replace the original mark or grade and will be subject to standard moderation processes.

9.3.4 We expect you to contact the tutor or module leader within five working days of the release of the unconfirmed mark. If your tutor does not respond promptly to your request for feedback and you can provide supporting information showing this, we will permit a reasonable delay.

9.4 Appealing a result

9.4.1 This procedure only applies if your marks have been confirmed by a CAM and the formal results have been published and released to you via the Student Hub. There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent documentation to show why you could not do this. The details of the types of suitable supporting information are listedin our supporting information guide.

9.4.2 We are also expected to meet 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.

9.4.3 To complete the procedure you will need to know the dates when your results were formally released. If you do not know, you must contact the Course Administration team before completing your appeal form.

9.4.4 You can refer to the Results Appeal Flowchart for further clarification on the procedure stages and outcomes.

9.5 Stage 1 results appeal

9.5.1 To appeal your results you should complete a Stage 1 Appeal Form no later than 10 working days from the date your results were published.

9.5.2 You must submit supporting information to support your appeal. If there is a delay in obtaining the supporting information, you should still submit the appeal form no later than 10 working days. If your supporting information is delayed, you must tell us what it is and when you expect to provide it.

9.5.3 If you submit your appeal later than 10 working days, you will need to provide supporting documentation to confirm why you could not submit your appeal any sooner. This is in addition to the supporting information required to support your appeal. If you do not send us supporting documentation to allow your late appeal to be considered, your appeal will not be upheld on the basis that it was submitted late.

9.5.4 For your Stage 1 appeal to be upheld, you must provide independent evidence to demonstrate at least one of the following grounds:

- there was a procedural irregularity in how your work was marked or classification was calculated;
- there was bias or a reasonable perception of bias in how your work was marked or classification was calculated;
- there were circumstances that affected your submission or assessment and you could not have told us sooner by using our consideration of personal circumstances procedure (Section 8).

9.5.5 You will receive a response, providing reasons for the decision, normally no later than 20 working days from the date you submitted the appeal and all supporting information. You should read the content of the letter carefully. In the meantime, if you have been provided with instructions for further assessment opportunities within the release of your results you must continue to engage with these in the event that your appeal may not be upheld.

9.5.6 If your appeal is **upheld**:

- If a procedural irregularity or bias has been found in how your work was marked or your classification calculated, it may have an impact on your results profile ;
- We may apply retrospective ECs to your profile. This may alter the number of attempts you have remaining for an assessment or uncap assessment/module marks;
- You should discuss the outcome with your Course team immediately.

9.5.7 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 a review of the decision (please see Stage 2);
- You should discuss the outcome with your Course team immediately.

9.6 Stage 2 results appeal: Review request

9.6.1 To request a review you should complete a Stage 2 Appeal Form no later than 10 working days from the date of the outcome of your Stage 1 results appeal.

9.6.2 If you introduce new evidence for your Stage 2 appeal you must explain why you did not provide this evidence with your Stage 1 Appeal. If there is a delay in obtaining the evidence, you should still submit the appeal no later than 10 working days from the date of the Stage 1 outcome. If your evidence is delayed, you must tell us what it is and when you expect to provide it.

9.6.3 If you submit your Stage 2 appeal later than the deadline, you will need to provide evidence to confirm why you could not submit your appeal any sooner. If you do not send us independent evidence to allow your late appeal to be considered, your appeal will be deemed out of time and you will be issued with the completion of procedures letter. No further details of your appeal will be considered.

9.6.4 Your Stage 2 Appeal will be considered by a trained member of Registry staff not involved in the Stage 1 decision. We will issue a Completion of Procedures letter no later than 10 working days from the date the appeal and all supporting evidence was received.

9.6.5 For your Stage 2 appeal to be upheld 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;
- The decision we reached was unreasonable in light of the evidence provided for Stage 1;
- You have submitted new evidence that, for a good reason, could not have been provided at Stage 1 and would have materially affected the outcome.

9.6.6 If your appeal is **upheld**:

- If a procedural irregularity or bias has been found in how your work was marked or your classification calculated, it may have an impact on your results profile;
- We may apply retrospective ECs to your profile. This may alter the number of attempts you have remaining for an assessment or uncap assessment/module marks;
- You should discuss the outcome with your Course team immediately.

9.6.7 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 should discuss the outcome with your School immediately;
- You may request an independent review of the Stage 2 decision.

9.7 OIA: Independent review of the results appeal decision

9.7.1 Our Stage 2 decision is final and cannot be appealed any further within the University. You can request an independent review of our final decision at Stage 2. 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 10: Academic Misconduct Regulation

10.1 Regulation introduction

10.1.1 Academic integrity means being honest, respectful, responsible, trustworthy and fair in all your academic work and conduct. It is about completing your work honestly and giving proper credit to the work of others.

10.1.2 You must respect other members of the academic community, both within and outside the University, and uphold the academic integrity values of that community when producing work. It is your responsibility to ensure that any work you have presented or submitted for credit is your own, this applies whether the work has been produced by human or software. If you work collaboratively with others or they give you their opinions, you must acknowledge and reference that in your own work. Failure to meet these standards can result in allegations of academic misconduct being brought against you.

10.1.3 Academic misconduct is when students gain an unfair advantage in the work they submit for credit. Examples might include cheating, collusion, falsification, fabrication, contract cheating, impersonation, recycling, ethical misconduct, inappropriate sharing of work and plagiarism.

10.1.4 We provide services, guidance and information to help you develop your academic skills so that you know how to avoid academic misconduct. For example, we provide a training module that you are required to complete successfully in the early stages of your studies. This aims to support you in understanding how to accurately reference and provides examples of good and bad academic practice and the potential penalties associated with being found guilty of academic misconduct. Where you have failed to complete the mandatory training, this may be taken into account when considering the allegation of academic misconduct and be an aggravating factor in determining an outcome.

10.1.5 We strongly recommend that you use our services and read the guidance carefully because academic misconduct is a serious matter.

10.1.6 This regulation and associated procedures explain how we manage allegations of academic misconduct and what you can expect if an allegation is brought against you.

10.1.7 If we decide to investigate an allegation of academic misconduct then 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 during the investigations.

10.1.8 If we find that you have breached the University's regulations on academic misconduct then we will apply a penalty. Penalties will only be applied to summative work.

10.1.9 You may not submit a claim for Exceptional Circumstances for an assessment that has a proven allegation of Academic Misconduct

10.1.10 If an allegation(s) is upheld after you have been awarded credit or graduated, any credit, degree or other award may be revoked via the 'revocation of award or credit' regulation in Section 1.13.

10.1.11 An upheld allegation may be referred to the Fitness to Practise Procedure for any students on professionally regulated courses.

10.2. Proofreading of assessments and the use of Artificial Intelligence (AI) tools

10.2.1 Proofreading of assessments relates to the use of both human proofreading services and machine translation software such as Google Translate or DeepL. It does not relate to the use of inbuilt software support such as spellchecker in MS Word. If you use the services of a proofreader, please refer to the University's Human and Computer Proofreading Policy for full guidance and clarification on the boundaries between legitimate support and unacceptable intervention when using any proofreading service. The University does not offer proofreading services to students.

10.2.2 If you translate large portions of text written initially in your native language and submit this for assessment, this may be considered to be misconduct, as it raises the question of authorship of the translated version. If you use translation tools, you should reference their use and be able to demonstrate full understanding of the language you have produced. If a tutor raises a concern about the style of language in your work, you may be asked to summarise the content or paraphrase the grammatical functions and vocabulary used.

10.2.3 We do not expect you to use AI tools to contribute to the completion of your assessment or online exam unless you have been explicitly told that you can. If you are told you may use AI, then it should be appropriately referenced. Whilst the University is developing assessment modes in line with the development of AI Tools, current assessments have not been designed with AI tools in mind, so the use of such tools for their completion could impact on the integrity of your submission. The misuse of such tools could lead to investigation under the Academic Misconduct Procedure.

10.2.4 We advise that, as good practice, you keep different copies of the research notes you used or calculations you performed etc and keep a separate copy of the different iterations of drafts you have completed, in case you are ever asked to explain how you produced your work.

10.2.5 The use of AI Tools could lead to a number of academic misconduct breaches:

- Plagiarism. You are relying on a source to complete your work which has not been identified or referenced;
- Contract cheating. You are relying on a tool owned by another person to complete your assessment;
- Fabrication. AI tools may generate artificial data that you later rely on to complete your assessment.

SECTION 10: Academic Misconduct 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

10.3 Procedural introduction

10.3.1 There are three stages to the procedure:

- Stage 1: Preliminary Consideration by the Tutor/Marker
- Stage 2: School Academic Misconduct Officer investigation
- Stage 3: University Academic Misconduct Panel (AMP)

10.3.2 We can make decisions and apply penalties at any stage of the procedure. In cases where the allegation represents a serious breach of academic misconduct 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.

10.3.3 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 disciplinary matter is outstanding.

10.3.4 Upheld allegations of academic misconduct may be recorded on your transcript. Where this is the case, we may refer to this information in character references or notify any relevant professional body.

10.3.5 If an allegation of academic misconduct is raised against you, , you are advised to seek independent advice from the Students' Union Advice Centre because they have experience of supporting and advising students during academic misconduct proceedings. You can be supported by one of their advisers at any stage of this procedure.

10.3.6 We recognise that in the early part of your studies you may make mistakes but we expect you to learn from these mistakes and not to repeat them. If the circumstances suggest that you intended to gain an unfair advantage, we will take this very seriously and may apply a more severe penalty.

10.3.7 We work on the balance of probabilities when considering allegations of academic misconduct.

10.4 Definitions of Academic Misconduct

10.4.1 Academic misconduct is any behaviour that goes against academic integrity by allowing a student to gain, attempt to gain, or help another person gain an unfair

academic advantage. It includes actions that are dishonest, deceptive, unfair or inconsistent with the expectation that students complete their work honestly and give proper credit to the work of others.

10.4.1a The use of AI tools is not, by itself academic misconduct, Academic misconduct may arise where AI tools are used in ways that are not permitted by the assessment requirements, where their use is not appropriately acknowledged, or where students present AI-generated content as their original work. If you are unsure what kind of support is permitted, or whether you can use AI tools for a particular assessment, check your assessment guidance or ask your tutor before you submit your work.
10.4.2 The examples below are intended to help explain the different types of academic misconduct, but they do not cover every possible situation.
:

Type of Offence	What this means	Examples
Cheating	Cheating is when students gain, or try to gain, an unfair advantage in an assessment. .	• Using notes in an exam when notes are not allowed. • Looking at another student's answers during a test. • Accessing exam questions before the assessment takes place. • Using a mobile phone, smartwatch, Meta glasses or other device that is not permitted.
Contract cheating	Contract cheating is when students submit work that has been produced by someone or something else and present it as their own work.	• Paying someone to write an essay. Buying an assignment from a website. • Asking a friend or family member to complete coursework. • Using an AI tool to generate an assignment and submitting it as your own work without permission or acknowledgement. • Uploading an assignment brief to a website and asking others to provide answers.

Collusion	Collusion is when students work together on an assessment that is meant to be completed individually.	• Two students writing the same essay together when independent work is required. • Sharing answers for an online test. • Dividing sections of an individual assignment between friends and then combining the work for submission.
Falsification	Falsification is when students change, omit or misrepresent information so that it does not accurately reflect what happened.	• Altering research results to support a conclusion. • Removing findings that do not fit the desired outcome. • Changing dates, attendance records or evidence to support a claim.
Fabrication	Fabrication is when students make up information, data, evidence or documents and present them as genuine.	• Inventing survey responses that were never collected. • Making up interview quotes. • Creating false participant consent forms. • Using AI to generate fictional research data and presenting it as real.
Impersonation	Impersonation is when students complete an assessment on behalf of someone else or ask another person to complete an assessment for them.	• Taking an exam for another student. • Asking a friend to sit an online test in your place. • Logging into another student's account to complete an assessment.
Plagiarism	Plagiarism is when students use another person's words, ideas, data, images or creative work without properly acknowledging the source.	• Copying text from a book, journal or website without referencing it. • Using someone else's diagram or image without acknowledgement. • Rewording a source but failing to provide a citation. • Using AI-generated content without declaring or referencing

		it where required. • 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 - the original source document. Failure to do this is plagiarism.
Self-Plagiarism	Self-plagiarism is when students reuse their own previously submitted work without permission or declaring that it has been used before.	• Submitting the same essay for two different modules. • Reusing large sections of a previous assignment without approval. • Submitting work from an earlier attempt as if it were new work.
Inappropriate sharing of work	This happens when students share their work, or fail to protect it, in a way that allows someone else to gain an unfair academic advantage.	• Giving your completed assignment to another student to copy. • Uploading coursework answers to a file-sharing website. • Leaving work accessible online where others can download and submit it as their own.
Ethics Misconduct	Ethics misconduct is when students do not follow the ethical requirements or approval processes that apply to their course or research project.	• Collecting research data without the necessary ethical approval. • Interviewing participants without obtaining informed consent. • Failing to follow approved procedures when carrying out research.

10.5 Definition of Poor Academic Practice

Poor academic practice means small or minor mistakes in your work that are usually unintentional and often happen the first time because you are still developing your academic skills rather than because you are trying to gain an unfair advantage.

Examples may include:

Incomplete or inaccurate referencing

Incorrect use of quotation marks

Minor citation errors

Weak paraphrasing where there is evidence of an attempt to reference sources

Where poor academic practice is identified, our focus is normally educational. Therefore, a penalty will not be issued, and you will instead be supported to improve your academic skills

10.6 Deadlines

10.6.1 There are deadlines within this procedure and we expect you to keep to these unless you have independent documentation 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.

10.7 Absence from any meeting or hearing

10.7.1 We expect you to attend any investigation meetings or hearings but 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.

10.7.2 If you cannot attend a meeting as part of Stage 2 investigation then you should contact your course team directly before the meeting date and we may consider holding the meeting at a later date.

10.7.3 If you cannot attend an Academic Misconduct Panel (Stage 3) held at University level then you must email us at AcademicMisconduct@hud.ac.uk before the hearing date and we may consider holding the hearing at a later date.

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

10.7.5 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.

10.7.6 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.

10.8 Submitting work during an academic misconduct investigation

10.8.1 If your case is referred for investigation, then we will not confirm any marks for your work until a decision has been made. You must continue working on any other assessments not affected by the allegation. You will receive results as normal for any modules that are not being investigated.

10.9 Mitigation in relation to outcomes

10.9.1 Mitigation does not provide a defence for academic misconduct but it might allow us to consider a lesser penalty. This means we do not take into account your intention to breach the regulations; this is a matter of fact which will be determined by the investigation. For example, if you take a smart watch into an exam, we will consider this as a breach of our regulations, even if you do not use the notes and never intended to. However, we may consider intent when determining the weight of penalty to apply.

10.9.2 We expect students to engage with the Exceptional Circumstances Procedure prior to an assessment rather than submitting an assessment which results in a breach of the Academic Misconduct regulations. If you feel that your conduct within an assessment was affected by personal circumstances and you can provide us with independent documentation of circumstances which you believe have affected your behaviour at the time of the assessment, we may consider this as mitigation. We may not necessarily apply a lesser penalty, even when there are Exceptional Circumstances, as we will also consider other factors such as the seriousness of the offence, if this happens we will explain why.

10.10 Allegation(s) of academic misconduct and investigation paperwork

10.10.1 If it is suspected that academic misconduct has occurred, we will proceed with an investigation. The investigation may include:

- Reviewing the piece of work you have submitted.
- Considering your conduct in an assessment.
- Looking at any relevant source materials.
- Talking to witnesses.

- Asking you to demonstrate your knowledge in relation to the work you have submitted.

10.10.2 Where the allegation is raised by a tutor from another School, the allegation will be put forward and investigated by the School that owns and delivers the module. If you are investigated under this procedure, you will receive an outline of the allegation and an explanation for the poor academic practice/minor academic misconduct allegations. For minor offences, you will be given an opportunity to respond to these allegations via email or a meeting (normally held online) before a fast-track outcome is confirmed.

10.10.3 In cases where the allegation represents a serious breach of academic misconduct, for example, exam or contract cheating, we reserve the right to escalate the procedure immediately to a higher 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.

10.10.4 Where the allegations against you are of a major or serious nature, you will receive an outline of the allegations and an explanation for the referral, along with the meeting details and the name of the investigator at Stage 2 or Stage 3. The stage at which 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 a meeting.

10.10.5 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, witness or third-party statement and/or invigilator report.

10.10.6 We will not take into account previously upheld allegations of academic misconduct when considering a new, unrelated allegation. However, if we conclude that you have committed an offence, we will then consider 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.

10.10.7 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.

10.10.8 If you are being investigated for academic misconduct and a second offence comes to light on an assignment you submitted prior to the first case being concluded, then both allegations will normally be considered as part of the same case.

10.10.9 Where an allegation relates to more than one student e.g. collusion or group work cases, then each student will be asked to attend individual investigations and outcomes will not normally be applied until all cases have been investigated at the appropriate stage.

10.10.10 We will keep a record of any investigation and outcome in line with the University's Records Management Policy.

10.10.11 The University recommends that all students who have been subject to an academic misconduct investigation should undertake further training and development and repeat the academic misconduct module on Brightspace.

10.11 Stage 1: Preliminary consideration by the Tutor/Marker

10.11.1 Stage 1 is intended to address minor concerns. It focuses on helping students understand academic integrity expectations and develop their academic skills.

At this stage, your tutor will review the concern, explain why it has been raised and allow you to respond.

If the issue is considered to be poor academic practice or minor academic misconduct, it may be resolved at this stage without progressing further.

If the case cannot be resolved, either because the evidence indicates a more serious concern or you are dissatisfied with the outcome offered at the Preliminary consideration Stage, it will proceed to Stage 2 of the Procedure.

10.11.2 Stage 1 Offences

- Poor academic practice
- Minor academic misconduct

For a detailed but not exhaustive list of the offences, please see S10.4 of this procedure.

10.11.3 Stage 1 Outcomes

Upon completion of the preliminary consideration, the Tutor or marker will make one of the following decisions:

10.11.3a Poor Academic Practice – there is evidence of poor academic practice but not of an academic offence. The Tutor or marker will email you the allegation that has been made and provide you with a copy of any available/relevant documentation. They will tell you why they are concerned about your work and/or conduct and explain the rationale for the outcome they reached. You may request a meeting with the tutor to discuss the documentation and understand the feedback.

The following outcomes will be considered:

- Informal Warning and signposted to advice, guidance and additional learning resources or
- The student may be required to undertake the appropriate University training module.

The original mark for the work containing poor academic practice will stand. Lack of engagement with an outcome(s) may be taken into consideration in the event of further allegations of academic misconduct.

There is no right of appeal against a finding of poor academic practice

10.11.3b Suspected Minor Academic Misconduct – Fast track outcome

There is evidence of minor academic misconduct, usually where this is a first offence, for a student at an early stage of their study, the amount of malpractice is minimal, and the matter (if established) will attract a fast-track resolution. The academic who marked your work will email you about the concern raised and provide any relevant documents. They will explain why they are concerned about your work or conduct. You will be asked to reply to the email, or if you prefer, you may also request a meeting with the tutor to explain your response within 5 working days.

When considering what outcome to apply, the tutor may consider whether you acknowledge the issue and accept responsibility at the earliest opportunity, and whether you provide any relevant information or evidence to prove that you did not intend to gain an unfair academic advantage. They will then make one of the following decisions:

- No case to answer
- Poor Academic Practice – relevant outcomes to be applied
- Minor Academic Misconduct – fast track outcome to be applied
- Major or Serious Academic Misconduct – refer to the next stage

If the academic misconduct is considered to be minor, they may offer the following fast-track outcome:

- A reduced mark given for the assessment by marking the work, considering the offending sections, and compulsory training and development.
  If the work does not meet the minimum pass mark, then you will be subject to the usual referral opportunities available to you as per the regulations for awards.

10.11.4 If the case cannot be resolved at this stage because you do not accept the fast track resolution offered, it will proceed to the next stage of the Academic Misconduct Procedure.

There is no right of appeal against a finding of poor academic practice/ minor academic misconduct or against the decision to refer the matter to the next stage. However, if you contact us within 10 working days to confirm that you do not accept the outcome for the minor misconduct, your case will be considered at the next stage.

If a penalty is applied at Stage 1, the outcome will not appear on your transcript.

10.12 Stage 2: School Academic Misconduct Officer investigation

10.12.1 We may not be able to conclude an allegation against you at Stage 1 or you may have been referred directly for Stage 2 investigation. In that situation, your case will be referred to an Academic Misconduct Officer (AMO) in your School. The AMO will be independent from the allegation and the Stage 1 investigation.

10.12.2 We will provide you with five working days' notice of any meeting to discuss the allegation and you will be able to bring a supporter with you.

10.12.3 When you are invited to meet with the AMO, you will be emailed with a full copy of the documentation and relevant information that we have received.

10.12.4 The purpose of this investigation is to review the facts and to consider the case as a whole. The AMO will consider all available material in the case and will speak to you and any other relevant parties about the allegation.

10.12.5 During this investigation the AMO will present the documentation that they have, ask you questions around the work you have submitted and may ask for you to demonstrate your knowledge in relation to the work you have submitted. A note taker will be present in the room to keep a record of the discussions that take place. You will be provided with a copy of the record from the meeting when you are issued with the outcome.

10.12.6 If you are unable to attend the meeting with the AMO you should refer to the section at the top of this procedure called 'Absence from any meeting or hearing'.

10.13 Stage 2 offences

10.13.1 Examples of the offences* that may be considered under Stage 2 include but are not limited to:

- A repeat instance of poor academic practice or minor academic misconduct
- A case of minor academic misconduct where you have not accepted the outcome
- Collusion.
- Cheating
- Exam Cheating.
- Contract Cheating.
- Falsification.
- Fabrication.
- Impersonation
- Recycling.
- Ethics Misconduct.

* For a detailed but not exhaustive list of the offences, please see 10.4 of this procedure.

10.14 Stage 2 outcomes

10.14.1 Following the AMO's investigation, they will make a decision based on the documentation and information available and will apply an outcome based on the balance of probabilities. We will normally contact you within 5 working days of your meeting with the AMO, via email, to let you know the outcome and to provide you with a copy of the notes taken during your meeting.

10.14.2 When considering what outcome to apply, the AMO may consider:

- Whether you have accepted the allegation;
- Whether you have provided any mitigating documentation and/or information;
- Your conduct through this procedure.

10.14.3 The possible outcomes that can be applied are listed here:

- No case to answer.
- Case upheld and an appropriate Stage 1 outcome applied
- Case concluded as major academic misconduct with one of the following penalties applied:
    - Receive a mark of 0 for the piece of assessment and compulsory training and development.
    - Fail the entire module with a full repeat (with attendance) in the next academic session unless you are already on a second full attempt of the module. The subsequent repeat will result in the module being capped at the pass mark, and complete compulsory training and development.
    - Case upheld as there is evidence of serious academic misconduct and referred to Stage 3 (Academic Misconduct Panel).

10.14.4 If the case is upheld against you then the AMO will take into account any previous academic misconduct offences when applying a penalty.

10.14.5 There is no right of appeal against a finding of poor academic practice or against the decision to refer the matter to the next stage

10.14.5 If the case is concluded as major academic misconduct, the outcome will normally appear on your transcript.

10.15 Stage 3: The Academic Misconduct Panel

10.15.1 If the allegation against you cannot be concluded at an earlier stage, Registry will convene the Academic Misconduct Panel (AMP) to consider your case.

The purpose of this panel is to consider the case as a whole with a view to making a final decision on the outcome.

10.15.2 You will normally be given a minimum of five working days' notice of the hearing. We will tell you the date and time of your hearing and who the panel members will be. You will also be provided with all of the relevant documentation and information gathered up to this stage. You are not normally allowed to provide additional documentation and/or information at this stage. If there is a good reason to demonstrate why this documentation and/or information could not have been provided any earlier, we may consider it. This is at the discretion of the chair of the panel.

10.15.3 You are expected to confirm your attendance and the name and status of any person who attends to support you at the hearing. A supporter is not normally allowed to speak on your behalf.

10.16 Stage 3 offences

10.16.1 Examples of the offences* that may be considered under Stage 3 include but are not limited to:

- Repeated instances of a Stage 1 offence.
- Repeated instances of a Stage 2 offence.
- Collusion.
- Cheating
- Exam Cheating.
- Contract Cheating.
- Falsification.
- Fabrication.
- Impersonation
- Recycling.
- Ethics Misconduct.

*For a detailed but not exhaustive list of the offences, please see 10.4 of this procedure.

10.17 Stage 3: The Academic Misconduct Panel

10.1771 The Academic Misconduct Panel (AMP) will normally include:

- Any combination of two AMOs not drawn from the School where the allegations originated, one of whom will be identified as the Chair at the hearing.
- An elected officer of the Students' Union.

10.19.2 Panel members will receive appropriate training before they can sit on a

panel and make decisions.

10.73 Other attendees at the AMP may include:

- The Stage 2 investigator or nominee who will attend the hearing and present the case;
- The secretary to the panel;
- Any witnesses brought by you;
- Any witnesses brought by the School including the tutor who raised the allegation;
- Your supporter (if applicable).

10.17.4 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 written statement to us at least 2 working days in advance of the hearing date. Please be aware that if you decide not to attend the hearing you will not be able to answer any questions that the panel may want to ask you.

10.17.5 You can also submit witness statements 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.

10.17.6 You should also email us at to confirm the names of your witnesses at least two working days in advance of the hearing date. If you would like witnesses to attend the hearing it is your responsibility to inform us of their names at least two working days before the hearing and ensure you advise them of the hearing date.

10.17.7 If you are unable to attend the AMP you should refer to the section at the top of this procedure called ‘Absence from any meeting or hearing’.

10.18 Stage 3 outcomes

10.20.1 Following the AMP, the panel will make a decision based on the documentation and information available and will apply an outcome based on the balance of probabilities. The outcome reached by the panel will be sent to you and your school, no later than 10 working days after the hearing and will include the notes taken during your meeting.

10.18.2 When considering what outcome to apply, the AMP may consider:

- Whether you have accepted the allegation;
- Whether you have provided any mitigating documentation and/or information;
- Your conduct through this procedure.

10.18.3 The possible outcomes that can be applied are listed here:

- No case to answer.
- Upheld with a Stage 1 or Stage 2 outcome applied.

- Fail the entire module with a full repeat (with attendance) in the next academic session unless you are already on a second full attempt of the module. The subsequent repeat will result in the module being capped at the pass mark AND complete compulsory training and development.
- Case concluded as serious academic misconduct with the following penalty/penalties applied:
    - Fail the year in which the offending module(s) occur(s). This will normally result in you having to withdraw from the course.
    - Permanent exclusion from the University.
    - A recommendation to the Registrar and Secretary that the award/credit is to be revoked under Section 1.13.

10.18.4 If the case is upheld against you then the Panel will take into account any previous academic misconduct offences when applying a penalty.

10.18.5 There is no right of appeal against a finding of poor academic practice.

10.18.6 If the case is concluded as a major or serious academic misconduct, penalty is applied at Stage 3, the outcome will normally appear on your transcript.

10.18.7 Where you are required to leave the course you will normally be awarded any credit you have achieved to date unless the Panel specifies otherwise.

10.19 Academic misconduct outcome appeal procedure

10.19.1 You can appeal an outcome at Stage 2 or Stage except the outcome which requires a referral to a later stage or where you waived your right to appeal by not attending a meeting. You should complete Academic Misconduct Appeal Form no later than 10 working days from the date when we issued your outcome.

10.19.2 If we receive your appeal after the deadline has passed and you have not provided a good reason, with independent documentation, about why your request is late we will not uphold your request on the basis that it has been submitted late. Please see our Supporting Information Guide for Students for information about appropriate standards of information and documentation.

10.19.3 There are four grounds for appeal:

- You can demonstrate that a procedural irregularity occurred during the procedure;
- 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 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;
- There was bias or reasonable perception of bias in the procedure.

10.19.4 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. You will be issued with an outcome letter within 20 working days of receipt of your appeal form and all supporting information.

10.19.5 If your appeal is upheld the original decision may be changed, it may stand but the penalty applied may be altered or your case may be referred to a new Stage 3 AMP hearing with a new Panel containing 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.

10.19.6 If your appeal is not upheld, the original decision will stand and you will be issued with a Completion of Procedures letter.

10.20 OIA: Independent review of the academic misconduct appeal decision

10.20.1 You can request an independent review of our Completion of Procedures Letter (at whichever stage it is issued). 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 11: Fitness to Practise Regulation

You should seek impartial advice and support from the Students' Union Advice Centre if you are involved in a Fitness to Practise matter.

11.1 Regulation introduction

11.1.1 These regulations address issues of professional suitability and professional misconduct.

11.1.2 These regulations apply to you if you are registered on a course recognised by a Professional, Statutory or Regulatory body (PSRB) that could allow future registration with that body, or for a professional qualification, or for entitlement to practise. We are mindful of our obligations to the community, such as the protection of patients/clients and children and/or vulnerable adults, maintenance of public confidence in professions and upholding proper standards of health and/or conduct.

11.1.3 Matters considered under these regulations include those relating to your health and/or conduct which may affect or question your fitness to practise in your relevant profession and apply at all times during your studies with us. It is your responsibility to be familiar with and to act in accordance with the relevant professional Code(s) of Conduct that apply to your course. You must notify your Course Leader immediately of any circumstances or change in circumstances that may arise during your studies that may impact on your professional suitability.

11.1.4 We will investigate any allegations or concerns that suggest you have breached professional standards. Allegations or concerns can be raised by anyone in regard to your conduct, both inside and outside the University, if that behaviour calls into question your professional suitability. This may also include your behaviour online and in social settings. Your alleged behaviour may be assessed under the Precautionary Measures Procedure (section 14) and a risk assessment may be completed as a result. If you are on placement whilst being investigated under the Fitness to Practise procedure, you may be restricted from placement activity under precautionary measures, pending the outcome of the investigation. If an allegation is made about you to the police (or placement provider/employer) and the police (or placement provider/employer) decide to investigate, we are likely to postpone our investigations until their proceedings have been concluded. Further information on criminal proceedings and our investigations can be found in Section 14.

11.1.5 We recognise that some behaviour may be attributable to your health or disability. We will consider the matter in a way which is supportive of your health. However, the protection of the public and your fitness to practise must be the overriding concern in any decisions made.

11.1.6 Examples of our possible concerns are listed in the table below, but are not limited to these.

Concerns	Examples of behaviour
Ongoing significant health concerns which may have been addressed previously via the Support to Study Procedure	This may include: • Failure to seek or agree to medical treatment or support • Failure to agree to action plan set by the School and or placement to support health concerns • Failure to recognise limits and abilities and demonstrates a lack of insight into health concerns (physical and/or mental), which may pose a risk to the proper operation of the work-based setting, your own safety or that of others, including service users • Where due to your health you cannot be expected to attain the competency standards of the course notwithstanding reasonable adjustments made in relation to a disability or those made via the Support to Study Procedure.
Aggressive or threatening behaviour	Examples are listed (but not limited to) in the Community Code of Conduct
Unprofessional behaviour	This may include allegations of the following; • Breach(es) of confidentiality • Failure to maintain appropriate professional boundaries • Failure to treat others, including service users with dignity and respect • Conduct which may be regarded as a breach of the criminal law • Fraud, deception or dishonesty • Discrimination • Misuse of drugs or alcohol which could also affect the work environment • Absence from practice placement without permission • Misuse or unauthorised use of University or Partner premises or items of property • Misuse of the internet, text messaging and social media and networking sites • Failure to work within limits of professional competencies
Repeated concerns related to conduct or behaviour already addressed under any procedure	This may include; • The failure to accept educational advice or advice given by support services • poor attendance

	• poor time management or communication skills, or failure to observe or comply with the University regulations • failure to demonstrate an attitude appropriate for individuals working in the profession concerned

11.1.7 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.

11.1.8 If we uphold an allegation of academic misconduct against you through the academic misconduct procedure, we may also need to subsequently investigate your behaviour under this procedure. Similarly, if a breach of the Student Disciplinary Regulations is upheld against you, we may also need to subsequently investigate your behaviour under Stage 2 of this procedure.

11.1.9 Once your case has been closed, if we find your fitness to practise impaired, then it is your responsibility to check whether you are required to inform the appropriate PSRB when registering. We may also inform the PSRB separately.

11.1.10 If you are registered on a Degree Apprenticeship route then we will keep your employer informed of any issues or alleged breaches relating to this procedure, where necessary.

11.1.11 We can make decisions and apply penalties at any stage of the procedure. You can appeal an outcome at any stage, with the exception of the outcome which requires referral to a higher stage. Where a penalty is applied, all available penalties will have been considered and your meeting record will detail why the University have selected the specific one applied.

11.1.12 If you withdraw from your course during this procedure, you will not be allowed to return to study until the unresolved fitness to practise case is reopened and investigated, and the outcome is known. If you ask for a reference, this will record that a fitness to practise matter is outstanding.

11.1.13 We will not normally take into account any previously upheld allegations of fitness to practise when considering a current allegation unless they relate to a similar pattern or nature of behaviour currently under investigation. If we conclude that you have breached professional standards, 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 Breach of Fitness to Practise Regulation, references and investigation, progression, award or credit status

11.2.1 At the point of progression, normally if you are being investigated under the University's Fitness to Practise Regulation, this would have not have an impact on your academic profile. This means that you would be considered at a CAM and may

progress on your course as normal, subject to the progression regulations for Taught students. Exceptions may be permissible if there are circumstances which would warrant a withdrawal from the course, for example, as a result of the conclusion of a Fitness to Practise investigation.

11.2.2 At the point of award where all modules have been passed but you are being investigated under these regulations, the CAM will not withhold academic credit unless they have an exceptional reason to do so. For example, if the eligible award would permit entry to the profession. Once the investigation has concluded, dependent on the outcome, your credit will then be ratified by the CAM.

11.2.3 A Fitness to Practise hearing panel may recommend that as an outcome of their investigation, the award or credit will be revoked under Section 1.13. This process will be managed by the Registrar and Secretary or nominee. This may be appropriate if credit achieved might otherwise lead to an exit award also recognised by the profession.

11.2.4 Where you have been withdrawn from a course or have been set conditions to complete as part of the Fitness to Practise process, a member of staff asked to complete a reference for you may disclose this where one or more of the following apply:

1. That reference is in connection with a job or a course that is relevant to the Fitness to Practise investigation;
2. There is a specific question asking if you have been subject to any Fitness to Practise procedures;
3. Where the referee is asked to confirm that you possess attributes that the Fitness to Practise Panel investigation concluded were not at the level expected or were of concern.

SECTION 11: Fitness to Practise 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

11.3 Procedural introduction and support

11.3.1 If we receive an allegation about your behaviour, the relevant Course Leader or nominee will decide whether to start an investigation.

Our procedure has the following stages, including the opportunity to appeal an outcome applied at any stage. You cannot appeal the escalation of a case to a higher stage in the procedure.

- Stage 1 – Initial Investigation
- Stage 2 – Cause for Concern Panel Meeting
- Stage 3 – University Fitness to Practise Hearing

You can refer to the Fitness to Practise Flowchart for further clarification on the procedure stages and outcomes.

11.3.2 There are deadlines within this procedure and we expect you to keep to these unless you have independent documentation 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.

11.3.3 You must provide all documentation, information and details of witnesses at the earliest possible opportunity. If you do not do this, we might not be able to take your information into account at later stages. Exceptionally, we may allow you to bring new documentation or witnesses with you at a later stage if you have a good reason why this could not have been provided during our investigations.

11.3.4 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 under this procedure instead. If so we will explain why and confirm the correct procedure to be used.

11.3.5 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.

11.3.6 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

11.3.7 The University does not normally allow legal representation in Fitness to Practise meetings as it is not a legal proceeding.

11.3.8 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

11.4 Precautionary measures

11.4.1 If we decide to impose precautionary measures on you, you may be prevented from carrying out certain activities. These are explained in Section 14.

11.5 Allegation paperwork

11.5.1 If you are investigated under this procedure, you will receive a copy of the Fitness to Practise referral form as part of your paperwork when you are asked to meet with the School at either Stage 1 or 2. This will inform you of the grounds for referral, outline the allegation(s) and provide you with additional information to support the allegation.

11.5.2 Allegations without supporting information will not be escalated for investigation. Supporting information could be for example but is not limited to; email trails or relevant documentation related to the allegation, a police report, witness statements or CCTV footage.

11.6 Stage 1: Initial investigation

11.6.1 The person submitting the fitness to practise referral will initially investigate the allegation(s). If you are studying at a Collaborative Partner, your case will be investigated by a nominee at your Institution. The purpose of the investigation is to try to establish the facts and allow you to present your response.

11.6.2 When we invite you to meet with us, we will email you, and we will tell you about the allegation that has been made and provide you with a copy of the supporting documentation that we have received. This will be provided to you in an allegation summary form. You will have the right to be accompanied by a supporter. This is someone who can support you during your meetings but will not be able to talk on your behalf or to represent you unless approval has been given prior to the meeting. You should seek independent advice from the Students' Union Advice Centre because they have experience of supporting and advising students during fitness to practise proceedings. You can be supported by one of their advisers at any stage of the procedure.

11.6.3 If you are unable to attend the meeting with the investigator, then you must have independent documentation to confirm why and you must have informed the investigator before the date of the meeting. If your meeting can be postponed, you will be advised of the new date and time once it has been rearranged.

11.6.4 If you fail to attend your meeting with the investigator without having contacted them to postpone your meeting, this will be report to the FTP Lead or nominee.

11.6.5 Once the investigator has met with all the relevant parties and concluded their investigation, a report will be provided to the FTP Lead or nominee (usually senior managers from the school/course), who will make a decision based on the report and advise you of their decision. If there is to be any delay in completing the investigation and/or submitting the report, you will be advised. We will conclude our investigation as soon as possible; however, individual cases may differ.

11.7 Possible outcomes from the tutor led investigation

11.7.1 You will be advised of the outcome of our decision by email. The possible outcomes from the tutor led investigation include:

Outcome	Fitness to practise impaired?	Outcome Description	Action
No case to answer	No	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.
Warning with or without recommendations	No	A warning may be issued if it is decided at the Stage 1 that a breach of professional standards or conduct has occurred but that	The case is deemed as closed but the warning will be held on your student file.

		your fitness to practise is not impaired to the point of requiring a more serious sanction. Warnings are formal statements that indicate that your behaviour represents a departure from the standards expected of you and should not be repeated. You may be recommended to undertake certain actions as a result of the investigation, such as engaging with support or seeing your PAT on a regular basis.	Refer to 11.11.2 for information on PSRB notification
Referral to Cause for Concern Hearing or in exceptional cases referral to Stage 3 Hearing Panel	Yes	It is determined that a breach has occurred which cannot reasonably be addressed at Stage 1	You may be temporarily allowed to continue on your course, but the case is deemed 'open' until the Cause for Concern Hearing has taken place.

11.7.2 Once the initial investigation is concluded and your case is considered to be serious in nature, then it may be reasonable to refer the case directly to a Fitness to Practise Hearing. If this happens, we will explain the reasons for doing so.

11.7.3 Once your case has been deemed as closed, any existing precautionary measures imposed on you will be lifted immediately, and you will receive confirmation of this in writing.

11.8 Stage 2: Cause for Concern panel meeting

11.8.1 As a result of the Stage 1 meeting, if the FTP Lead or nominee believes that, on balance of probabilities, there is enough evidence that there has been an alleged breach of professional standards or professional conduct, a Cause for Concern Panel will be convened. There may be times when your case will be considered directly at Stage 2. In such cases, we will explain the reasons for this escalation.

11.8.2 Prior to being issued the confirmed meeting date and documentation, you will be notified of the names of the proposed panel members. If you believe that a member of the panel has a conflict of interest, you are required to notify your School within 2

working days. If we do not hear from you within this timescale, then it will be assumed you are happy with the panel membership.

11.8.3 Once the panel has been confirmed, you will be invited to attend your meeting. You will be given at least five working days' notice of the meeting date.

11.8.4 Your formal meeting invite request will include the following information and documentation:

- The time, date and location of the meeting.
- The confirmed members of the panel.
- The details of the allegation(s) and the supporting documentation received, including the details of the investigation.
- A copy of this procedure.

11.8.5 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. You must provide the name of any supporter who will attend the panel with you at least two working days in advance of the panel date.

11.8.6 If you have any mitigation, written statements, or witness statements for the panel to consider, you must provide these at least two working days before the date of the panel. If you would like witnesses to attend the panel, it is your responsibility to inform your witnesses of the panel date and ensure that they can attend. You should also email your School to confirm the names of your witnesses at least two working days in advance of the panel date.

11.8.7 The Cause for Concern Panel membership is expected to include:

- A senior member of staff with appropriate knowledge of professional Codes of Conduct (FTP Lead or nominee) as Chair. The Chair should not have had any previous involvement with the case.
- A second senior member staff from the University. This may be an academic or professional services member of staff, independent of your course.
- A member of academic staff drawn from the professional field in the School.

11.8.8 Panel members and Chairs will receive appropriate training before they can sit on a panel and make decisions about fitness to practise matters.

11.8.9 Other attendees who are not members of the Cause for Concern panel may include:

- the student;
- the student's supporter;

- the investigator;
- the Course Leader/ Fitness to Practise Lead from the school if not on the panel;
- witnesses for the school or the student;
- a note taker.

11.8.10 If you want the panel to hear your version of events, we expect you to attend the panel meeting. If you do not want to attend the panel and present your version of events you can submit a statement no later than 2 working days before the date of the panel. Please be aware that if you decide not to attend, you will not be able to answer any questions that the panel may want to ask you.

11.8.11 If you indicate that you will be attending the Cause for Concern panel but you are prevented from doing so for good reason, for which you can provide supporting information, and you advise the School before the panel date, then the meeting may be postponed to a later date.

11.8.12 If you indicate that you will be attending the Cause for Concern panel but fail to attend and do not inform the meeting organiser prior to the panel date, then the meeting will go ahead and a decision will be reached based on the information available to the panel.

11.8.13 If you fail to confirm your attendance and all attempts to contact you have failed, then the panel will go ahead and a decision will be reached based on the information available to the panel.

11.8.14 In exceptional circumstances, the panel may adjourn for a short period of time to obtain additional supporting information or clarification before reaching a decision. If this happens, you will be informed by email and kept updated.

11.9 Outcomes from the Cause for Concern panel meeting

11.9.1 You will be advised of the outcome of our decision and will be issued with the meeting notes by email, normally, no later than five working days after the meeting.

11.9.2 It is your responsibility to advise the appropriate professional body on the outcome of any Fitness to Practise investigation when registering with the professional body or at any time post registration, as required by your PSRB. You should refer to your Course Materials regarding any occasions where either you or we are required to notify the PSRB governing your course of any outcomes or sanctions relating to your Fitness to Practise and adhere to these.

11.9.3 The outcomes from the Cause for Concern Panel include:

Outcome	Fitness to practise impaired?	Outcome Description	Action
No case to answer	No	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.
Warning with or without recommendations	No	A warning may be issued if the panel concludes that a breach of professional standards or conduct has occurred but that your fitness to practise is not impaired to the point of requiring a more serious sanction. Warnings are formal statements that indicate that your behaviour represents a departure from the standards expected of you and should not be repeated. The Panel may recommend you undertake certain actions as a result of the investigation, such as engaging with support or seeing your PAT on a regular basis.	The case is deemed as closed but the warning will be held on your student file. Refer to 11.11.2 for information on PSRB notification
Conditions/Actions pending review	Yes	A condition is applied when the panel decides that a breach of professional standards or conduct has occurred and your fitness to practise is impaired, 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 panel 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	You will be temporarily allowed to continue on your course, but the case is deemed 'open' until the conditions are met and the Panel are satisfied. You will be notified when the case is closed. The investigation will be held on your student file.

		will be explained to you and recorded so that a future panel 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 professional code and/or the breach investigated ▪ To complete an action plan which will set out how the matter will be managed by the School and/or any other service ▪ To issue a letter of apology ▪ To engage with support services such as wellbeing	Refer to 11.11.2 for information on PSRB notification
Referral to Fitness to Practise Hearing	Yes	The panel determine that a serious breach has occurred which cannot reasonably be addressed at Stage 2 OR The panel have met to consider the completed conditions which were set at the Cause for Concern meeting and determine that these have not satisfactorily been met.	You may be temporarily allowed to continue on your course, but the case is deemed 'open' until the Fitness to Practise Hearing has taken place.

11.9.4 Once your case has been deemed as closed, any existing precautionary measures imposed on you will be lifted immediately, and you will receive confirmation of this in writing.

11.10 Stage 3: Fitness to Practise Hearing

11.10.1 The Fitness to Practise hearing is the formal University-level hearing held to consider the alleged serious breach of professional standards or conduct.

11.10.2 Prior to being issued with the confirmed meeting date and documentation, you will be notified of the names of the proposed panel members. If you believe that a

member of the panel has a conflict of interest then you are required to notify Registry via StudentConduct@hud.ac.uk within two working days. If we do not hear from you within this timescale then it will be assumed you are happy with the panel membership.

11.10.3 Once the panel has been confirmed you will be invited to attend your hearing. You will be given at least five working days' notice of the hearing date.

11.10.4 Your formal hearing invite request will include the following information and documentation:

- The time, date and location of the hearing.
- The confirmed members of the hearing panel.
- The details of the allegation(s) and the documentation and information received, including details of the investigation and the Cause for Concern process.
- A copy of this procedure.

11.10.5 You are entitled to have a supporter with you at the hearing. 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 able to speak on your behalf and is there to support you. You must provide the name of any supporter who will attend the hearing with you at least two working days in advance of the hearing date.

11.10.6 If you have any mitigation, written statements, or witness statements for the panel to consider you must provide this at least two working days before the date of the hearing. The names of service users or any other means of identifying service users should not be included in any supporting documentation and information you provide. You should not share any personal details of patients, pupils or other service users as part of your supporting information. If you do, this may constitute a Fitness to Practise breach in itself, which may be considered as part of the case.

11.10.7 If you would like witnesses to attend the hearing it is your responsibility to inform them of the hearing date and ensure that they can attend. You should also email StudentConduct@hud.ac.uk to confirm the names of your witnesses at least two working days in advance of the hearing date.

11.10.8 The Fitness to Practise panel membership for the hearing will include:

- A Fitness to Practise Lead or equivalent from another School (Chair).
- An external practitioner drawn from a relevant profession.
- An internal member of academic staff drawn from a relevant profession with appropriate PSRB expertise; and
- An elected officer of the Students' Union.

11.10.9 Panel members and Chairs will receive appropriate training before they can sit on a panel and make decisions about fitness to practise matters.

11.10.10 Other attendees who are not members of the panel may include:

- the student;
- the student's supporter;
- the investigator;
- the Course Leader/ Fitness to Practise Lead from the school;
- witnesses for the school or the student;
- a note taker.

11.10.11 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 and present your version of events you can submit a statement no later than two working days before the date of the hearing. 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.

11.10.12 If you indicate that you will be attending the Fitness to Practise Hearing but you are prevented from doing so for good reason, for which supporting information can be provided, and you advise the Fitness to Practise Team at StudentConduct@hud.ac.uk before the meeting date then the hearing may be postponed to a later date.

11.10.13 If you indicate that you will be attending the Fitness to Practise Hearing but fail to attend and do not inform the Fitness to Practise Team at StudentConduct@hud.ac.uk prior to the meeting date then the hearing will go ahead. A decision will be reached based on the information available to the panel and you will waive your right to appeal against the decision.

11.10.14 If you fail to confirm your attendance and all attempts to contact you have failed then the hearing will go ahead. A decision will be reached based on the information available to the panel and you will waive your right to appeal against the decision.

11.10.15 In exceptional circumstances, or if you name someone as part of this procedure, they have a right to respond to any statements you make. The panel may adjourn for a short period of time to obtain additional supporting information or clarification before reaching a decision. If this happens, you will be informed by email and kept updated.

11.11 Outcomes from the Fitness to Practise Hearing

11.11.1 You will be advised of the outcome of our decision by email no later than five working days and a copy of the meeting record no later than 10 working days from the date of the panel.

11.11.2 It is your responsibility to advise the appropriate professional body on the outcome of any Fitness to Practise investigation when registering with the professional body, or at any time post registration as required by your PSRB. You should refer to your Course Materials regarding any occasions where either you or we are required to notify the PSRB governing your course of any outcomes or sanctions relating to your Fitness to Practise and adhere to these.

11.11.3 The outcomes and sanctions from the Fitness to Practise Hearing include:

Outcome	Fitness to practise impaired?	Outcome Description	Action
No case to answer	No	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.
Warning with or without recommendations	No	A warning may be issued if the panel concludes that a breach of professional standards or conduct has occurred but that your fitness to practise is not impaired to the point of requiring a more serious sanction. Warnings are formal statements that indicate that your behaviour represents a departure from the standards expected of you and should not be repeated. The Panel may recommend you undertake certain actions as a result of the investigation, such as engaging with support or seeing your PAT on a regular basis.	The case is deemed as closed but the warning will be held on your student file. Refer to 11.11.2 for information on PSRB notification
Conditions/actions pending review	Yes	A condition is applied when the panel decides that a breach of professional standards or conduct has occurred and your fitness to practise is impaired but they are satisfied that you have	You will be temporarily allowed to continue on your course, but the case is deemed ‘open’ until the conditions

		displayed an insight into your behaviour and would respond to support. The condition will be determined by the panel 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 a future panel can reach a decision when reviewing if the conditions have been met. Examples of conditions may be (but are not limited to): ▪ To undertake a reflective piece of work on the professional code and/or the breach investigated ▪ To complete an action plan which will set out how the matter will be managed by the School and/or any other service ▪ To issue a letter of apology ▪ To engage with support services such as wellbeing	are met and the Panel are satisfied. You will be notified when the case is closed. The investigation will be held on your student file. Refer to 11.11.2 for information on PSRB notification
Temporary restriction from course with/without conditions	Yes	If the panel decides that a serious breach of professional standards or conduct has occurred and your fitness to practise is impaired then the panel may temporarily restrict you from the course you are	You will not be allowed to continue on your course until the Panel reassess your fitness to practise and any conditions set. You

		registered on. This is appropriate when the panel considers that, due to either your behaviour or health, temporary restriction from the course is the only way to protect the public, other students or staff. A temporary restriction will be used to allow you time to reflect and learn from the allegations with a view to demonstrating your suitability to return to the course at a later date. You may be set conditions as part of your temporary restriction to further demonstrate your fitness to practise and your insight of the breach, at a later date. Examples of conditions may be (but are not limited to): ▪ To undertake a reflective piece of work on the professional code and/or the breach investigated ▪ To complete an action plan which will set out how the matter will be managed by the School and/or any other service ▪ To issue a letter of apology ▪ To engage with support services such as wellbeing	may be required to meet with the Panel again as part of this process. You will be notified when the case is closed. The investigation will be held on your student file. Refer to 11.11.2 for information on PSRB notification.
Permanent withdrawal from the course	Yes	If the panel decides that a serious breach of professional standards or conduct has occurred and your fitness to practise is seriously impaired, then the panel may decide to permanently withdraw you from	The case is deemed as closed and the investigation will be held on your file. You will not be able to return to study on your course.

		the course you are registered on. Permanent withdrawal from the course is appropriate when the panel considers that withdrawal from the course is the only way to protect the public, other students or staff because of your behaviour or health. You will not be permitted to continue with your course. You may be able to apply to an alternative, non-accredited version of your course (if available), or a different non-accredited course within the University.	Refer to 11.11.2 for information on PSRB notification.
Permanent exclusion from the University	Yes	If the panel decides that such a serious breach of professional standards or conduct has occurred, and your behaviour has been deemed so serious that both your fitness to practise and ability to continue as a student with the University is seriously impaired then you may be permanently excluded from the University. Permanent exclusion from the University is appropriate when the panel considers that withdrawal from the course and the University is the only way to protect the public, other students or staff because of your behaviour or health. You will not be permitted to study with the University at any point in the future.	The case is deemed as closed and the investigation will be held on your file. You will not be able to return to study at the University. Refer to 11.11.2 for information on PSRB notification.
A recommendation to the Registrar and Secretary that the award or credit is to be	Yes	In addition to the sanctions listed here, the panel may decide to recommend that credit or your whole award (if Applicable) is revoked. This will be considered	N/A

revoked under regulation 1.13.		under a separate regulation, outlined in Section 1.13.	

11.11.4 Once your case has been deemed as closed, any existing precautionary measures imposed on you will be lifted immediately, and you will receive confirmation of this in writing.

11.12 Fitness to Practise appeal procedure

11.12.1 You can request a review of the decision made at any stage of the Fitness to Practise process, if you can demonstrate one or more of the following grounds:

- You can demonstrate that a procedural irregularity occurred during the process.
- You can demonstrate that an unreasonable decision was reached and/or the sanction was disproportionate or not permitted under the procedures.
- You have provided independent documented Exceptional Circumstances which for good reason you could not tell us about at the hearing.
- That there was a bias or reasonable perception of bias within the process.

11.12.2 Disagreement with the severity of the sanction imposed or escalation of the case to a higher stage are not grounds for appeal.

11.12.3 You must request an appeal by submitting the completed the Fitness to Practise Appeal Form within 10 working days from the date that we send your meeting outcome.

11.12.4 If we receive your request after the deadline has passed and you have not provided a good reason, with independent documentation, about why your request is late we will not uphold your request on the basis that it has been submitted late. Please see our Supporting Information Guide for Students for information about appropriate standards of information and documentation.

11.12.5 Once a review request has been lodged and accepted, no outcome will take effect until the review procedure has been completed unless you have been temporarily suspended, withdrawn or excluded which will remain in place.

11.12.6 The reviewer will decide, within 20 working days, whether to uphold the original decision or hold another meeting. If the reviewer decides to uphold the original decision then 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.

11.12.7 If we decide to hold another meeting, we will ensure that the panel (if Stage 2 or 3) 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 (if Stage 2 or 3) that makes the decision, not the investigator or the note taker.

11.12.8 If scheduled, the new meeting will follow the procedure as set out above and the decision of this meeting will be final and will bring to an end the University's internal procedure You will still have the opportunity to appeal a decision made by a new panel, as per the procedure listed above.

11.13 OIA: Independent review of Fitness to Practise

11.13.1 You can request an independent review of our final outcome. 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.

11.14 The Courses covered by this procedure are;

Course	PSRB
○ MSc Pre-registration Nursing (including apprenticeship courses) ○ BSc (Hons) Midwifery Studies (including apprenticeship) ○ MSc Community Nursing Practise (District Nursing) ○ MSc Advanced Clinical Practice; ○ BSc (Hons) Nursing Child/Adult/Mental Health/Learning Disabilities (including apprenticeship / blended learning courses) BSc ○ Supplementary Prescribing for AHP ○ Foundation Degree Nursing Associates (including apprenticeship) ○ BSc (Hons) Nursing Studies (Top up, distance learning) ○ MSc Public Health Nursing Practice	**Nursing and Midwifery Council (NMC)**
○ MSci Social Work (Integrated Masters) ○ MSc Social Work	**Social Work England (SWE)**
○ BSc (Hons) Operating Department Practice (including apprenticeship) ○ BSc (Hons) Occupational Therapy (including apprenticeship)	**Health Care & Professions Council (HCPC)**

○ BSc (Hons) Physiotherapy (including apprenticeship) ○ BSc (Hons) Podiatry FT and PT (including apprenticeship) ○ BSc (Hons) Diagnostic Radiography ○ MSc Podiatric Surgery (including apprenticeship) ○ BSc (Hons) Speech and Language Therapy ○ PG Cert/MSc Cognitive Behaviour Therapy (CBT) ○ MSc Paramedic Science (Pre-Reg) ○ BSc (Hons) Paramedic Science (including apprenticeship courses) ○ MSc Podiatry ○ MSc Theory of Podiatric Surgery ○ PGCert Forensic Podiatry	
○ BSc(Hons) Dental Hygiene and Dental Therapy	General Dental Council (provisional approval)
○ Independent Prescribing for Pharmacists ○ MPharm;	**General Pharmaceutical Council (GPhC)**
○ BSc (Hons) Optometry; ○ MOptom	**General Optical Council (GOC)**
○ CertEd/ProfGCE/PGCE/PgDipE Lifelong Learning Pre-service; ○ CertEd/ ProfGCE/PGCE/PgDipE Lifelong Learning In-service;	**Education and Training Foundation /OFSTED/ DfE**
○ PGCE Secondary Education with QTS (including School Direct, g. employment based and Apprenticeship routes); ○ PGCE Primary Education with QTS (including School Direct, employment based and Apprenticeship routes); ○ BA(Hons) Primary and Early Years Education with QTS; ○ Early Years Initial Teacher Training (EYTS)	**DfE/Teaching Regulation Agency (TRA)/OFSTED**
○ BA(Hons) Youth and Community Work/Studies;	**National Youth Agency (NYA)**

SECTION 12: 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.

12.1 Regulation introduction

12.1.1 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, 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.

12.1.2 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 14) 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 14.

12.1.3 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 use the same report and supporting information in its own procedure.

12.1.4 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.

12.1.5 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.

12.1.6 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.

12.1.7 As either a student making or a student responding to a report, you must provide all documentation, 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 supporting information or witnesses with you to a hearing if you have good reason why this information could not have been provided during our investigations.

12.1.8 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.

12.1.9 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.

12.1.10 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.

12.1.11 We will not normally take into account any previously upheld allegations under the student Disciplinary Procedure when considering a current allegation unless they relate to a similar pattern or nature of behaviour currently 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.

12.2 Confidentiality and anonymity

12.2.1 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.

12.2.2 Please note that, if a government or corporate organisation sponsor you, we may inform your sponsor of any concerns regarding your behaviour. This may include notifying your employer if you are on an Apprenticeship course, where relevant.

12.2.3 We do not accept anonymous allegations about student misconduct under this regulation. No action will be taken against a student about any matter that has been reported anonymously unless it is possible to verify the matter reported. We understand that you might wish to raise an issue about another student's behaviour anonymously, and if so, the University's Share 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.

12.2.4 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 of apology

SECTION 12: 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.

12.3 Procedural introduction

12.3.1 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) because 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.

12.3.2 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 12.5.7 for further information.

12.3.3 Behaviours which breach the Community Code of Conduct can be found here.

12.3.4 There are three stages to the procedure:

- Stage 1: Local Level Investigation
- Stage 2: University Level Investigation
- Stage 3: Disciplinary Hearing

12.3.5 You can make a report to any member of University staff and if 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 Registry 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.

12.3.6 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

12.3.7 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 here. This includes mental health services and emergency services information.

12.3.8 The University does not normally allow legal representation in Disciplinary cases as it is not a legal proceeding.

12.4 Reporting party

12.4.1 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.

12.4.2 When you make a report to the University, you should try and provide as much documentation 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 supporting information. If so, we will explain to you why this is the case.

12.4.3 If you have submitted supporting information and/or documentation, 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.

12.4.4 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 14 provides for more information.

12.5 Reported party and allegation paperwork

12.5.1 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 documentation 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.

12.5.2 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.

12.5.3 If you wish to submit supporting information and/or documentation 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 during the investigation, though character references might be considered when a penalty is determined if the allegation is proven.

12.5.4 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.

12.5.5 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

12.6 Witnesses

12.6.1 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.

12.7 Precautionary Measures and No Contact Agreements

12.7.1 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 14.

12.8 Classification of misconduct

12.8.1 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 • 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 physical harm, bullying, harassment or intimidation • Failure to comply with a previously imposed penalty at the major misconduct level

12.9 Deadlines

12.9.1 There are deadlines within this procedure and we expect you to keep to these unless you have independent documentation 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.

12.10 Stage 1: Local-level investigation

12.10.1 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 fairly and will not make assumptions about whether or not the allegation is true or false.

12.10.2 The Registrar and Secretary (or nominee) will determine whether they are able to deal with the matter informally, without the need for a full investigation. If a local-level investigation is required, Registry will nominate an appropriately trained member of staff within your School/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.

12.10.3 The investigator will speak to you, the reported party, about the allegation and may speak to the reporting party or any witnesses, if necessary.

12.10.4 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 12.5 which outlines what you can submit in advance of the meeting, and when.

12.10.5 When we invite you to meet with us, we will tell you about the allegation and provide you with a copy of any supporting information that we have received. We may exceptionally need to keep the identity of the person who reported the behaviour confidential or redact the supporting information but we will give you enough information so that you can respond to the allegation.

12.10.6 We expect you to attend the meeting but if you are unable to attend for a good reason, which can be independently documented, 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.

12.10.7 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.

12.10.8 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 documented, 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.

12.11 Stage 1 outcomes

12.11.1 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.

12.11.2 If we decide that your behaviour has breached our regulations and this breach is considered to be minor, 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; ▪ Attendance Awareness Course; ▪ University community service related to the breach; ▪ 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	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 penalty with conditions	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 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 conditionally

	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 out how the matter will be managed by Registry and/or any other service ▪ To issue a letter of apology ▪ To engage with support services such as wellbeing	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.
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.

12.12 Stage 2: University-level investigation

12.12.1 We will nominate an appropriately trained member of staff within Registry to investigate the report made about your behaviour.,

12.12.2 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.

12.12.3 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.

12.12.4 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 12.7 which outlines what you can submit in advance of the meeting, and when.

12.12.5 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 supporting information that we have received. We may exceptionally need to keep the identity of the person who reported the behaviour confidential or redact the supporting information but we will give you enough information so that you can respond to the allegation.

12.12.6 We expect you to attend the meeting but if you are unable to attend for a good reason, which can be independently documented, 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.

12.12.7 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.

12.12.8 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 documented, 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.

12.13 Stage 2 outcomes

12.13.1 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 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:

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 again you are likely to be permanently excluded from the University; ▪ A fine; ▪ Attendance Awareness Course; ▪ University community service related to the breach; ▪ 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	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.

	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.	
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. 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 Registry and/or any other service ▪ To issue a letter of apology	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.

	▪ To engage with support services such as wellbeing	
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.

12.14 Stage 3: Disciplinary Hearing

12.14.1 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.

12.14.2 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.

12.14.3 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.

12.14.4 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.

12.14.5 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.

12.14.6 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 documented, 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.

12.14.7 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.

12.14.8 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 2 working days in advance of the hearing.

12.14.9 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.

12.14.10 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.

12.15 Stage 3 Hearing Panel

12.15.1 There will be three members of the hearing panel. These will be:

- A senior University staff member (Chair);
- A member of Registry who has no prior involvement with the case; and
- An elected officer of the Students' Union.

12.15.2 Panel members will receive appropriate training before they can sit on a panel and make decisions about disciplinary matters.

12.15.3 A note taker will support the panel and will keep a record of the important points made during the hearing.

12.15.4 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.

12.15.5 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.

12.16 Disciplinary Hearing outcomes

12.16.1 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 supporting information 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 confirmation of this.	The case is deemed as closed.
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; ▪ Attendance Awareness Course; ▪ University community service related to the breach; ▪ No Contact Agreement with the reporting party and/or another student(s); ▪ Payment of an amount of money to	The case is deemed as closed. Any warning will be held on your student file. The investigation will be held on your student file.

	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.	
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. 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):	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 be held on your student file.

	▪ 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 Registry and/or any other service ▪ To issue a letter of apology To engage with support services such as wellbeing	
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.

12.17 Student Disciplinary appeal procedure

12.17.1 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.

12.17.2 You cannot appeal a decision to refer the matter to a higher stage of the procedure.

12.17.3 You must submit your completed appeal form within 10 working days of the date of the outcome you are appealing.

12.17.4 If we receive your appeal after the deadline has passed and you have not provided a good reason, with independent documentation, about why your request is late we will not uphold your request on the basis that it has been submitted late. Please see our Supporting Information Guide for Students for information about appropriate standards of information and documentation.

12.17.5 There are four grounds for appeal and you must demonstrate 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.

12.17.6 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.

12.17.7 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 20 working days from the date on which we received your request and all supporting information. This decision will be final.

12.17.8 If your appeal is not upheld the original decision will stand.

12.17.9 If your appeal is upheld, the original decision may be changed, it may stand but a different penalty may be applied or we may refer your case to a new panel hearing.

12.17.10 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.

12.17.11 The hearing will follow the procedure as set out above and the decision of the new panel will be final and will bring to an end the University's internal procedure. You will still have the opportunity to appeal a decision made by a new panel, as per the procedure listed above.

12.17.12 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.

12.18 OIA: Independent review of student disciplinary appeal decision

12.18.1 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 13: Student Complaints Regulation

13.1 Regulation introduction

13.1.1 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.

13.1.2 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 via email or by completing the Student Concern form. We provide support to help you do that; see Section 13.11.2 for details.

13.1.3 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.

13.1.4 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 via other regulations and procedures.

13.1.5 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.

13.1.6 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.

13.1.7 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 12). If you make a complaint about another student, we will contact you to explain the student disciplinary process, should you wish to proceed with your complaint.

13.1.8 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 student progression, academic assessment and awards which need to be addressed under Section 9: Results Appeal;
- Decisions made under other specific regulations such as Fitness to Practise or Student Disciplinary as these have standalone appeal processes in which your concerns would be addressed.

13.1.9 If you are on a Higher or Degree Apprenticeship course, the procedure for raising complaints about your employer will be documented in your Training Plan. You should check your Training Plan and if in doubt, contact the Centre for Apprenticeships for advice.

13.1.10 If you are on a Higher or Degree Apprenticeship course, the procedure for raising complaints about your training provision funded by the Department for Education is in the guidance document found on the Government website. If your complaint is about the teaching provision or quality of services offered by a partner institution, subcontractor or End-Point Assessment Organisation, you should raise your complaint directly with the host institution or organisation. If you exhaust their procedures without resolving your complaint, you may then submit a complaint to the University. In such cases, the University will carry out a review of your complaint, rather than launching a full investigation. If you are unsure of any information regarding this procedure, please contact the Centre for Apprenticeships for advice.

13.2 Student Complaints levels

13.2.1 There are three levels to the procedure:

- Local Resolution
- Formal Resolution
- Review

13.3 Confidentiality and anonymity

13.3.1 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.

13.3.2 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.

13.3.3 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.

13.3.4 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.

13.3.5 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.

13.3.6 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.

13.4 Complaints about staff members

13.4.1 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 supporting information 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.

13.4.2 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.

13.4.3 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.

13.5 Group complaints

13.5.1 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 complaint group's nominee and we expect them to liaise with the other students.

13.6 Malicious or unfounded complaints

13.6.1 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.

13.7 General information

13.7.1 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.

13.7.2 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.

13.7.3 A complaint may not result in the outcome desired by the complainant.

13.7.4 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.

13.8 Timings of complaints

13.8.1 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 documentation to explain the delay.

13.8.2 For a formal complaint, if you have been unable to provide supporting information and/or independent documentation 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.

13.9 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 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.

SECTION 13: Student Complaints Procedure

13.10 Procedural introduction

13.10.1 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.

13.10.2 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.

13.10.3 There are deadlines within this procedure and we expect you to keep to these unless you have independent documentation 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.

13.10.4 You can refer to the Student Complaints Flowchart for further clarification on the procedure levels and outcomes.

13.11 Local Resolution Level

13.11.1 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 as possible after the issue has arisen. Please refer to Section 13.8 for expectations on timings.

13.11.2 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.

13.11.3 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.

13.12 Formal Resolution Level

13.12.1 If you are unhappy with the resolution of your concern/complaint, or if the nature of the concern/complaint is not appropriate to be resolved at the local level, you should complete a 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 information you would like to submit. Where possible, you should also tell us the proposed outcome you would like in order to resolve your complaint.

13.12.2 Complaints that are submitted directly at the Formal Resolution level should normally be submitted no later than one calendar month from the incident which has caused you to complain, unless you can provide independent documentation which shows why you could not raise the complaint sooner. Please refer to Section 13.8 for expectations on the timings of complaints.

13.12.3 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.

13.12.4 Once your formal complaint is received, Registry 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.

13.12.5 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 information 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.

13.12.6 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.

13.12.7 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.

13.12.8 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.

13.12.9 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.

13.13 Review Level

13.13.1 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.

13.13.2 For your review request to be considered you must email a statement providing your rationale for escalation, your proposed resolution and provide supporting information 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 supporting information 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

13.13.3 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.

13.13.4 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 documentation, as per the grounds detailed above in 13.13.2. 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.

13.13.5 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.

13.13.6 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 independent external review of the Review decision.

13.13.7 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.

13.13.8 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.

13.14 OIA: Independent review of student complaints decision

13.14.1 You can request an independent external 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 this letter.

SECTION 14: Precautionary Measures, Contact Limitations and Criminal Proceedings within University Investigations Regulation

14.1 Precautionary measures introduction

14.1.1 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 Support to Study (Section 6), Fitness to Practise (Section 11) and Student Disciplinary (Section 12). 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.

14.1.2 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.

14.1.3 Risk assessments and any imposed precautionary measures are authorised by the Registrar and Secretary (or nominee).

14.2 Criminal proceedings or external investigations

14.2.1 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, 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.

14.2.2 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 proceedings into account, however, we use a different threshold of proof based on the balance of probabilities.

14.3 No Contact agreements

14.3.1 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.

14.3.2 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 14: Criminal Proceedings/External Investigations: Precautionary Measures Procedure

14.4 Precautionary measures: procedural introduction

14.4.1 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.

14.4.2 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(remote study is not possible if you are on a student visa).The only permitted attendance would be where Registry has given approval for exam 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.
Interruption	Under Section 14.7 – Student Visa Information

14.4.3 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.

14.4.4 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.

14.4.5 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.

14.4.6 The following lists are non-exhaustive of behaviour which might be classified as minor or major risk both to others and yourself.

14.5 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

14.6 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 sessions
- 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)

14.7 Student Visa Information

14.7.1 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.

14.7.2 Where possible, precautionary measures should enable you to attend face to face teaching. This will allow you to continue to undertake your studies and comply with the conditions of your student visa.

14.7.3 Where this is not possible and 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 the UKVI.

14.7.4 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.

14.7.5 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 the UKVI who

will take steps to curtail your student visa and you may be required to leave the UK.

14.7.6 Alternatively, you may wish to interrupt your studies at the outset of being issued the precautionary measure and any following investigation, minimising the disruption to your learning.

14.7.7 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 the investigation meetings online.

14.7.8 If the outcome of the pending case is in your favour, a new CAS may be issued, and it will be subject to immigration checks before issue.

14.8 Precautionary Measures Appeal Procedure

14.8.1 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.

14.8.2 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.

14.8.3 For your review to be upheld you must provide independent documentation 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.

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

14.8.5 If your appeal is **upheld**, the original decision may be changed or it may stand but a different precautionary measure may be applied.

14.9 No Contact Agreements

14.9.1 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 Registry determines that the agreement is no longer required. It will mean you both agree to have no contact with one another.

14.9.2 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 an 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 Registry determines that the agreement is no longer required. It will mean you both agree to have no contact with one another.

14.9.3 If the supporting information 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.

SECTION 15: Supervised Work Experience, Work Based Learning, Unpaid Placement Limitations and Unforeseen Placement Termination

If you are a student who is taking or about to undertake a placement as part of your degree, specifically, as part of a sandwich year or work based learning, you should read the following information fully. It sets out what is expected of you and of us. **This regulation is not applicable to allocated placements embedded within your academic programme, such as nursing or teaching placements.**

You should seek impartial advice and support from the Students' Union Advice Centre, or the Placement Team

15.1. Placement expectations

15.1.1 The Placement Provider will:

- Provide the student with a supervisor / mentor who will provide the student with regular and constructive feedback on the progress of their placement;
- Assess and record the student's progress and consult with the University, if necessary;
- Report any issues, concerns, non-attendance, accidents/work related illness, or breaches of discipline involving the student to the University;
- Comply with the University's Health and Safety guidance and respond as appropriate to any health and safety issues that arise during the placement, raised by the student, the provider or a member of University staff;
- Issue the student (if applicable) with written particulars of their employment , including information relating to holiday entitlement, sickness policy and information on disciplinary and grievance procedures.

15.1.2 The University will:

- Allocate a placement tutor/officer;
- Provide support to the student for the duration of the Placement;
- Have in place a feedback procedure for both the student and the provider;

- Ensure the student is aware of the intended learning outcomes of the placement and the associated assessment criteria;
- Prepare the student for the placement and ensure they are aware of general health and safety aspects. Such preparation is of a general nature and does not include the specific information required for particular activities or workplaces;
- Give the student and the provider opportunity to report to the University any problems experienced with regard to health and safety or performance whilst on placement; and
- Respond as appropriate to any health and safety issues that arise during the placement, raised by the student, the Provider or a member of University staff.

15.1.3 The Student will:

- Follow their placement provider's policies and guidelines at all times while on placement and comply with the module specification;
- Adhere to the agreed work schedule and length of placement;
- Actively engage and behave in a responsible manner in the workplace;
- Raise any concerns regarding their placement with their placement supervisor, and university placement unit/tutor.
- Make every effort to understand the environment, in industrial and commercial terms, of the provider and the roles and responsibilities of its staff;
- Make every effort to understand their role in the placement provider’s organisation;
- Submit assessed requirements by agreed timescales in order to meet the learning objectives of their placement module.

15.2 Unforeseen placement termination

15.2.1 The University has taken into consideration that unforeseen circumstances which may not be within the control of the student may impact your Supervised Work Experience (SWE) or Work-Based Learning (WBL) and may need to be terminated earlier than expected or deemed incomplete. This regulation supports the interests of all

parties involved in the placement process and continues its support for your professional development.

15.2.2 Staff in your School will be responsible for implementing the following regulations in consultation with your placement provider when made aware of issues with completion by either colleagues, students or placement providers.

15.2.3 Due to unforeseen circumstances outside your control, you may not have been able to secure the minimum hours/weeks/days required in employment, as such, the following can be applied if you are still able to meet the module learning outcomes are still able to progress through your course of study.

15.3 Considerations for early placement termination: Supervised Work Experience (SWE) credits

15.3.1 For Supervised Work Experience (SWE) credits (i.e. S level credits leading to the award of a degree in the sandwich mode), the Course Assessment Meeting (CAM) should confirm the award of S level credit if the following conditions are met:

- All of the learning outcomes of the module have been met or the University is confident the learning outcomes would have been met, had you completed the full term of the placement;
- You have completed a significant element (usually, over 60% of the year) of the SWE in a maximum of three placements. In accordance with the awards regulations, of the required 36-48 weeks of SWE, normally, a minimum of 22 weeks would need to be documented as being complete;
- The employer / placement provider provides proof of termination of the work experience and the reasons for this to the placement unit.

15.3.2 Where the above is not possible, you will normally be advised to interrupt your studies for the remainder of the placement year and return in the subsequent academic session to complete the standard (ie non-Sandwich) award.

15.4. Considerations for early placement termination: Work Based Learning (WBL)

15.4.1 For Work-Based Learning (WBL) credits (i.e. F, I or H level credits completed in a work-based environment), the award of credit for a specific module which has already been commenced should be confirmed subject to the above SWE criteria.

15.4.2 Where significant work-based elements (usually, over 40%) of the course remain outstanding one of the following can be applied:

- An alternative means of demonstrating the outcomes for the relevant modules is identified, for example by means of a simulated exercise or reflective assessment.
- You are supported in transferring to another course with reduced or no requirements for work-based experience.
- You are offered the opportunity to interrupt their studies until you are able to return to the course and meet the work based requirements of the course, or accept an exit award.
- Where the placement module is optional, you are permitted to substitute the module for an alternative.

15.5 Unpaid placement limitations

15.5.1 You are not encouraged to undertake unpaid placements, however, the University recognises that it may be the only way for you to obtain experience in a specialist area. Limited unpaid placements are therefore permitted.

15.5.2 If you are undertaking an unpaid placement as part of your sandwich year, the following criteria apply.

15.5.3 The unpaid year work placement should be based on an arrangement of a maximum of 25 hours per week or an average of 100 hours over a four-week period and must not exceed 12 months. This is a legal requirement and takes into consideration that certain industries, due to normal operating procedures, may work a varied pattern of hours of long days, rest days etc. Should you choose to work

additional hours over and above this requirement, that is at your discretion and is not a requirement for the University.

- Students in unpaid placements are expected to work the required number of hours per week and can only do so in one placement at a time for the required number of weeks for the year, in line with their Placement Agreement. Students are limited a maximum of three placements over an academic year.
- All unpaid placements require a job description, a signed placement agreement and evidence that the role meets the learning requirements of their placement module.

15.5.3 If you require any reasonable adjustments to help you in your placement, you must inform the Placements Unit so they can identify if funding is available.

15.5.4 Your minimum holiday entitlement would be pro-rata based upon current working time directives and your holiday would also be unpaid. You should take all holiday to which you are entitled so that you have appropriate time off from the workplace.

15.5.5 All placements must be agreed in advance. You will not be awarded credit retrospectively.

Document Sign-off, Ownership Details and Revision History

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Document name:	Regulations for Taught Students
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Compliance Checks:	Completed

Version	Date	Revision description/Summary of changes	Author
V9	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 updated University Vision. • Updated with new SU President's signature **Glossary** • Introduced Academic Integrity definition to focus on behaviour rather than accusation.	Registrar and Secretary's Office

Version	Date	Revision description/Summary of changes	Author
		• Rephrased Academic Misconduct definition to focus on behaviour rather than accusation. **Throughout the Regulations** • Minor corrections throughout • Some larger areas of re-wording providing additional clarity, which does not impact a regulatory or material change • Updated links to forms where these have been changed • Updated references to 'Director of Registry' to Registrar and Secretary' **Section 1: Student Information** • S1.8.1 reworded to give students an option to change modules up until the second week of teaching, subject to academic confirmation and availability. • Added S1.11.1 to explain the appeals process if students are withdrawn under more than one procedure including withdrawal under finance regulations **Section 2: International Student and Student Visa Information** • Added further information for clarity in S2.3.4 about change in contact details • Added section on Restrictions for international students under Precautionary Measures **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 • Information about payment of tuition fees in instalments for Overseas students • Added financial implications for repeat modules without attendance	

Version	Date	Revision description/Summary of changes	Author
		• Added tuition fee liability info for students who do not follow process • Added clarity for students subject to fees block and how this impacts their assessments **Section 4: Attendance Monitoring** • Clarification on the process for requesting absence via the online system • Clarification on the process for requesting 'Repeat without attendance' for students required to repeat failed modules with attendance • 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. • Added a section clarifying that students who are conditionally reinstated following a successful withdrawal appeal will not have a further right of appeal if they are subsequently withdrawn for failing to meet the conditions of reinstatement. **Section 5: Interrupting, Withdrawing or Transferring Course Internally or to another Institution** • Added clarification that in-year transfers involving a different mode of attendance or a change in level of study can only take place at the point of re-registration. • Additional examples of circumstances added for when requests for interruptions of study in two consecutive academic years may be considered approved by the Dean of School. **Section 6: Support to Study** • Clarification on resumption following interruption under this process for students returning to PSRB regulated courses • Added an additional Support to Study Stage 2 outcome to facilitate referral to the Fitness to Practice process where required.	

Version	Date	Revision description/Summary of changes	Author
		• S6.8.2 reworded to allow the Panel to gather information, especially for complex review cases and for PGR cases. **Section 7: Conduct in Assessments and Exams** • Added information for students about prohibition of smart glasses for exams **Section 8: Personal Circumstances** • Added a section on how approved EC claims will not supersede academic withdrawals for two years no credit and/or for exceeding the maximum period of registration • Added a section detailing the consequences for students with approved ECs for their progression or completion of course **Section 9: Results Appeal** • Added a section to explain that results appeals would be deemed invalid in scope where the root decision is a regulatory withdrawal under two year no credit and/or exceeding the maximum period of registration • Clarification added to explain the impact for students when results appeals are upheld on the grounds of procedural irregularity or bias **Section 10: Academic Misconduct** • Clarification that previously upheld allegations of academic misconduct may be considered if they relate to a similar pattern or nature of behaviour currently under investigation. • Added in Appeal section that students will waive their right to appeal the outcome by not attending a meeting to bring this in line with other procedures. • Clarification that repeated allegations of a similar nature • Introduced Academic Integrity definition to focus on behaviour rather than accusation.	

Version	Date	Revision description/Summary of changes	Author
		• Rephrased Academic Misconduct definition to focus on behaviour rather than accusation. • The procedure has been extensively revised to improve student experience and process efficiency. • Stage 1 process redesigned Introduction of a primarily desk-based model • No penalty for Poor Academic Practice – focus on education and training • The wording throughout the procedure has been revised to focus on behaviours rather than accusations. • For Minor academic misconduct: Mark reduction introduced as the primary penalty • 'Fail the module with a full repeat ' is now a Stage 2 penalty **Section 11: Fitness to Practise** • A new example, 'Misuse or unauthorised use of University or Partner premises or items of property' added to the Unprofessional Behaviours examples • Added to explain that any upheld allegations under the Academic Misconduct or the Student Disciplinary Procedures may need to be referred to this procedure for further investigation. • Clarification that previously upheld allegations of fitness to practise may be considered if they relate to a similar pattern or nature of behaviour currently under investigation • Procedural clarity provided; staff initiating the FTP referral to conduct the Stage 1 investigation. • Stage 1 renamed as Initial Investigation. • Clarity about FTP lead or nominee's remit to avoid conflict of interest within panel makeup • Clarity about Panel membership at Hearing to ensure appropriate PSRB expertise on board. • Updated the table showing courses covered	

Version	Date	Revision description/Summary of changes	Author
		by the FTP procedure. New NMC regulated course added: BSc Primary, Community & Social Care Nursing Adult/Child/Mental Health/Learning Disability • **Section 12: 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 14: Precautionary Measures** • Added more examples of behaviour that could be classified as Major risks 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) • 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. **Appendices A and B** • providing information for students studying in partner institutions about the University procedures, have been removed as there is a separate book of regulations for this now.	

Version	Date	Revision description/Summary of changes	Author
V8	01 August 2025	**Throughout the Regulations** • Minor corrections throughout • The change of reference to 'schools' in some places where this is now Central teams • 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 Registrar and Secretary' • Removed any reference to 'Tutor Reassessment' • Removed any reference to 'Module Assessment Meeting' (MAM) • 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' • Updated links to forms where these have been changed to MS Office forms **Student Charter** • Updated with new SU President's signature **Section 1: Student Information** • Link to Key Facts for Apprentices included • Late enrolment and Re-registration Withdrawal Appeal Procedure updated to clarify it is one stage appeal process • Numbering of headings adjusted for clarity • Appendices A and B included providing additional information for students studying in partner institutions about the University procedures • 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	

Version	Date	Revision description/Summary of changes	Author
		• Clarification that funding may not be available for repeat year students without attendance • Added reference to Placements under Fit to Submit for clarity **Section 2: International Student and Student Visa Information** • Clarity on the consequences of failing to engage with the 'check point' requirements • Change of team name from 'SEAM' to Student Engagement Team (SET) • Clarification on spot checks and authorised absences process • Information added about ATAS clearances when courses/research topic changes **Section 3: Student Finance Regulation** ▪ Additional information included on procedure when suspicious account activity is detected. **Section 4: Attendance Monitoring** • Clarification on support available for students • Clarification on the process for requesting 'Repeat without attendance' for students required to repeat failed modules with attendance • Clarification on limited options at Stage 4 for previously interrupted students • Changed grounds and clarification on the process for the Attendance Monitoring Compliance Appeals Procedure **Section 5: Interrupting, Withdrawing or Transferring Course Internally or to another Institution** • Changed process for Apprenticeship return to study from an interruption and changes to Break in Learning process	

Version	Date	Revision description/Summary of changes	Author
		Section 6: Support to Study • Further clarification provided on the impact on their visa status for international students facing withdrawal or interruption • Grounds for appeal updated to include 'Bias' • Added reference to student consent requirement before sharing information with PAT • Changes to Panel membership to ensure there is no conflict of interest **Section 7: Conduct in Assessments and Exams** • Added information for students with PLSPs • Expectations on saving work when using a computer during exams • Clarity on the potential Academic Misconduct process during or following an exam **Section 8: Personal Circumstances** • Change of terminology from 'Extenuating Circumstances' to Exceptional Circumstances' • Introduction of the new EC system for making claims via the MyHUD portal • Change of terminology from 'Pended' to 'Paused' • Added further detail and clarification to EC decisions and the impact on student's profile • Clarification on the use of PLSPs to support an EC claim • Added information about how failure to complete deferred work within the academic year may invoke the University's two-year no credit rule. • Added information about student responsibility to share approved EC outcomes with Partner institutions • Clarity re late submission and EC claims • Added clarity about submission deadlines following in-year CAMS	

Version	Date	Revision description/Summary of changes	Author
		Section 10: Academic Misconduct • Clarification on Panel and other attendees when an Academic Misconduct hearing is reconvened as a result of an appeal outcome • Updated for consistency across procedures – right to appeal waived if students choose to not attend meeting/hearing **Section 11: Fitness to Practise** • Clarification regarding allowing legal representation • Changes to the Stage 1 outcomes sign off requirements. **Section 12: 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	

Version	Date	Revision description/Summary of changes	Author
		Section 13: Complaints • Complaints procedure changes to reflect new terminology and process agreed with School Ops Managers • Student Conciliators page updated • Introduction of Complaints Directory • Introduction of Student Concern form for Local Resolution Level **Section 14: 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	
V7	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 • Term 'supporting information' introduced for certain procedures instead of 'evidence'. • Change of terminology from CAB to CAM	

Version	Date	Revision description/Summary of changes	Author
		(Course Assessment Meeting) **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 students • Update procedure on enrolment and an introduction of an appeal procedure for late enrolment • Emphasis that a second attempt at a module is the final attempt • Repeat module is with attendance for both UGT and PGT students • Removal of covid specific information **Section 2: International Student and Student Visa Information** • ATAS clarification **Section 3: Student Finance** • Recurring Card Payment detail included • Clarification on SFE funding and consent to share • Clarification on what students can and can't do when they have a blocked account due to unpaid fees • Clarity on repeat module charges and interruption fees • Addition made to ancillary charges **Section 4: Attendance Monitoring** • Changed response rate to compliance appeals from 20 to 10 days due to UKVI timelines **Section 5: Interrupting, Withdrawing or Transferring Course Internally or to another Institution**	

Version	Date	Revision description/Summary of changes	Author
		• Clarification on when a student can return, mid-year from interruption • Clarification for DL that interruption and withdrawal can be taken from last date of engagement online • Clarification on funding rules for returning back after interruption **Section 6: 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 referral paperwork now outlined **Section 7: Conduct in Assessments and Exams** ID card or identity verification in exams procedure now included **Section 8: Personal Circumstances** • Changed all extensions to self-cert 5 days – one per assessment which is eligible for extension • In year deferral deadlines for ECs now detailed – these will be confirmed by Registry with the student and detailed on the AAT **Section 10: Academic Misconduct** • Expectations with referral paperwork now outlined **Section 11: Fitness to Practise** • Updated list of courses eligible for procedure, governed by a PSRB. PSRB now listed • Expectations with allegation paperwork now	

Version	Date	Revision description/Summary of changes	Author
		outlined **Section 12: Student Disciplinary** • Expectations with allegation paperwork now outlined • Removal of stage 0 **Section 13: 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	
V6	01 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 • New SU weblinks **Our Student Charter** • Updated with new SU President's signature **Glossary** • New definitions **Section 1: Student Information**	Registry

Version	Date	Revision description/Summary of changes	Author
		▪ Introduction of fit to sit and fit to submit, outside of award regulations ▪ Clarification of virtual panel and meetings ▪ Introduction of repeat without attendance procedure for undergraduate students only **Section 2: International Student Information** ▪ All student visa information updated in line with the latest immigration requirements. **Section 4: Attendance Monitoring** ▪ Clarification of what is expected from DL students **Section 5: Interrupting, Withdrawing or Transferring Course Internally or to another Institution** ▪ Streamlining of withdrawal, interruption and transfer out procedures ▪ Introduction of transfer of course (internal) regulation and procedure **Section 6: Fitness to Study** ▪ Introduction of Return to Study meeting process **Section 7: Conduct in Assessments and Exams** ▪ Clarification around exam ID checks ▪ Clarification around consequences of disruption in assessments **Section 8: Consideration of Personal Circumstances** ▪ Clarification of outcomes in extension procedure ▪ Removal of poor performance ECs due to fit to submit. **Section 10: Academic Misconduct** ▪ Introduction of proofreading and the use of AI Tools information **Section 11: Fitness to Practise** ▪ Introduction of warning penalty at Stage 1 ▪ New table of examples of fitness to practise breaches **Section 12: Student Disciplinary**	

Version	Date	Revision description/Summary of changes	Author
		▪ New table of misconduct classifications with further examples given **Section 13: 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 ▪ Clarity of complaints route for CP and apprenticeship students **Section 14: Precautionary Measures, Criminal Proceedings and University Investigation** • New section – taken information out of Student Disciplinary and Fitness to Practise and kept in its own section for ease of access and lack of repetition throughout the regulations. Also included to be appliCAMle for Fitness to Study. • Included section on no contact agreements and orders **Section 15: Supervised Work Experience, Work Based Learning, Unpaid Placement Limitations and Unforeseen Placement Termination** • New section – to replace UTSP policy and incorporate work based learning expectations into the regulations.	
V5	01 August 2022	**Throughout the Regulations** • Minor corrections throughout • Addition of nominee for student representation on panels **SU Introduction** • Updated with new SU President's signature • New SU weblinks **Our Student Charter** • Updated with new SU President's signature **Glossary** • New definition **Section 1: Important Information** ▪ Minor alterations ▪ Amendment to covid-19 guidance	Registry

Version	Date	Revision description/Summary of changes	Author
		▪ Addition of SU nominee for student representation on panels **Section 3: Student Finance** ▪ Minor alterations **Section 4: Attendance Monitoring** ▪ Minor alteration to require visa students to have meetings in person **Section 5: Interrupting, Withdrawing, or Transferring from Studies** • Minor amendments to specifically include apprentice students **Section 6: Fitness to Study** • Minor amendments to clarify procedural steps • Addition of signposts • Addition of precautionary measures procedure **Section 8: Consideration of Personal Circumstances** • Addition of guidance for apprentice students **Section 9: Results Appeal** ▪ Minor amendment **Section 10: Academic Misconduct** ▪ Clarification for students on professionally regulated courses ▪ Addition of failure to completed mandatory training being considered when determining outcome ▪ Removal of redundant outcome from Stage 3 **Section 11: Fitness to Practise** ▪ Minor amendment to clarify cases may be brought following student disciplinary proceedings ▪ Clarification of Stage 2 conditions and amendment **Section 12: Student Disciplinary**	

Version	Date	Revision description/Summary of changes	Author
		▪ Addition of investigating cases following SU investigation under SU regulation procedure ▪ Minor amendment ▪ Clarification for confidentiality and sharing of case outcome for apprentice students **Section 13: Student Complaints** • Addition of information for apprentice students • Clarification that complaints cannot be about outcomes issued in other procedures	
V4	01 August 2021	**Throughout the Regulations** ▪ The regulations have been updated to include numerical references for each paragraph to help easily identify areas. **Our Student Charter** ▪ Updated with new SU President's signature. **Community Code of Conduct** • Addition of examples for definitions of bullying, harassment and sexual misconduct as per the OfS guidance. **Glossary** ▪ Updated to include new definition of precautionary measures (used to be referred to as restriction) ▪ Updated to include the terms Reporting and Reported Party in accordance with updates made in Section 12: Student Disciplinary **Section 1: Important Information** ▪ Addition of 'Allegations under the Regulations' for Taught Students **Section 2: International Student Information** ▪ All student visa information updated in line with immigration requirements. **Section 3: Student Finance** ▪ More clearly outlined the appeal process. **Section 5: Interrupting, Withdrawing, or Transferring from Studies** ▪ Addition of limited options for which point a student can return to their studies after interruption.	Registry

Version	Date	Revision description/Summary of changes	Author
		▪ Outlined maximum period of registration. **Section 7: Conduct in Assessments** ▪ Clarification of student's responsibility during online assessments. **Section 8: Consideration of Personal Circumstances** ▪ Updated title to encompass extensions in addition to Exceptional Circumstances. ▪ Addition of self-certified extension requests in accordance with OiA recommendations. ▪ Addition of extension procedure and regulation to provide clarity between that and ECs. ▪ New section (8.12) on Assessments and ECs based on Religious Fasting and Religious Observances. **Section 9: Results Appeal** ▪ Updated wording for 'request a review of a mark or grade' procedure in line with the Regulations for Award. **Section 10: Academic Misconduct** ▪ Updated with some minor rewording **Section 11: Fitness to Practise** ▪ Inclusion of new precautionary measures section (used to be referred to as restriction) and more information regarding criminal proceedings. **Section 12: Student Disciplinary** ▪ Inclusion of new precautionary measures section (used to be referred to as restriction) and more information regarding criminal proceedings. ▪ Addition of reporting party, reported party and witness information. ▪ Addition of alternative reporting tools as per the OfS recommendation ▪ Addition of classification of misconduct levels. ▪ Clarity provided regarding the timeline of the procedure and evidence which can be	

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		submitted by the reporting party as part of the investigation. **Section 13: Student Complaints** • Updated with some minor rewording	
V3	20 November 2020	Replace Tier 4 visa with Student visa throughout	Registry
V2	01 August 2020	**Community Code of Conduct** Inclusion of reference to Sexual Violence and Misconduct	Registry
V2	01 August 2020	**Student Charter** New SU President signature	Registry
V2	01 August 2020	**Glossary** New addition of Sexual Misconduct and Violence definitions	Registry
V2	01 August 2020	**Section 1- Important Information Applicable to all students** Insertion of Car Parking Regulations Removal of legal regulation on smoking on/around campus – plain English emphasis Expansion and clarity of regulation priority for students studying at partner Institutions Clarity added around penalties associated to failure to re-register on time Specific paragraph on students' responsibilities to comply with Covid-19 measures	Registry
V2	01 August 2020	**Section 2 – International Student Information** Introduction of expectations on commutable distances to campus being maintained Re-brand of Tier 1 visa – now defined as a start-up visa throughout Clarity over curtailment of visas following interruptions	Registry
V2	01 August 2020	**Section 3 – Student Finance** Updated to final payment instalment for January PGT starters	Registry
V2	01 August 2020	**Section 4 – Attendance Monitoring** Updated to include online attendance monitoring Tier-4 attendance monitoring update according to Home Office requirements	Registry

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V2	01 August 2020	**Section 5 – Interruption to Study, Withdrawal and Transferring from your Course** New material section added to the Regulation and Procedure – Transferring Minor edits to wording	Registry
V2	01 August 2020	**Section 7 – Conduct in Assessments** Updated with some minor re-wording	Registry
V2	01 August 2020	**Section 10 – Academic Misconduct** Inclusion of Failure to Safeguard penalty at Stage 1	Registry
V2	01 August 2020	**Section 11 – Fitness to Practise** Re-visited and re-worded in line with OiA Good Practice Publication; Revised panel approval; Revised timelines of activities.	Registry
V2	01 August 2020	**Section 13 – Student Complaints** Confirmation that complainant will normally be met with as part of all stage of investigation	Registry