

**REGULATIONS & PROCEDURES FOR TAUGHT STUDENTS**

**2021/22**

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.](https://www.hud.ac.uk/policies/registry/regs-taught)

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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 Clubs or Society, running a life-changing campaign (or for election!), volunteering in the local community 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!

This handbook contains the regulations helping you on your student journey. Our free, independent & non-judgemental [Advice Centre](https://www.huddersfield.su/advice) will be here for you every step of the way.

You can connect with us online [here](http://www.huddersfield.su), or face-to-face by visiting us on Floor 5 of Student Central.

Enjoy your time at Huddersfield,



Natalie Stuart

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 and students work together to advance teaching, learning and the quest for knowledge. We maintain a commitment to freedom of expression and the exploration of complex and sometimes sensitive issues informed by the diverse nature and background of our members. To ensure an accessible and supportive environment we aim to foster an atmosphere of respect and understanding which embraces the diversity of our members and promotes respect for individuals.

To help maintain and develop good relations within our university community this Code of Conduct draws together the principles which underpin appropriate behaviour. The Code applies to all staff and students when on campus, online within a teaching environment in addition to any social media activity, 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:

## 1. Respect and courtesy

You should exercise consideration for others. You should be respectful and courteous, and act towards others and their property as you would want them to act towards you and your property. You should arrive to classes and meetings on time. You should also be mindful about the use of electronic devices in classes, your social media usage and how this may impact on others.

## 2. Professionalism

You are accountable for your actions and should behave professionally and apply ethical standards to your work.

## 3. 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.

## 4. Community

You should show commitment to the University, its mission and aims and, to that end, adhere to its rules and regulations, contribute to its academic and social life, and protect its good name. This includes your actions within the wider community when you are not on campus and any additional measures or restrictions which the University puts in place, 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 student disciplinary.

## 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:

* Academic or research misconduct;
* disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University;
* breach of the regulations which students accept as a condition of enrolment;
* behaviour which, in the reasonable opinion of the University, brings the University into disrepute;
* breach of professional conduct;
* conduct which may be regarded as a breach of the criminal law;
* misuse of alcohol, drugs and legal highs;
* bullying, harassment or discrimination, including the use of discriminatory language (we use the definitions of discrimination formally adopted by the UK government, and other associated legal advice). This Behaviour can make a person feel offended, intimidated or humiliated if it occurs because of, or connected to, protected characteristics. Examples include, but are not limited to;
	+ Humiliation to a person owing to a protected characteristic e.g. their religion
	+ Unwarranted physical contact or threatening gestures
* physical, written, or verbal abuse or intimidation, including in communications via social media or within an online teaching environment;
* 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).
* fraud, deceit, deception or dishonesty;
* action likely to cause injury, impair safety or raise false alarm on University premises;
* damage to property, including the placing of posters and signs, caused intentionally or recklessly, and theft or misappropriation of such property;
* misuse or unauthorised use of University premises or items of property;
* dropping litter of any description on University premises whether inside or outside buildings or smoking in unauthorised areas;
* vexatious, reckless or malicious allegations against other students, staff or members of the public;
* misuse of a student ID card;
* failure to give your name and student ID card to a member of staff when asked;
* failure to comply with a previously imposed penalty or instruction under any University regulation, policy or procedure;
* unacceptable behaviour or actions as set out in other policies, procedures and regulations of 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 Mission

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

## Union Mission

To make student life better.

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

Vice-Chancellor on behalf of Senate SU President on behalf of the Students'

Union

|  |  |
| --- | --- |
| Signature of Professor Bob Cryan | Signature of Natalie Stuart |

**Professor Bob Cryan Natalie Stuart**

# **Glossary**

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

|  |  |
| --- | --- |
| **Term** | **Definition** |
| **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**  | 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 Extenuating 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.  |
| **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. You 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 Board (CAB)** | 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. |
| **Director of Registry** | 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.  |
| **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.  |
| **Extenuating Circumstances** | Any circumstances that we approve through our EC 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](https://www.hud.ac.uk/policies/registry/regs-taught/code-of-conduct/). |
| **Independent Evidence**  | Evidence 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.  |
| **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. |
| **Material Irregularity** | A substantial mistake in our procedure that is likely to have changed the outcome of the matter. |
| **Minor Disciplinary Breach**  | A form of misconduct which breaches our policies and disciplinary procedures and results in limited impact or harm. |
| **Mitigation** | The independent evidence of the circumstances you would like us to consider for a lesser penalty.  |
| **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**  | A senior member of university staff who holds this job title, or their nominee. |
| **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. |
| **Report** | 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.  |
| **Reporting Party** | A person who reports an incident, behaviour, or a concern to the University via the Student Disciplinary Procedure. |
| **Responding Party** | A person who receives a report about their behaviour or an incident they were involved in via the Student Disciplinary Procedure. |
| **School** | The University is split into 6 schools, where related subject areas are managed and taught. |
| **School Manager** | The senior professional services manager in one of the university’s seven schools, or their nominee. |
| **School Support Services** | A range of pastoral and academic support services available within each school. |
| **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](https://www.hud.ac.uk/policies/registry/regs-taught/code-of-conduct/).  |
| **Student Conciliator** | Amember of university staff who has been trained to try and help students to resolve their problem with the university. The conciliator is impartial and will work with you to try to provide a reasonable solution to the problem, if this is possible. |
| **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. |
| **Tutor Reassessment** | When you have not met the pass criteria for an assessment you may be allowed to re-attempt that work before to Course Assessment Board. That work will be capped at the minimum pass mark.  |
| **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** | This is a form of restorative justice. 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** | The University of Huddersfield and its staff members. |
| **Vice Chancellor** | The senior member of university staff who holds this job title, or their nominee. |
| **We** | 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. |
| **Working day** | Any day between Monday and Friday when the university is open.  |
| **You**  | The student who is using the procedure. |

# **SECTION 1: Important Information Applicable to all Students**

You should read the following information fully and in addition to the [Key Facts](https://www.hud.ac.uk/registry/current-students/taughtstudents/key-facts/) information. It sets out what is expected of you and of us.

You should seek impartial advice and support from the Students’ Union Advice Centre if you are unclear or require support on the information listed below.

## 1.1. Enrolment

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

* You will officially register as a student on your course using the University’s online enrolment process.
* 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 registry@hud.ac.uk 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. .
* If you feel that you cannot commence your course as planned, you should contact the Student Recruitment Team (or International Office if you are an overseas student). You may be able to defer your place to start the following academic year.
* 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 card.
* 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 campus 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 campus 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](https://www.hud.ac.uk/welcome/)

## 1.2 Reregistration

1.2.1 You are required to reregister for the next stage of your course on an annual basis. Normally this is completed via an online process, which can be done on or off campus during a limited period.

* You must complete reregistration within three weeks of your course start date, otherwise you may be withdrawn from the course.
* Exceptions may apply to non-standard year courses.
* If you cannot continue your course as planned, you should contact your School Office. You may be able to interrupt your studies.
* You are not entitled to receive tuition or to use the University’s facilities until you have completed the reregistration procedure.
* It is your responsibility to ensure that your correct name has been recorded on the student records system in full (guidance on how to change your name is provided in the Change of Name section 1.8 below).
* No shortened versions of forenames or punctuations are acceptable.
* Award certificates will not usually be re-issued in a different name to that recorded at the Course Assessment Board and on the student records system.
* You can access information about re-registration on our [Re-registration webpage](https://students.hud.ac.uk/studies/records/student/#!)

## 1.3 Late Registration Penalty

1.3.1 A penalty applies to students who fail to reregister during the official reregistration period. If you fail to reregister by the deadlines established, you will lose access to the University IT Systems, including your e-mail account. If you fail to re-register as expected then your registration with the University will be withdrawn.

## 1.4 Appeal against Administrative Withdrawal

1.4.1 If you are withdrawn for failure to re-register, you have the right to appeal the decision. Any appeal must be submitted in writing to the Head of Student Finance and Records and, except for good reason, must be lodged within 10 working days of the withdrawal letter. Any such appeal may only be on the grounds of:

* A procedural irregularity; or
* You can demonstrate, with supporting evidence, that you were subject to personal extenuating circumstances that resulted in you being unable to respond to requests to enrol or reregister.

1.4.2 The decision of the Head of Student Finance and Records will be final.

## 1.5 Student ID Card

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

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

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

## 1.6 Email Correspondence

1.6.1 You will be contacted primarily through your student email address. It is your responsibility to ensure that you check this regularly. Computing and Library Services can provide guidance on how to forward your University email account to your preferred external email account.

## 1.7 Change of Address

1.7.1 You should update your personal details electronically via the [Student Portal](http://portal.hud.ac.uk/) and click on My Details. You must ensure that both your home address and your term time address are completed and up to date at all times; these should be your details and not those of an agent. You should not use the University’s address to receive mail on your behalf.

## 1.8 Change of Name

1.8.1 It is your responsibility to ensure that your correct name has been recorded in full on the University Applicant and Student Information System (ASIS).

1.8.2 You should advise either the School Office or the Student Records Team of any change in name and must provide documentary evidence, for example a statutory declaration signed by a solicitor or Justice of the Peace, a Deed Poll, a marriage or civil partnership certificate or a passport as soon as possible following the name change.

1.8.3 No shortened versions of forenames or punctuations are acceptable.

1.8.4 Award certificates will not be re-issued in a different name to that recorded at the Course Assessment Board (CAB) and on the University Applicant and Student Information System (ASIS). Exceptionally, there may be occasions where a certificate needs to be issued in a different name to that recorded at the CAB, the grounds for these exceptions are as follows;

* Evidence to show change of identity due to witness protection
* Evidence of a Gender Recognition Certificate

## 1.9 Registering for Modules

1.9.1 It is your responsibility to ensure that your module choices have been made and correctly recorded. In addition, it is your responsibility to ensure you have registered to the full amount of credits and modules required for your year of study, full-time or part-time.

## 1.10 Change of Course

1.10.1 If you wish to change your course you must discuss this with your School who will advise on your options.

1.10.2. 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.

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

## 1.11 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.

## 1.12 Parking

1.12.1 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](https://www.hud.ac.uk/media/policydocuments/Car-Parking-Regulations.pdf) for further guidance.

1.12.2 If you are identified as parking inappropriately, in areas restricted for staff use or parking your car in a restricted area on campus grounds without specified and approved permission, you will be subject to our [Student Disciplinary Procedure.](https://www.hud.ac.uk/registry/current-students/taughtstudents/studentdisciplinary/)

## 1.13 Students Studying in Partner Institutions

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

## 1.14 Allegations under the Regulations for Taught Students

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

1.14.2 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.

1.14.3 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.

1.14.4 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.

1.14.5 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.

## 1.15 Emergency Regulations

1.15.1 There may 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 UTLC and Senate.

1.15.2 The Emergency Regulations are available on our website:

* For students on taught courses: <https://www.hud.ac.uk/policies/registry/awards-taught/section-e/>
* For postgraduate researchers:

<https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/>

## 1.16 Covid-19

1.16.1 During the academic year 2021-22, it is likely that the University will from time to time need to impose additional obligations on our students, in order to comply with government guidance on the management of Covid-19. These requirements are likely to include, but are not restricted to, social distancing measures and additional hygiene protocols. You are expected to observe these requirements at all times and if you do not, you will be subject to our Student Disciplinary Procedure.

## 1.17 Additional Relevant Policies

1.17.1 In addition to these regulations, you should also be aware of and comply with the following policies:

* [**Data Protection Policy**](https://www.hud.ac.uk/media/policydocuments/Data-Protection-Policy.pdf) – this sets out how your personal data should be processed by members of the University in order to be compliant with data protection legislation.
* [**Student Privacy Notice**](https://www.hud.ac.uk/media/assets/document/informationgovernance/dataprotection/PrivacyNotice-Students.pdf) – this sets out how the University of Huddersfield processes personal data and who it shares your Information with.
* [**Equal Opportunities and Diversity Policy**](https://www.hud.ac.uk/media/policydocuments/Equal-Opportunities-And-Diversity-Policy.pdf) – this document sets out our commitment to the promotion of equality of opportunity at the University of Huddersfield
* [**Freedom of Speech & External Speakers Policy**](https://www.hud.ac.uk/media/policydocuments/Freedom-ofSpeech-and-External-Speakers-Policy.pdf) – this policy protects your right to express an academic opinion and sets out the rules for speakers coming on to campus.
* [**Health & Safety Policy**](https://staff.hud.ac.uk/healthandsafety/policy/) – sets out how you can ensure you study in a safe and secure manner.
* [**Intellectual Property Policy**](https://www.hud.ac.uk/media/policydocuments/Intellectual-Property-Policy.pdf) – sets out who will own the Intellectual Property Rights in your work.
* [**Research Ethics and Integrity Policy**](https://www.hud.ac.uk/media/policydocuments/Research-Ethics-and-Integrity-Policy.pdf) – sets out your responsibilities to ensure any research you undertake is carried out in an ethical manner and is properly approved.
* [**Safeguarding Policy**](https://www.hud.ac.uk/media/policydocuments/Safeguarding-Policy.pdf) – sets out your responsibilities in relation to vulnerable members of the University community.
* [**Whistleblowing Policy**](https://www.hud.ac.uk/media/policydocuments/Whistleblowing-Policy.pdf) – sets out the procedure to follow if you wish to draw attention to any wrongdoing.
* [**Social Media and Communications Policy**](https://www.hud.ac.uk/media/policydocuments/Student-Social-Media-and-Communications-Policy.pdf) – sets out your responsibilities when using social media which directly or indirectly represents or refers to the University, its staff, students and partners.
* [**Audio and Video Capture Policy**](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hud.ac.uk%2Fmedia%2Fpolicydocuments%2FAudio-and-Video-Capture-Policy.pdf&data=04%7C01%7CA.Miller%40hud.ac.uk%7C4519d676eead422293aa08d8de0d149d%7Cb52e9fda06914585bdfc5ccae1ce1890%7C0%7C0%7C637503495069234575%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rMDyEglaFYqSdGDNdwHOF%2Fwaq0E4gyh2oVYy7iFU41c%3D&reserved=0) – sets out how we will use our Hudstream audio and video lecture system.
* [**Proof Reading Policy**](https://www.hud.ac.uk/media/policydocuments/Proof-Reading-Policy.pdf) – you are advised to read this policy if you are considering using proof-reading services in connection with assessed work.
* [**Credit Control and Debt Management Policy**](https://www.hud.ac.uk/media/policydocuments/Credit-Control-and-Debt-Management-Policy.pdf) – sets out how we manage any debts owed by students.
* [**Student Protection Plan**](https://www.hud.ac.uk/media/policydocuments/Student-Protection-Plan.pdf) – sets out a summary of the policies and procedures which we have put in place to ensure the continuity and quality of your study from enrolment to completion of your studies.
* [**Computing Facilities Policy**](https://www.hud.ac.uk/media/policydocuments/Computing-Regulations.pdf) – sets out our expectations when using the University’s computing facilities
* [**IT Security Policy**](https://www.hud.ac.uk/media/policydocuments/IT-Security-Policy.pdf) – set outs how we will handle IT Security and what actions we will take if that is breached
* [**Personal Academic Tutoring Policy**](https://www.hud.ac.uk/media/policydocuments/Personal-Academic-Tutoring-Policy.pdf) **-** This document sets out the expectations of the University for PATs in order to ensure equitable treatment of our students
* [**Policy on Support for Pregnant Students and New Parents**](https://www.hud.ac.uk/media/policydocuments/Policy-on-support-for-pregnant-students-and-new-parents.pdf) – This document sets out how the University will support new parents and pregnant students
* [**Student Wellbeing and Mental Health Support Framework and Guidance**](https://students.hud.ac.uk/media/universityofhuddersfield/studentsx27website/helpandsupport/documents/StudentMentalHealthGuidance2019.pdf) **-** This document sets out how we intend to support you if you are experiencing mental health difficulties
* [**Unforeseen Termination of Student Placement Policy**](https://www.hud.ac.uk/media/policydocuments/Unforeseen-Termination-of-Student-Placements.pdf)- This document sets out how we take into consideration unforeseen circumstances which may not be within your control, may impact your Supervised Work Experience (SWE) or Work-Based Learning (WBL) and may need to be terminated earlier than expected or deemed incomplete.

# **SECTION 2: International Student Information**

## 2.1 Right to Study

2.1.1 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 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 you arrive, 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.

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.

2.2.6 If your visa requires you to register with the police, you must do so within seven days of arrival in the UK, and again within seven days of any change in personal circumstances. You must provide the University with evidence of police registration on request.

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

## 2.3 Obligations on Student / Tier 4 (General) 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 ATAS clearance, you must obtain this before you apply for a visa or before you transfer into a course for which you require clearance. <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/>

2.3.4 You must tell us if:

* You change address. You can do this using “My Details” online, by going to your School office or by advising staff in the International Office;
* You obtain a new passport;
* Any of your personal circumstances change (e.g. marriage, divorce, illness, or planned absence);

## 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.
* If we find that you have not been attending scheduled classes, seminars, tutorials and appointments with academic supervisors regularly, you will be required to report to the International Office within 5 working days. Attendance and reporting may be online or on campus, depending on current government advice in relation to the global pandemic. If you fail to report, we will apply immediate sanctions and your access to all university systems will be blocked. This includes Brightspace, Turnitin and your university email account.
* If we find that you continue not to attend and engage as we expect, you will be required to report to the International Office again, within 5 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 5 days, we will withdraw you from your course and withdraw sponsorship of your visa, both with immediate effect.
* Attendance on campus at the University is monitored and you must register your attendance at all scheduled classes, 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 use your card to swipe fraudulently, we will immediately begin attendance monitoring disciplinary measures which could include revoking your visa.
* In addition to identity card swipes, attendance is monitored by spot checks conducted by your School. We will take immediate action, if there is any discrepancy between the swipe system and the spot check. You will be required to report to the International Office, within 5 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 5 days, we will withdraw you from your course and withdraw sponsorship of your visa, both with immediate effect.
* Any authorised absences must be approved in advance by visiting your School in person, unless we make an exception in response to extraordinary circumstances when you will be permitted to meet with us online. The School will then formally record the reason on your attendance record.

## 2.5 Work

* If you have a part-time job, you must not work more than the permitted maximum number of hours under the Immigration Rules. You must never schedule paid work that conflicts with required attendance at the University.
* You may not be 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.
* Unless you have been exceptionally permitted to register for distance learning provision, , you must live within a reasonable commuting distance of the University so that you are able to attend all scheduled classes, seminars, tutorials or activities with an academic supervisor and fully engage with your course on campus. Exceptions may be made due to covid-19 restrictions, if this is the case you will be informed.
* Reasonable commuting distance will be assessed on a case-by-case basis and requirements may vary dependent on the academic requirements of the programme and the circumstances of the student. We may delay your enrolment at the University or curtail your visa if you are unable to demonstrate that you live within reasonable commuting distance. Travel distance and financial difficulties arising from excessive commuting distances will not be taken into account as mitigating circumstances if you breach your visa conditions or the [Attendance Monitoring Regulation](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/).
* You are expected to fulfil the requirements of the [Attendance Monitoring Regulation](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/).
* 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 or Short Term Study Visas

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 From 1 December 2020, the [Short-term study visa](https://www.gov.uk/visa-to-study-english) route is for only those students who are coming to study an English language course in the UK having a duration between 6 and 11 months

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](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) 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 Doctorate Extension Scheme

2.9.1 If you have completed your degree and we are sponsoring you under the Doctorate Extension Scheme, you must comply with Home Office and University requirements. These requirements are issued to you before a CAS is processed for applications to the scheme. If you do not comply, we are required to report you to the Home Office.

2.9.2 If you have been sponsored by the University under this scheme, you may subsequently switch into another appropriate visa category, subject to satisfying the relevant criteria.

2.9.3 The DES scheme will close to new applicants on 1 July 2021 and eligible graduates will be able to apply under the Graduate Route

## 2.10 Tier 1 Start-up Visa

2.10.1 Eligible students may apply to join the Tier 1 Start-up visa route which will allow you to stay in the UK for months (extendable to establish a new and innovative business in the UK.

2.10.2 We are required to endorse applications under this scheme and subsequently monitor successful applicants. If you would like to apply for this scheme, you should follow the University’s published procedures before securing formal endorsement.

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

## 2.11 The Graduate Route

2.11.1 This new graduate immigration route will allow 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.

2.11.2 Those with leave under the Graduate Route will not be sponsored by the University.

2.11.3 Full time study is not permitted for those with leave under the Graduate Route.

## 2.12 Visa Renewals

2.12.1 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.

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

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

* You are not a debtor;
* Your attendance record and engagement with your studies meets Home Office and the University’s requirements
* You comply with all the requirements of this handbook, as well as meeting any specific course requirements as stipulated in the relevant course handbook
* We are not aware of any other reason for potential visa refusal, e.g. overstaying, breach of working conditions, lack of funding or any breach of or failure to meet the relevant Government regulations
* If you are an applicant who is a sponsored student applying for the Doctorate Extension Scheme, you have obtained written consent from your sponsoring body.

2.12.4 We will not issue a secure reference number for Tier 1 Start-up Visa applicants unless you meet the following conditions:

* You attend compulsory information sessions;
* You submit an expression of interest;
* You obtain confirmation from the International Office that you are eligible to apply;
* You submit a formal business plan;
* If you are sponsored by a Government or other organisation, you provide the express written consent of your sponsor;
* You return a signed copy of the University’s Graduate Entrepreneur Scheme agreement.

2.12.5 Whilst we will provide every support to assist students through the visa renewal process, we cannot take responsibility for the outcome of renewal applications.

2.12.6 We will not be able to assist you with an application under the Graduate or Tier 1 start-up visa routes.

## 2.13 Interruption of Studies Information for International Students

2.13.1 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.

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

2.13.3 An interruption to your studies will normally result in your visa being curtailed 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.

# **SECTION 3: Student Finance Regulation**

## 3.1 Regulation Introduction

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

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

3.2.4 In certain circumstances, we can accept payment by instalment. The Student Finance Office can give you full details of how to do this.

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

* For courses starting in September: 50% prior to enrolment and 50% by 31 January
* For courses starting in January: 50% prior to enrolment and 50% by 31 May

3.2.6 If you do not pay at least 25% of your full tuition fee or provide proof of acceptable sponsorship, you will not be permitted to enrol. 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.

## 3.3 Settlement of Outstanding Tuition Fees and Consequences of Non-Payment

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

3.3.2 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.

3.3.3 If we withdraw 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 & Enterprise) for research students to review, within 10 working days of the date of the withdrawal letter.

3.4.2 You must submit supporting evidence to support your 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 withdrawal letter and tell us what your evidence consists of and when you expect to provide it to us.

3.4.3 If you submit your appeal later than 10 working days after the date your withdrawal letter was sent to you, you will need to provide independent evidence to explain why you could not have submitted your appeal to us any sooner. This is in addition to the evidence required to support your appeal. If you do not send us appropriate independent evidence to allow your late appeal to be considered, your appeal will be rejected on the basis that it was submitted late. No further details of your appeal will be considered.

3.4.4 You can only appeal on the following grounds:

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

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

3.4.6 If your appeal is approved:

* 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 rejected:

* 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).

3.4.8 Independent review of the Withdrawal Appeal decision:

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

## 3.5 Outstanding Tuition Fees

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

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

3.5.2 If you are an overseas student with a student visa and your tuition fees remain outstanding six months after the end of the month in which you enrolled, we will report this to the Home Office. It is a breach of your visa conditions and you may be deported from the United Kingdom.

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

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

## 3.6 Award of Credit for Students Withdrawn through Non-Payment of Fees

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

## 3.7 Re-sit Tuition Fee Charges

3.7.1 If you are required to repeat a module because you have not passed it, you will be charged the appropriate module fee. If you are required to re-sit previously failed modules on an assessment only basis, you will be charged 50% of the module fee.

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

## 3.8 Tuition Fee Refunds

3.8.1 If you are required to pay tuition fees and you withdraw or interrupt your studies during the 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. For students leaving in:

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

\* If you are an overseas student who has paid a non-refundable deposit and you leave in Term 1, the non-refundable deposit will be lost. If you are an overseas student leaving in Term 2 or Term 3, the above tariff will apply.

## 3.9 Ancillary charges

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

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

3.9.2 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**

You should seek impartial advice and support from the Students’ Union Advice Centre, your School student support systems or the University Well-being services if you are struggling to attend your timetabled sessions**.**

## 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 available during all term time weeks. 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 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, 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, using our online reporting system; this includes absence due to shielding, isolation or quarantine. This replicates expectations in the workplace and we expect you to behave in a professional manner when you are managing your absence. Your school may ask for independent evidence to support why you need to be or have been absent.

4.1.4 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, ‘Fit to sit’ policy and extenuating circumstances (ECs) procedures, and not under its attendance policy and procedures.

4.1.6 You must carry your student ID card with you at all times and make your card available to any member of University staff that asks to see it. If you refuse to allow a member of staff to see your student ID card this will be considered to be a breach of the Student Disciplinary Regulation ([Section 12](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/)).

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

4.1.8 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](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/)).

## 4.2 Spot Checks

4.2.1 Your attendance will also be monitored by random spot checks. These will be carried out by your school. 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](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/)) 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](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/)) and an investigation under that procedure will take place.

## 4.4 Additional Information on Right to Study

4.4.1If 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 are a student visa student 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 your school.

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 5 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 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

4.5.1 If you are not able to attend university or join a planned face to face or online live session you must inform your school 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.

## 4.6 Additional Information for Students Required to Repeat Failed Modules with Attendance

4.6.1 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 should consult your school (and the International Office if you are studying on a student visa) for advice.

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**

**4.7 Procedural Introduction**

4.7.1 You are required to attend all of your timetabled sessions. This includes all your timetabled classes online. Your attendance is monitored throughout your studies and records are kept relating to the level of attendance you have.

4.7.2 You should always contact your school 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.

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 should read the procedure that is relevant to you and ensure you have fully understood it. If you are not clear which procedure applies then you should contact the Students’ Union Advice Centre or your School.

4.7.5 Where there are deadlines within our procedures, we expect you to keep to these, unless you have compelling independent evidence to show why you could not do this. We are also expected to meet our deadlines but there will occasionally be times when we are unable to do this for good reason. If so, we will let you know why and keep you informed of progress.

## 4.8 HOME STUDENT PROCEDURE

4.8.1 We strongly encourage you to respond to our messages as this will enable us to help you as quickly and effectively as possible. We want to help you get back on track wherever possible. If you do not engage with us at all, we may interrupt your studies for the year or withdraw you completely from the course.

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 by telephone or video conference.

## 4.8.3 Stage 1

If your attendance deteriorates, you will be notified by your school and signposted to the help and support which is available. We will also invite you to talk to someone in your school 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 arrange a meeting to support and improve your attendance. However, it may be that after the meeting we recommend that you consider interrupting 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.

**4.8.6 Stage 4**

If you fail to respond to us at Stage 3 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. 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; or
* you should be withdrawn from your course and the University.

## 4.8.7 Appealing against a 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 material irregularity has occurred during the process that lead to your withdrawal/interruption; and/or
* You have extenuating circumstances, 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](https://www.hud.ac.uk/media/universityofhuddersfield/content2013/services/registry/AttendanceMonitoringWithdrawalAppealForm.docx) in full and email it, with your evidence, to AttendanceMonitoring@hud.ac.uk.

4.8.7.3 Your appeal must be submitted 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. If your appeal is submitted late and without a good reason, that can be independently evidenced, we will reject your appeal on the basis that it has been submitted late.

4.8.7.4 We 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 evidence. We will send you the outcome by email and we will explain the reasons for our decision. This decision will be final and will bring to an end the University’s internal procedure. There are no further stages of appeal and we will issue you with a completion of procedures letter at this stage.

4.8.7.5 If your appeal is successful we will notify you and your school of the outcome. If your appeal is unsuccessful then the original decision made by your school will remain.

## 4.8.8 Independent review of our final decision

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 STUDENT VISA 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 classes and to be fully engaged with your course. 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.

## 4.9.4 Attendance Monitoring Informal Meeting

4.9.4.1 If your attendance percentage falls below the expected standard then you will be notified by your school and you will be invited to attend a meeting to discuss your attendance with an appropriate member of staff. You are **required** to attend this meeting.

4.9.4.2 The purpose of the meeting is to be supportive and is an opportunity for you to discuss your circumstances where they are impacting your ability to fully engage in your studies. During this meeting we will highlight the requirements of your visa and the support mechanisms you can use so that your attendance improves.

4.9.4.3 When you meet with us we expect you to be honest and openly discuss the reasons for your non-attendance so that we can support you to improve.

4.9.4.4 You are required to attend the meeting but if you are unable to attend for a good reason, which can be independently evidenced, and you tell us by emailing your school, 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.

4.9.4.5 If you do not tell us in advance that you are unable to attend the meeting and you do not attend then you will be required to attend a formal meeting. At this point we will review your profile to determine if you should be withdrawn from your course.

## 4.9.5 Attendance Monitoring Formal Meeting

4.9.5.1 If your attendance causes a serious concern because of the amount of teaching you have missed or you did not attend the informal meeting, your school will invite you to attend a formal meeting. The purpose of this meeting is to consider whether you are able to continue with your studies at this time.

4.9.5.2 If you are a sponsored student, we will notify your sponsor about this meeting and they will be offered the opportunity to attend.

4.9.5.3 You will be given 5 working days’ notice and informed of the date and time of the meeting, where it will be held and who will be present. You are **required** to attend this meeting and you can bring a supporter with you, usually an adviser from the Students’ Union Advice Centre.

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 We expect you to attend the meeting but if you are unable to attend for a good reason, which can be independently evidenced, and you tell us by emailing your school, 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 tell us in advance that you are unable to attend the meeting and you do not attend, we will withdraw you from the course due to your lack of engagement.

4.9.5.7 If we decide that you cannot reasonably continue with your studies at this time, we will explain our decision and how it was reached. 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; or
* you should be withdrawn from your course and the University.

4.9.5.8 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.

4.9.5.9 As 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.

4.9.5.10 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.

4.9.5.11 We will send you an email no later than 5 working days after the date of your meeting to confirm the outcome.

## 4.9.6 Appealing against a decision made at the Formal Meeting

4.9.6.1 You can appeal the decision made at the Attendance Monitoring Formal Meeting if you meet one or both of the following grounds:

* You can demonstrate that a material irregularity has occurred; and/or
* You have extenuating circumstances, which can be independently evidenced, 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](https://www.hud.ac.uk/media/universityofhuddersfield/content2013/services/registry/AttendanceMonitoringWithdrawalAppealForm.docx) in full and email it, with your evidence, to AttendanceMonitoring@hud.ac.uk.

4.9.6.3 Your appeal must be submitted 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. If your appeal is submitted late and without a good reason, that can be independently evidenced, we will reject your appeal on the basis that it has been submitted late.

4.9.6.4 We 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 evidence. We will send you the outcome by email and we will explain the reasons for our decision. This decision will be final and will bring to an end the University’s internal procedure. There are no further stages of appeal and we will issue you with a completion of procedures letter at this stage.

4.9.6.5 If your appeal is successful we will notify you and your school of the outcome. If your appeal is unsuccessful then the original decision made by your school will remain.

## 4.9.7 Independent review of our final decision

4.9.7.1 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 from Studies Regulation**

We would advise you to seek impartial advice and support from the Students’ Union Advice Centre, if you wish to interrupt or withdraw from your studies.5.1 Regulation Introduction

## 5.1 Regulation Introduction

5.1.1 This procedure may be right for you, if you are considering interrupting, withdrawing or transferring from your studies here at the University of Huddersfield. 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 Tier 4 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](https://www.hud.ac.uk/international/) 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 point in which 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 same point as you interrupted the previous year. **All marks** for assessments submitted up to that point are kept on your profile.

4. You return to study at the same point as you interrupted the previous year. 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, the International Office and other support services based in your school.

5.2.4 During an approved interruption of study, you should not formally engage with your course, attend classes, 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 pregnant student policy;
* Medical or health reasons;
* Bereavement;
* Work;
* Family commitments;

Financial commitments.

## 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 you have passed before you withdrew. Where your total credit achieved meets the requirements for an interim award, you will be awarded this at the next available Course Assessment Board.

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 admissions team and refer to section 3.3 of the Regulations for Awards if you received an interim 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.

## 5.4 Transferring

5.4.1 Transferring 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.

5.4.2 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.

5.4.3 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.

5.4.4 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 interim award, you will be awarded this at the next available Course Assessment Board. If you are eligible for an interim 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.

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

# **SECTION 5: Interrupting, Withdrawing or Transferring from Studies Procedure**

## 5.5 Interruption of Study Procedural Introduction

5.5.1 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.

5.5.2 You should then complete the Interruption of Studies Form and submit it to your school office. Your school will advise you if you need to submit any supporting documentation.

5.5.3 If your interruption of studies is approved, your student ID campus card will be de-activated 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.

5.5.4 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 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 Board (CAB) upon your return to the University for consideration.

5.5.5 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 Team to clarify your University fee requirements.

5.5.6 If you have any approved Extenuating Circumstances on your profile prior to interruption, these will be removed once you return to your studies.

## 5.6 Information for International Students: Interruption of Studies

5.6.1 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.

5.6.2 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.

5.6.3 You are strongly recommended to discuss your circumstances with the International Office before making a decision.

## 5.7 Timings and Deadlines

5.7.1 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).

5.7.2 The University requires all students to complete their programme within a set period from initial registration, regardless of individual circumstances. **The maximum period of registration** for a full-time taught student is the length of the course as set out in the programme specification document plus 2 years and for part-time students, pro-rata. If a student is unable to achieve their award within the maximum period of registration, they will be withdrawn from their course and any interim award will be conferred, as appropriate. External bodies or individual programme specifications may impose other timeframes. We may refuse to allow you to interrupt your studies, if it would then be impossible for you to complete your studies within the appropriate timeframe.

5.7.3 The maximum period of interruption will normally be one academic year. Astudent’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 CAB will confer any interim award to which the student is entitled.

5.7.4 Only in exceptional circumstances will we consider requests for an interruption of studies in two consecutive years. These requests should be submitted to the Dean of your School.

## 5.8 Accommodation and Council Tax

5.8.1 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](https://www.huddersfield.su/advice) and the [Student Finance Team](https://students.hud.ac.uk/finance/).

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

5.8.3 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.

5.8.4 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.

5.8.5 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.

## 5.9 Funding and Student Finance (Undergraduate)

5.9.1 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.

5.9.2 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 of attendance, this is not always the date of your requested interruption. Normally, all funding is suspended from that date.

5.9.3 When you return to your studies, we will notify your funding provider that you have returned. You must speak to our Student Finance Team to understand how this will impact you.

5.9.4 If your last date of attendance 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.

5.9.5 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’.

## 5.10 How interruption affects your entitlement

5.10.1 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 evidence 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 Team](https://students.hud.ac.uk/finance/) to understand how this will impact you.

## 5.11 Funding and Student Finance (Postgraduate Taught)

5.11.1 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.

5.11.2 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.

## 5.12 Contact during your interruption

5.12.1 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 or a member of the student support team. This is not compulsory but we recommend you keep in touch with us as this can help you settle in more quickly when you return.

5.12.2 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.

## 5.13 Returning to your studies

5.13.1 If you are returning from a period of interruption that was taken for health and wellbeing reasons, you may be required to provide medical evidence 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 Services team, your PAT and/or the school support team before you will be allowed to re-enrol.

5.13.2 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 School Office 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.

5.13.3 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.

5.13.4 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.

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

## 5.14 Withdrawal procedure

5.14.1 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 or the Students’ Union Advice Centre. They can offer you advice on the process and discuss the implications of the decision alongside any alternatives we may be able to offer you.

## 5.15 Applying for a withdrawal

5.15.1 To withdraw from your studies you will need to complete the [Withdrawal Form.](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/)

5.15.2 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 Card to either your school office or 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.

5.15.3 You must withdraw prior to the start of the main assessment period for your course.

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

## 5.16 Fee liability for withdrawing students

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

5.16.2 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](https://students.hud.ac.uk/finance/).

## 5.17 Accommodation and Council Tax

5.17.1 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 Team.

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

5.17.3 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.

5.17.4 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.

## 5.18 Transferring procedure

5.18.1 If you decide that you want to transfer to another University here are some steps you should follow.

5.18.2If you are thinking of transferring from the University of Huddersfield to another University:

* Book an appointment to speak with an Adviser to discuss your options ([Careers](https://students.hud.ac.uk/opportunities/careers/contact-us/) or [back on track](https://students.hud.ac.uk/help/wellbeing/back-on-track/) – both have information and encourage a face to face appointment)
* 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](http://www.hudlets.su/).
* 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.
* If you do decide to transfer to another University you will need to permanently withdraw from the University of Huddersfield. If you have completed and passed enough credits then you may be eligible for an interim award which will be issued to you once your results have gone through the formal procedure.
* You should contact the [Student Finance](https://students.hud.ac.uk/help/finance/contact/) Team to discuss your fee liability to both Universities. It is important that you establish what the fee charge will be at your new University before you transfer. Your eligibility and entitlement for future funding may be affected if the new course has a different duration to your current course or if you have to repeat years.
* If you are an overseas student transferring Universities will have implications for your immigration status and Visa. You need to contact the [International Office](https://students.hud.ac.uk/help/international/contact/) to discuss this.

5.18.3 If you have followed the above steps and decide that you want to transfer you will need to contact your School as soon as possible and they will support you in completing the relevant forms.

# **SECTION 6: Fitness to Study Regulation**

You should seek impartial advice and support from the Students’ Union Advice Centre if you are unclear or require support on the information listed below.

## 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 ‘fitness to study’ relates to your ability to participate safely, independently and successfully in academic study and student life generally at the University.

6.1.3 This regulation will only apply to you if you are very ill and/or we have serious concerns about your wellbeing. We will act promptly in these circumstances, as our early intervention may prevent a situation developing into a crisis at a later stage.

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 impacts on your fitness to study because it prevents you from engaging with your studies and/or functioning more widely as a member of the University community. Examples of possible concerns about your fitness to study include:

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

## 6.2 Interruption due to impaired Fitness to Study

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. If you are unable to engage with us, we may determine that you are unfit to study at present and we could interrupt your registration until you are well enough to return to your studies. In this case, we will make all reasonable efforts to consult with you and explain why we have made this decision.

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 medical evidence 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 Services team, your PAT and/or the school support team before you will be allowed to re-enrol.

## 6.3 Withdrawal due to impaired Fitness to Study

6.3.1 In an extreme case, we may withdraw you from your course. In this case, we will make all reasonable efforts to consult with you and explain why we have made this decision; however, there may be circumstances when this is not possible.

**SECTION 6: Fitness to Study Procedure**

## 6.4 Procedural Introduction

6.4.1 We recognise that sometimes you might behave unacceptably because you are ill. In these circumstances, it may be inappropriate to follow our Student Disciplinary procedures. Instead, we will use our Fitness to Study procedure to provide a supportive process.

6.4.2 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.

6.4.3 The procedure has three stages:

* Stage 1: Initial and/or emerging concerns
* Stage 2: Continuing and/or serious concerns
* Stage 3: Persistent and/or critical concerns

6.4.4 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 disability support worker.

6.4.5 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.

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

* We cannot assure you of complete confidentiality throughout this procedure;
* We may need to share your information with others in order to help you and keep everyone safe;
* We will only share personal information with a limited number of people who need to know. This may include the police or NHS if we believe that you are a risk to yourself or others;
* We will normally inform you of the identity and capacity of anyone we consult with about you, unless we believe their safety to be at risk.

6.4.7 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.

6.4.8 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.

6.4.7 In cases where we think it is in your own and/or others’ best interests, we may escalate immediately to a higher stage without completing the procedure at the lower stage.

## 6.5 Stage 1 – Initial and/or Emerging Concerns

6.5.1 We expect to deal informally with initial or emerging concerns about your fitness to study, wherever possible. Your school will invite you to an informal meeting as soon as possible to discuss the concerns raised.

6.5.2 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.

6.5.3 We will explain why we are concerned. To support you, we may:

* Suggest support arrangements and/or reasonable adjustments to be put in place for you;
* Agree an action 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 support you should seek);
* Refer the matter to another stage of this procedure.

6.5.4 Where we draw up an action plan under stage 1, we will arrange a date to review the plan with you. We will decide whether the action plan should continue and, if so, whether we need to amend it.

6.5.5 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 or stage 3 of this procedure. If this is the case, we will inform you of the next steps in writing within five working days of the meeting. We will give you our reasons and explain any actions you need to take.

## 6.6 Stage 2 – Continuing and/or Serious Concerns

6.6.1 If we have serious concerns about your fitness to study, or if the support provided at stage 1 was not successful, we will take a more formal approach. We will invite you to attend a stage 2 meeting as soon as possible to discuss these concerns.

6.6.2 Before the meeting takes place, your school will seek help from Registry and may consult a range of people to help us understand your case.

6.6.3 We will give you reasonable notice of the meeting venue, time and date and we will explain the purpose of the meeting.

6.6.4 At the meeting, we will explore any support needs you may have, and ask you to tell us what has happened. We will provide you with our records of any previous meetings with you under this procedure.

6.6.5 We will usually invite a representative from your school, a member of staff from Registry and a colleague from the Student Services team. This group will determine whether your fitness to study is impaired or may become impaired and any actions which 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 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;
* Referral to another support service;
* Referral of your case to another stage in the procedure;
* A period of voluntary interruption to study.

6.5.6 If you are following an action plan, we will give you a copy of it and arrange a review date. 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, whether the matter should be referred to stage 3 of this procedure.

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

## 6.6 Stage 3 ‐ Persistent and/or Critical Concerns

6.6.1 If we have persistent or critical concerns about you, we will invoke stage 3 of the procedure. Using their discretion, the Director of Registry in consultation with senior staff will decide the process to follow. This will depend upon the circumstances of the matter, for example, the seriousness of the concern, the risk posed, and whether you are able to engage with the process.

6.6.2 Normally, we will hold a stage 3 case conference to discuss our concerns and consider possible outcomes. The case conference will usually comprise the Director of Registry (who will act as chair), a Students’ Union Officer, a senior member of staff from your school, and a representative from Student Services. If it is appropriate in the circumstances, a medical professional and/or a police officer may be present and asked to provide information. A note taker will also be present.

6.6.3 We will normally invite you to attend the case conference, where we will ask you to respond to our concerns. Given that we will only invoke stage 3 in the most critical of situations, the procedure needs to move quickly. We will inform you of the case conference in writing at least two working days in advance. We will explain the purpose of it, the nature of our concerns, and who will be present.

6.6.4 During the case conference, we will ask you to respond to our concerns. We may also consider records of previous meetings with you, any 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 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;
* Referral to an earlier stage of this procedure;
* Withdrawal from placement, overseas study or other university related activity;
* Alternative modes of study;
* Interruption of study;
* Restriction from university premises for a stated period of time, with reasonable arrangements put in place to support your study;
* An interruption of study for a stated period of time;
* Stipulate any conditions you should meet prior to a return to study on campus;
* Withdrawal from your course.

6.6.5 If you are following an action plan, we will give you a copy of it and we will arrange a review date. The review group will usually comprise of the same individuals who met with you at the stage 3 case conference. 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, whether one of the other outcomes above is now appropriate.

6.6.6 We will normally communicate the outcome of the review meeting within 5 working days.

6.6.7 If you have interrupted your study under this procedure, you should refer to the procedure on Return to Study.

## 6.7 Appeals

6.7.1 You can appeal against the outcome of any stage. You can appeal on one or more of the following grounds:

* The University has failed to follow its own procedure;
* The decision is unreasonable and/or a disproportionate sanction has been imposed;
* Your circumstances have changed;
* You have relevant new information/evidence that you could not reasonably have provided before.

6.7.2 The Students’ Union Advice Centre can support you through the appeal process.

6.7.3 You should email your appeal to registry@hud.ac.uk within 10 working days of receiving your outcome, and a member of the Registry team will consider it. This individual, who will not normally have had any previous connection with your case, will read your appeal and determine whether there are valid grounds for it. Where they think you have valid grounds, they may invite you to submit additional evidence within a specified timeframe, if relevant.

6.7.4 The Pro Vice Chancellor will consider your appeal and will make one of the following decisions:

* Reject the appeal; or
* **Approve the appeal, and:**
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 evidence is available; or
2. Apply an alternative outcome.

We will notify you of the outcome together with our reasons within 10 working days of receipt of the appeal. The decision of the Pro-Vice Chancellor is final. We will issue you with a Completion of Procedures letter at this point.

## 6.8 Independent review of the Fitness to Study appeal decision

6.8.1 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 Regulation**

You should seek impartial advice and support from the Students’ Union Advice Centre if you are unclear or require support on the information listed below.

## 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 may be set under exam conditions. If so, we will advise you of this well in advance of the in-class tests;
* The Director of Registry is responsible for ensuring that all exams are conducted in line with the regulations;
* 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.

## 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’ it. If you attend an assessment, we are unlikely to approve any claim for extenuating circumstances which you make later.

7.2.2 If you require any special or additional needs, you must notify your School Office and Student Services as soon as possible after you enrol. You may be asked to provide documentary evidence in support of your claim.

7.2.3 **You must:**

* Attend exams on the set date and hand in assessments by the agreed deadline, and/or;
* Submit a claim for extenuating circumstances where you believe your performance or ability to meet a deadline has been impacted ([see Section 8](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/))

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

7.2.5 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.

7.2.6 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 does not apply to the submission of assessed work relating to tutor reassessment, referrals or deferrals.

7.2.7 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.

7.2.8 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. You will not be allowed to enter the exam room after one third of the exam time has passed;
* 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 and type your name and course title on the screen;
* 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 with internet access and storage capacity to your exam desk. If these are brought into the exam room they must be switched off and left in the designated area.
* 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 Dean of your school for action.

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 restarted.

7.4.3 The invigilator will keep a record of this on the invigilator’s report sheet and a report will be submitted to the Academic Misconduct Officer.

7.4.4 If you are suspected of academic misconduct after an on Campus exam, a note will be made on the answer book or working book. The invigilator will keep a record of this on the invigilator’s report sheet and a report will be submitted to the Academic Misconduct Officer.

7.4.5 If you are suspected of academic misconduct after an online exam, a report will be made in accordance with the academic misconduct procedure.

## 7.5 Proofreading of Assessments

7.5.1 If you use the services of a proof reader, please refer to the [University’s Proof Reading Policy](https://www.hud.ac.uk/media/policydocuments/Proof-Reading-Policy.pdf) for full guidance and clarification on the boundaries between legitimate support and unacceptable intervention when using any proof-reading service.

# **SECTION 8: Consideration of Personal Circumstances** **Regulation**

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

## 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 or your overall performance in a module or assessment. 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. This regulation was previously referred to as Extenuating Circumstances, however this has been updated to Consideration of Personal Circumstances to encompass both Extenuating Circumstances and Extension requests.

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

* An Extension to a submission deadline
* Extenuating Circumstances (EC) claim

## 8.2 Extensions

8.2.1 These are requests for a short period of additional time to complete assessments (maximum of 10 working days) due to the impact of your personal circumstances. If approved you would be given a new submission deadline by which to submit your assessment.

8.2.2 Extension requests supported by independent evidence should be submitted prior to the assessment submission deadline.

8.2.3 You may not submit a self-certified extension request earlier than five working days prior 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 evidence. You are only able to apply for a self-certified extension request for up to two coursework assessments per academic year. This can be either;

* Two separate self-certified requests with one assessment listed per application, **or**
* One self-certified request with two assessments listed.

8.2.4 No extension requests will be accepted after the assessment submission deadline.

8.2.5 This procedure may **be right** for you if you can confirm that 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.

8.2.6 Extension requests are considered by your School. If you need an extension to address a short-term disruption to completing your assessment you should access the Extension System on [MyHud](https://studenthub.hud.ac.uk/Pages/default.aspx) using the Extensions tab.

8.2.7 Extensions cannot be requested for formal exams or In-class-tests (ICT’s). It may also not be possible to request an extension to submission deadlines towards the end of the academic year as there would not be sufficient time for marking and moderation to take place before the Course Assessment Board.

8.2.8 Extensions cannot be requested for assessments offered as a Tutor Re-Assessment.

8.2.9 You may self-certify **for a maximum of two coursework assessments per** academic year to receive an extension of up to 5 working days. Subsequent extension requests or for an extension more than 5 days may be permitted on application to your School, with the appropriate supporting evidence.

8.2.10 For further guidance about making an extension request, please read Section 8: Procedure.

## 8.3 Extenuating Circumstances (EC) Claims

8.3.1 These are for unexpected and longer-term issues where you have been unable to meet a deadline or where your performance in an assessment has been impaired due to the impact of your personal circumstances. Where an EC is approved, the next Course Assessment Board (CAB) would receive **notification** that the EC has been accepted. You will normally re-take the assessment during the next resit period as a first attempt.

8.3.2 You should use these procedures to tell us about your difficulties and, if we consider your claim to be valid, the Course Assessment Board may take this into account when looking at your results.

8.3.3 This procedure may **be right** for you if you can provide independent evidence 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.

8.3.4 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](https://www.hud.ac.uk/registry/current-students/taughtstudents/results-appeal/results-appeal-procedure/)

8.3.5 EC claims are submitted via your School EC Team and are considered by Registry.

8.3.6 An EC claim cannot be submitted for an assessment that has been offered as a Tutor Re-Assessment

8.3.7 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.

8.3.8 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 extenuating circumstances, you should make a Results Appeal within 10 days using the following procedure [here](https://www.hud.ac.uk/registry/current-students/taughtstudents/results-appeal/)

## 8.4 Support Information

8.4.1 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](https://students.hud.ac.uk/wellbeing-disability-services/).

8.4.2 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 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](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) on Interrupting Your Studies and discuss this with the Students’ Union Advice Centre before making that decision.

# **SECTION 8: Consideration of Personal Circumstances Procedure**

## 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 Extenuating Circumstances (ECs) claims may have an impact on your progression timeframe.

8.5.2 If you are unsure about whether you need to request an extension to a deadline or submit a claim for Extenuating Circumstances, please seek support from your School Guidance Team or the Students’ Union Advice Centre.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Consideration  | When can I apply?  | Deadline to complete work | Description |
| ExtensionCannot be requested for formal exams or In-class-tests (ICT’s). | Up to 5 days prior to the submission deadline. | Up to 5 working days. | Self-certification permitted for up to two coursework assessment deadlines per academic year. Does not require evidence.  |
|  | Anytime up to the deadline. | Up to 10 working days. | Requires evidence. A PLSP may be eligible if it refers to extension requests. |
|  |  | Over 10 working days. | Requires evidence. You must submit an EC application (see below) and if approved, will be deferred to the subsequent assessment period. |
| Extenuating CircumstancesCan 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 evidence. A PLSP may be sufficient in some cases but it is preferable to provide additional evidence.  |

## 8.6 Extensions

8.6.1 You may request a short extension, for a maximum of 10 working days via MyHud using the extension system. You should access this using the Extensions tab.

8.6.2 Extension requests supported by independent evidence should be submitted prior to the assessment submission deadline.

8.6.3 Self-certified extension requests may not be submitted earlier than five working days prior to the assessment submission deadline.

8.6.4 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 School for clarification.

## 8.7 Self-Certification Extension Requests

8.7.1 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 evidence for these circumstances.

8.7.2 If an extension request is due to a short-term situation or minor illness and will only require an extension to your deadline for 5 working days or less, then you can self-certify your illness or self-confirm your circumstances. You should provide details of the reason for the request but will not be required to provide a medical evidence form or letter from a GP.

8.7.3 You may self-certify **for a maximum of two coursework assessments per** academic year to receive an Extension of up to 5 working days. You may not submit a self-certified extension request earlier than five working days prior 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 evidence.

## 8.8 Evidence Based Extension Requests

8.8.1 If you have exhausted your self-certification opportunities or you are requesting an extension for a period up to 10 working days then you must submit independent evidence to support your request, at the same time or within 5 working days of submitting your original request. We expect you to observe the deadline in which to submit your supporting evidence unless you have compelling independent evidence to show why you could not do this.

8.8.2 You must submit [independent evidence](https://www.hud.ac.uk/media/assets/document/registry/forms/SupportingEvidenceGuidanceForStudents.pdf) to support your extension claim for every new set of circumstances. If you have an ongoing chronic condition or disability, you may not have to supply a new medical note unless your circumstances change, for example, your condition deteriorates. Please refer to the PLSP and Evidence sections below for further information about suitable supporting evidence.

8.8.3 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 Extenuating Circumstances.

8.8.4 You are not permitted to appeal against a rejected extension request, this can only be done for EC claims.

## 8.9 Extenuating Circumstances (EC)

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

8.9.2 There are deadlines within this procedure and we expect you to observe these unless you have compelling independent evidence to show why you could not do this. 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 let you know why and keep you informed of progress.

8.9.3 An EC claim cannot be submitted for an assessment that has been offered as a Tutor Re-assessment.

## 8.10 Making an EC claim

8.10.1 To make a claim you must submit an [Extenuating Circumstances Claim Form](https://www.hud.ac.uk/registry/current-students/taughtstudents/extenuatingcircumstances/) to your school’s EC mailbox no later than 5 working days after the deadline set for the assessment(s) affected. You will find the correct mailbox address for your school on the form. You can make a claim that either your performance in a piece of work you submitted by the deadline was affected by your extenuating circumstances, or you can claim that you failed to attend or submit for an assessment entirely based on your extenuating circumstances.

8.10.2 We operate a **Fit to Sit** policy which means where you attend and sit an exam, we are unlikely to accept a claim for ECs. By attending an examination or a test under exam conditions[[1]](#footnote-1), you are confirming that you are fit to undertake that examination and you cannot normally then make a claim for ECs. If you have an EC claim approved prior to an exam and then you chose to sit the exam, the EC will be removed.

8.10.3 You must submit [independent evidence](https://www.hud.ac.uk/media/assets/document/registry/forms/SupportingEvidenceGuidanceForStudents.pdf) 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, your condition deteriorates.

8.10.4 If you have a PLSP in place then you should note that submitting a copy of your PLSP is not normally enough evidence for an EC claim to be approved. Please refer to the section below relating to PLSP’s.

## 8.11 Personal Learning Support Plan (PLSP)

8.11.1 A PLSP may contain a section with information relating to Extension requests. Please refer to this section of your PLSP before requesting an extension.

8.11.2 A PLSP will not usually be acceptable as sole evidence to support an EC claim because a PLSP shows that reasonable adjustments have been identified and should have already been made. However, to ensure the context of your individual case is fully understood, we will consider your PLSP as part of the EC claim if you ask us to do so.

8.11.3 Where a long-term condition or disability has worsened, then evidence such as a Medical Evidence Form or GP’s letter reporting the specific deterioration or sudden change (including the time period it applies to) will be required. The evidence should describe how you have been affected by the change in your condition. Evidence simply confirming the long-term condition without mention of any changes is normally insufficient. If the circumstances of your disability or condition relating to your PLSP have changed, you should contact Disability Services to discuss your support.

8.11.4 If you are intending to contact Disability Services to request evidence to confirm a change in your circumstances which have impacted on your assessment deadline, please note, this can only be provided if you have ongoing or regular contact with your adviser or a specialist tutor or mentor. The evidence must be requested from your Disability Adviser.

## 8.12 Assessments and Extenuating Circumstances based on Periods of Religious Fasting and Religious Observances

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

8.12.2 If you are claiming ECs for an assessment due to the effects of fasting, you need to submit the following;

* An EC application with accompanying evidence, for example from a medical professional or from a recognised religious authority to support your claim.

8.12.3 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](https://www.hud.ac.uk/media/assets/document/registry/exams/Religious-Observance-Notification-Form.doc) and submit it to your School office, no later than 5 working days **before** the assessment deadline that is being missed.

8.12.4 The University’s ‘fit to sit policy’ means that by attending your examination, you are declaring yourself fit to take that assessment 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 fasting 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).

## 8.13 The EC Form

8.13.1 To complete the EC Claim Form you will need to tell us:

* 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.

## 8.14 Evidence

8.14.1 Please read the [Supporting Evidence](https://www.hud.ac.uk/media/assets/document/registry/forms/SupportingEvidenceGuidanceForStudents.pdf) Guidance for more detail.

**8.14.2 Evidence for Extensions**

If you are making an extension request for a period up to 10 working days and you have exhausted your self-certification opportunities, you must provide independent evidence to confirm your circumstances. The evidence should be submitted at the time you make the request or within 5 working days. The evidence **requirements** for an extension follow the same principles as the EC requirements, below.

**8.14.3 Evidence for Extenuating Circumstances Claims**

For your EC Claim to be approved you must provide independent evidence 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.

8.14.4 If there is a delay in obtaining the evidence, you should still submit the claim form no later than 5 working days after the deadline for the assessment(s) affected. If your evidence is delayed, you must tell us:

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

8.14.5 Your EC claim will be logged by your School for Registry to consider. Registry will then decide whether your claim should be:

* Approved;
* Rejected; or
* Pended. (This means we have given you more time to provide evidence to support your claim)

## 8.15 Extended EC Claims

8.15.1 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 work. This is usually during the standard re-sit period. If you feel that this is not a long enough time in which to complete your assessment, you must highlight this on the form so that the CAB is made aware of your request. You must also justify why you require longer as part of your original claim and ensure that the evidence provided supports this further period.

8.15.2 An Extended EC claim will take you through more than one Course Assessment Board and can significantly affect your progression timeframe. You should discuss this with your school to ensure that you fully understand the impact of an Extended EC claim.

## 8.16 Late EC Claims

8.16.1 A late EC claim is when you submit a claim more than 5 working days after the deadline(s) of the assessment(s) affected. In this case you will need additional evidence to support why the claim could not have been submitted on time.

## 8.17 Possible EC Outcomes

8.17.1 You will receive the decision via email. Where your claim is pended or rejected, we will explain why and advise you what to do next.

8.17.2 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.

8.17.3 Please note that where 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.

8.17.4 If your claim is approved, the Course Assessment Board will not attempt to judge how you might have performed in the assessment and no extra marks will be awarded.

8.17.5 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 resit or if you are fully repeating a module, the overall module will be capped at the minimum pass mark.

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

| **If you did not pass the module** |
| --- |
| **If you submitted the work on time** | **If you did not submit the work** |
| 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 submitted the work on time** | **If you did not submit the work but managed to pass the module overall based on your other marks** |
| You will be given an ‘unretrieved EC’. You are not given the opportunity to do the work again at the time. However, we will consider this EC 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) | You will be given two options: 1. You will be given the opportunity to submit the unsubmitted work if you want to do so. 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) |

8.17.7 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.

8.17.8 If your claim is **Rejected** the original mark for the attempt you made at the assessment will stand, even if the mark is 0 because you did not submit.

8.17.9 If your claim is **Pended** we will tell you why your claim cannot be considered and you will be asked to provide further detail and/or evidence to support your claim.

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

## 8.18 EC Appeal Procedure

8.18.1 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 Extenuating Circumstances.

8.18.2 If you decide to appeal an EC decision, you must do so no later than 10 working days from the date that we emailed you with the outcome. You should complete the [EC Appeal Form](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) and submit it to ExtenuatingCircumstances@hud.ac.uk

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

8.18.4 You must submit independent evidence to support your appeal. If there is a delay in obtaining the evidence, you should still submit the appeal form no later than 10 working days from the date of the outcome and tell us what your evidence consists of and when you expect to provide it to us.

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

8.18.6 For your EC appeal to be upheld, you must provide independent evidence 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 evidence that for a good reason, could not have been provided for your original claim and it would have materially affected the outcome.

8.18.7 Your EC Appeal will be considered by a member of Registry staff who was not involved in the consideration of your original claim. We will issue a Completion of Procedures Letter to you within 20 working days of the date you submitted the appeal. You should read the content of the letter carefully and discuss the outcome with your School immediately.

8.18.8 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.

8.18.9 If your appeal is **rejected:**

* 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).

## 8.19 Independent review of the EC appeal decision

8.19.1 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**

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

## 9.1 Regulation Introduction

9.1.1 If you believe the marks or classification you received on a published results date should be reconsidered, you may submit an appeal

9.1.2 This procedure may **be** **right** for you if you have evidence to confirm that:

* there was a material irregularity in how your work was marked;
* there was a material irregularity in how your classification was calculated;
* there were circumstances that affected your submission and you could not have told us sooner by using our extenuating circumstances (EC) procedure.

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;
* you wish to [complain](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) 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 re-mark which is at the beginning of the appealing a results procedure.

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 material 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 Board (CAB) and has not already been second or blind double marked. How to do this is detailed in the Results Appeal Procedure.

# **SECTION 9: Results Appeal Procedure**

This procedure only applies if you have had your formal results published and released to you via the StudentHub. If you wish to request that an informal mark is reviewed then you should follow the steps below.

Before submitting your appeal at Stage 1 or 2 you should seek advice from the [Students’ Union Advice Centre](https://www.huddersfield.su/advice) who can provide you with independent advice and guidance on completing your appeal form.

## 9.2 Request for a review of a mark or grade

9.2.1 You can only request a review of a mark or grade where there is demonstrable material irregularity within the marking process. In addition, 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 Board (CAB) and has not already been second or blind double marked.

9.2.2 A material 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.

9.2.3 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 material irregularity has occurred within the marking process, the following should be actioned before the CAB:

* You submit a request for a review of your mark or grade to the Module Leader and provide an explanation and/or evidence of the material irregularity
* An appropriate member of staff will review the explanation and/or evidence 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.

9.2.4 We expect you to contact the tutor or module leader within 5 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 evidence of this, we will permit a reasonable delay.

## 9.3 Appealing a result

9.3.1 There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent evidence to show why you could not do this. The details of the types of suitable evidence are listed [here](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/).

9.3.2 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.

9.3.3 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 your School Office before completing your appeal form.

## 9.4 Stage 1 Results Appeal

9.4.1 To appeal about your results you should submit a completed Results Appeal Form to resultsappeal@hud.ac.uk no later than 10 working days from the date your results were published.

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

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

9.4.4 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 material irregularity in how your work was marked;
* there was a material irregularity in how your classification was calculated;
* there were circumstances that affected your submission and you could not have told us sooner by using our extenuating circumstances procedure.

9.4.5 You will receive a response, providing reasons for the decision, normally no later than 20 working days from the date you submitted the appeal. You should read the content of the letter carefully.

9.4.6 If your appeal is **upheld**:

* It may have an impact on your results profile;
* It may alter the number of attempts you have for an assessment;
* You should discuss the outcome with your School immediately.

9.4.7 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;
* You may request a review of the decision (please see Stage 2);
* You should discuss the outcome with your School immediately.

## 9.5 Stage 2 Review Request

9.5.1 To request a review you should submit a completed Stage 2 Appeal Form to resultsappeal@hud.ac.uk no later than 10 working days from the date of the outcome from your Stage 1 results appeal.

9.5.2 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 adelay in obtaining the evidence, you should still submit the appeal form 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.

9.5.3 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 rejected on the basis that it was submitted late. No further details of your appeal will be considered.

9.5.4 Your Stage 2 Appeal will be considered by a 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 evidence was received.

9.5.5 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 material 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.

9.5.6 If your appeal is **upheld**:

* It may have an impact on your results profile;
* It may alter the number of attempts you have for an assessment;
* You should discuss the outcome with your School immediately.

9.5.7 If your appeal is **not upheld:**

* You may wish to discuss the outcome with the SU 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.

## 9.6 Independent review of results appeal

9.6.1 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**

You should seek impartial advice and support from the Students’ Union Advice Centre if you are suspected of being involved in Academic Misconduct.

## 10.1 Regulation Introduction

10.1.1 You are expected to maintain a high standard of academic integrity throughout your studies and this includes promoting honesty, trust, fairness, respect and responsibility.

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. 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.

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 Extenuating 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 by the Academic Misconduct Panel (AMP).

# **SECTION 10: Academic Misconduct Procedure**

## 10.2 Procedural Introduction

10.2.1 There are three stages to the procedure:

* Stage 1: School-Level Tutor investigation
* Stage 2: School-Level Academic Misconduct Officer investigation
* Stage 3: University-Level Academic Misconduct Panel (AMP)

10.2.2 We can make decisions and apply penalties at any stage of the procedure. You can appeal these decisions at any stage. 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.

10.2.3 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.

10.2.4 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.

10.2.5 If we ask to meet with you, you should 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.

10.2.6 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.

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

## 10.3 Definitions of Academic Misconduct

10.3.1 We define academic misconduct as a failure to behave in line with our academic standards. It includes trying to deceive the University’s detection systems which results in gaining an unfair academic advantage over other students.

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

*Cheating*

* Having access to aids or devices not permitted during an examination, test, quiz, or other evaluation.
* Copying another person’s answer(s) on a test, exam, quiz, lab report, or other work to be evaluated.
* Copying another person’s answers, with or without their permission, to individually assigned assessments.
* Gaining access to unauthorised materials outside of an assessment that would give an unfair advantage.
* Improperly submitting an answer to a test or examination question completed, in whole or part, outside the examination room unless expressly permitted by the instructor.
* Resubmitting altered test or examination work after it has already been evaluated.
* Improperly obtaining, through deceit, theft, bribery, collusion or otherwise, access to examination paper(s) or set of questions, or other confidential information.

*Contract cheating*

* Entering an assignment onto a specialist website and asking people to bid in order to write the assignment on your behalf.
* Submission of work presented as your own which has been purchased, commissioned or otherwise acquired from another person (including internet sellers) whether or not specifically produced for you or "off the shelf".
* Making available to others any work or material which the recipient then uses to commit an academic misconduct offence. This is regardless of whether you obtain financial reward for doing it.

*Collusion*

* Submission of work presented as your own which has been done in unauthorised partnership with someone else not supported by the requirements of the assessment, whether or not that other person is a student of the University.
* Knowingly making submitted assignments, instructions, briefs or similar instructional documents relating to assessments available to others (including posting to the internet or making available by similar means) that could result in an academic advantage.

*Falsification*

* Claiming to have carried out experiments, observations, interviews or any form of research and/or data collection which you have not done.

*Fabrication*

* The creation of false data or other aspects of research or assessed work, with the intention of deceiving the marker. This includes but is not limited to providing false documentation and participant consent forms.

*Impersonation*

* Assuming the identity of another student (of this or any other institution) with the intention of gaining an unfair advantage for that student.
* Allowing another person to impersonate you in order to gain an unfair advantage.

*Plagiarism*

* Claiming, submitting or presenting work as if it is your own, without appropriate referencing. This includes but is not limited to words, ideas, artistry, drawings, images, data, information found on the Internet and unpublished materials.
* Claiming, submitting or presenting someone else’s work, ideas, opinions or theories as if they are your own, without proper referencing.
* Claiming, submitting or presenting another person’s substantial compositional contributions, assistance, edits or changes to an assignment as your own.
* Claiming, submitting or presenting collaborative work as if it were created solely by yourself or your group.
* Minimally paraphrasing someone else’s work by changing only a few words or elements and not citing the original source.

*Self-Plagiarism*

* Submitting the same work, in whole or in part, for credit in two or more courses, or in the same course more than once, without the prior written permission of the tutor.
* Failing to disclose that a piece of work was previously submitted for another assessment and has been or will be used for other academic purpose.
* Publishing essentially the same piece of work in more than one place without declaration.

*Inappropriate sharing of work*

* Failing to safeguard your work may count as making it available.
* Making your work available to another student who then submits it as their own. This includes giving access to your work in subsequent academic sessions..

*Ethics Misconduct*

* Failure to follow the correct procedures defined by your course for undertaking research.

## 10.4 Deadlines

10.4.1 There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent evidence to show why you could not do this. We are also expected to meet our deadlines but there will occasionally be times when we are unable to do this for good reason. If so, we will let you know why and keep you informed of progress.

## 10.5 Absence from any meeting or hearing

10.5.1 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 evidenced, you must let us know before the date of the meeting or hearing date.

10.5.2 If you cannot attend a meeting as part of a Stage 1 or Stage 2 investigation held at school level then you should contact your school directly before the hearing date and we will consider holding the meeting at a later date.

10.5.3 If you cannot attend an Academic Misconduct Panel held at university level then you must email us at AcademicMisconduct@hud.ac.uk before the hearing date and we will consider holding the meeting at a later date.

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

10.5.5 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 and a decision will be made in your absence based on the information available.

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

## 10.6 Submitting work during an investigation

10.6.1 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.

## 10.7 Mitigation in relation to outcomes

10.7.1 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 notes 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.

10.7.2 We expect students to engage with the extenuating 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 evidence 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 extenuating circumstances, as we will also consider other factors such as the seriousness of the offence, if this happens we will explain why.

## 10.8 Allegation(s) of Academic Misconduct

10.8.1 If your school suspects that academic misconduct has occurred they 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.

10.8.2 Where the allegation is raised by a tutor from another school, the allegation will be put forward and investigated by the school who owns and delivers the module.

10.8.3 We will not take into account any previously upheld allegations of academic misconduct when considering a current allegation. However, if we conclude that you have committed an offence, we will then take into account any previously upheld allegations when applying a penalty. It is likely that if you have a previously upheld offence, we will apply a more serious penalty.

10.8.4 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.

10.8.5 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 no outcome applied until all cases have been investigated at the appropriate stage.

10.8.6 In cases where the allegation represents a serious breach of academic misconduct we may choose 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.

10.8.7 We will keep a record of any investigation and outcome in line with the University’s records management policy.

## 10.9 Stage 1: School-level Tutor Investigation

10.9.1 The purpose of this investigation is to establish the facts as far as possible. We will treat you and any other person(s) involved fairly and will not make assumptions about whether or not the allegation is true or false.

10.9.2 The tutor who marked the work will speak to you first about the allegation and any other relevant parties.

10.9.3 We will provide you with 5 working days’ notice of the meeting with the tutor to discuss the allegation and you will be able to bring a supporter with you. When we invite you to meet with us, we will email you and tell you about the allegation that has been made and provide you with a copy of any available/relevant evidence.

10.9.4 During this meeting, the tutor will confirm what the allegation is and which piece of assessment within which module has been affected. The tutor will also present you with the evidence they have and tell you why they are concerned about your work and/or conduct. It is likely that they will ask you questions about the work you have submitted and may ask you to demonstrate your knowledge in relation to that work by asking you specific questions around its content. The tutor will make notes of your meeting and these will be sent to you at the point at which an outcome has been reached.

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

## 10.10 Stage 1 offences

10.10.1 Examples of the offences\* that may be considered under Stage 1 include but are not limited to:

* Poor academic practice\*\*
* Inappropriate sharing of work.

\* For a detailed but not exhaustive list of the offences, please see 10.2 of this procedure.

\*\* The investigator will use their academic judgement to determine whether your work is poor academic practice or not. Poor academic practice suggests you have been careless when completing your assessment. However, if it is your first offence and your mistake is relatively minor, we want to give you the opportunity to learn from it.  For example, if your referencing does not meet the required standards but the alleged academic misconduct is not extensive or blatant and does not result from an obvious lack of effort, the investigator may decide to apply a stage 1 penalty.

## 10.11 Stage 1 outcomes

10.11.1 Following the interview, the tutor will consider all the evidence and material available and will make a decision on what outcome should be applied based on the balance of probabilities. We will contact you within 5 working days of the meeting to give you the notes taken during your meeting and the outcome.

10.11.2 When considering what outcome to apply, the tutor may consider:

* Whether you have accepted the allegation.
* Whether you have provided any mitigating evidence.
* Your conduct through this procedure.

10.11.2 The possible outcomes are listed below:

* **No case to answer**.
* **Case upheld and concluded as a failure to safeguard work with the following penalty**: A formal warning.
* **Case upheld and concluded as poor academic practice with the following penalty applied:** Mark the work ignoring the offending paragraphs, 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.
* **Case upheld and referred to Academic Misconduct Officer (Stage 2).**

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

## 10.12 Stage 2: School–level 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 5 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 evidence and relevant materials that we have received.

10.12.4 The purpose of this investigation is to review the facts and to re-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 evidence against you, 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 a Stage 1 offence.
* Collusion.
* Plagiarism.

\* For a detailed but not exhaustive list of the offences, please see 10.2 of this procedure.

## 10.14 Stage 2 outcomes

10.14.1 Following the AMO’s investigation, they will make a decision based on the evidence and material 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 evidence;
* 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 concluded as a failure to safeguard work with the following penalty:** A formal warning.
* **Case upheld and concluded as poor academic practice with the following penalty applied:** Mark the work ignoring the offending paragraphs, 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.
* **Case upheld and concluded and the following penalty applied:** Receive a mark of 0 for the piece of assessment, AND**,** compulsory training and development.
* **Case upheld 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 If a penalty is applied at Stage 2, the outcome will not 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 5 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 material gathered up to this stage. You are not normally allowed to provide additional evidence at this stage. If there is a good reason to demonstrate why this evidence 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.
* Recycling.
* Ethics Misconduct.
* Cheating.
* Contract Cheating.
* Falsification.
* Fabrication.
* Impersonation.

\*For a detailed but not exhaustive list of the offences, please see 10.2 of this procedure.

## 10.17 The Academic Misconduct Panel

10.17.1 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.

10.17.2 Panel members will receive appropriate training before they can sit on a panel and make decisions.

10.17.3 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 statement to us at least 2 working days in advance of the hearing date at. 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.

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 2 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 2 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 2 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

10.18.1 Following the AMP, the panel will make a decision based on the evidence and material 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 evidence;
* 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 penalty 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.
* **Fail the year in which the offending module(s) occur(s).** This will normally result in you having to withdraw from the course.
* **Withdrawal from the course.**
* **Permanent exclusion from the University.**

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 If a penalty is applied at Stage 3, the outcome will normally appear on your transcript.

10.18.6 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 Appealing the outcome

10.19.1 You can appeal an outcome at any stage, with the exception of the outcome which requires a referral to a later stage. You should complete the Academic Misconduct Appeal Form and submit it to AcademicMisconduct@hud.ac.uk no later than 10 working days from the date when we issued your outcome.

10.19.2 There are four grounds for appeal:

* You can demonstrate that a material 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 extenuating circumstances which for good reason you could not tell us about earlier;
* There was bias or reasonable perception of bias in the procedure.

10.19.3 If your appeal is rejected the original decision will stand.

10.19.4 If your appeal is successful the original decision may be changed or it may stand but the penalty applied may be altered.

10.19.5 Once your appeal has been considered a completion of procedures letter will be issued.

## 10.20 Independent review of academic misconduct

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 have been developed to 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 that suggest you have breached professional standards. Allegations can be raised by anyone in regards 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.

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 If we uphold an allegation of academic misconduct against you, we may also need to investigate your behaviour under this procedure.

11.1.7 If we find you not fit to practise, 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.

11.1.8 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.

11.1.9 We can make decisions and apply penalties at any stage of the procedure. You can appeal the decisions from stage 2. 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.

11.1.10 Where you are subject to any proceedings under this regulation, your results for your course will not be confirmed or released until the investigation(s) are concluded and an outcome reached.

11.1.11 If you withdraw from your course during this procedure you will not be allowed to return to study with us until the matter has been investigated and the outcome is known. If you ask for a reference this will record that a fitness to practise matter is outstanding.

11.1.12 If you are found to be in breach of the University’s Fitness to Practise regulation, then the CAB may decide to act to remove some or all of your academic credit achieved on the programme thus far, including but not confined to any credits that might otherwise lead to you being able to claim an interim award recognised in any way by the profession. External Examiner(s) will be made aware of the circumstances and will be asked to support and uphold the decision of the CAB.

## 11.2 Precautionary Measures

11.2.1 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.

## 11.3 Criminal Proceedings

11.3.1 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. The University may require a risk assessment to be completed and as a result, we you could have restrictions 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 criminal proceedings are continuing. If we decide to do this we will explain why.

11.3.2 Once the criminal proceedings have concluded, we will carry out our own investigation. Once you have been notified that criminal proceedings 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 into account, however, we use a different threshold of proof based on the balance of probabilities. Please read [section 1.14](file:///%5C%5Cnas%5Cregsteams%5CBooks%20of%20Regulations%5CTaught%20Students%27%20Handbook%20of%20Regulations%20%28Raspberry%29%5C2021%5C21-22%20Regulations%20DRAFT%5CSECTION%201%20-%20Important%20information%20applicable%20to%20all%20students%20Reg%20FH%20FINAL%2025.03.21.docx) of the Regulations for Taught Students for more information.

# **SECTION 11: Fitness to Practise Procedure**

## 11.4 Procedural Introduction

11.4.1 If we receive an allegation about your behaviour we will send it to the relevant Course Leader who will decide whether to start an investigation.

Our procedure has the following stages:

* Stage 1 – School-Level Investigation
* Stage 2 – Cause for Concern Hearing
* Stage 3 – Fitness to Practise Hearing
* Stage 4 – Requesting a Review of the Hearing Outcome

11.4.2 There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent evidence to show why you could not do this. We are also expected to meet our deadlines but there will occasionally be times when we are unable to do this for good reason. If so, we will let you know why and keep you informed of progress.

11.4.3 You must provide all evidence, information and details of witnesses at the earliest possible opportunity. You should give this information to us as part of our Cause for Concern investigations. 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 evidence or witnesses with you to a hearing if you have good reason why this could not have been provided during our investigations.

11.4.4 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 as a disciplinary matter instead. If so we will explain why and confirm the correct procedure to be used.

## 11.5 Precautionary Measures

11.5.1 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.

11.5.2 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 Restriction. This is where you are not permitted to undertake certain activities or attend certain premises, but you can otherwise continue with your studies without restriction.
* Partial Prohibition. This is where you cannot attend the University campus but can study at distance. The only permitted attendance would be where Registry has given approval for attendance with support services or the Advice Centre in the Students’ Union.
* Full Prohibition. This is where you are prohibited from attending the University of Huddersfield campus and engaging with any University of Huddersfield activities.

11.5.3 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.

11.5.4 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.

11.5.5 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 with any precautionary measures.

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

## 11.6 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

## 11.7 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

Major risks to self:

* Serious self-harm
* Threats of / attempted suicide
* Persistent non-attendance at classes
* High level of alcohol or substance use
* Serious or repeated reckless behaviour
* Self-neglect resulting in risk to self and/or distress to others
* Social isolation
* Being a victim of sexual exploitation
* Being a victim of other serious offence
* Homelessness

11.7.1 Note: 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 action measures.

## 11.8 Stage 1: School-level investigation

11.8.1 The Fitness to Practise Lead (or appropriate nominee) will investigate the allegation(s) and will not normally have prior involvement in the case. 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.

11.8.2 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 evidence that we have received. 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.

11.8.3 If you are unable to attend the meeting with the investigator then you must have independent evidence 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.

11.8.4 If you fail to attend your meeting with the investigator without having contacted them to postpone your meeting, they will report this to the Dean and Head of Department.

11.8.5 Once the investigator has met with all the relevant parties and concluded their investigation a report will be provided to the Dean (or their nominee) 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.

## 11.9 Possible outcomes from the School-level Investigation

You will be advised of the outcome of our decision by email. The possible outcomes from the school-level investigation include:

* Referral to a Cause for Concern Panel.
* No Case to Answer\*.

\* If during the investigation you had any precautionary action measures imposed, we will lift them immediately and you will receive confirmation of this.

## 11.10 Stage 2: Cause for Concern Hearing

11.10.1 If the Dean (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. This is a formal school level hearing to consider the alleged 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 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.

11.10.3 Once the panel has been confirmed you will be invited to attend your hearing. You will be given at least 5 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 panel.
* The details of the allegation(s) and the evidence received, including the details of the investigation.
* A copy of this procedure.

11.10.5 You are entitled to have a supporter with you at the panel. 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 panel with you at least 2 working days in advance of the panel 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 2 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 2 working days in advance of the panel date.

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

* A senior member of staff with appropriate knowledge of professional Codes of Conduct (Chair).
* A member of academic staff drawn from the professional field in the School.
* An elected officer of the Students’ Union.

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

11.10.9 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;
* witnesses for the school or the student;
* a note taker.

11.10.10 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 able to answer any questions that the panel may want to ask you.

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

11.10.12 If you indicate that you will be attending the Cause for Concern panel but fail to attend and do not inform the School 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.

11.10.13 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.

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

11.10.15 If your case is considered to be very serious in nature, then it may be reasonable to send the case directly to a Fitness to Practise Hearing, once the investigation has taken place. If this happens we will tell you why.

## 11.11 Possible outcomes from the Cause for Concern Hearing

You will be advised of the outcome of our decision by email no later than 5 working days of the date of the panel. The possible outcomes from the Cause for Concern Panel include:

* No Case to Answer.\*
* A Non-Serious Breach has Occurred.\*\*
* Referral to Fitness to Practise Hearing.

\* If during the investigation you had any precautionary measures imposed, we will lift them immediately and you will receive confirmation of this.

\*\*You will be issued with a warning and/or conditions as well as being reminded of the relevant professional standards or Code of Conduct. The case will be closed but a record of the investigation will remain on your University record but will not be reported externally to a PSRB nor will it appear on your transcript.

## 11.12 Stage 3: Fitness to Practise Hearing

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

11.12.2 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 FitnesstoPractise@hud.ac.uk 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.

11.12.3 Once the panel has been confirmed you will be invited to attend your hearing. You will be given at least 5 working days’ notice of the hearing date.

11.12.4 Your formal hearing invite request will include and provided with 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 evidence received, including details of the investigation and the Cause for Concern process.
* A copy of this procedure.

11.12.5 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 2 working days in advance of the hearing date.

11.12.6 If you have any mitigation, written statements, or witness statements for the panel to consider you must provide this at least 2 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 material you provide as evidence. You should not share any personal details of patients, pupils or other service users as part of your evidence. If you do, this may well constitute a Fitness to Practise breach in itself, which may be considered as part of the case.

11.12.7 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 FitnesstoPractise@hud.ac.uk to confirm the names of your witnesses at least 2 working days in advance of the hearing date.

11.12.8 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 the relevant profession.
* An internal member of academic staff drawn from the profession; and
* An elected officer of the Students’ Union.

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

11.12.10 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.

11.12.11 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 2 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.

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

11.12.14 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 FitnesstoPractise@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.

11.12.15 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.

11.12.16 In exceptional circumstances, or if you name someone or an organisation, 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 evidence or clarification before reaching a decision. If this happens, you will be informed by email and kept updated.

## 11.13 Possible outcomes from the Fitness to Practise Hearing

11.13.1 You will be advised of the outcome of our decision by email no later than 5 working days of the date of the panel. The possible outcomes from the Fitness to Practise Hearing include:

* **No Case to Answer\***
* **Warnings:** 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. Warnings are not declared to the professional body.
* **Conditions:** 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 will be explained to you and recorded so that a future panel can reach a decision when reviewing if the conditions have been met. You are required to report any conditions to your PSRB at the point of registration, where required, and will remain on your student record.
* **Temporary restriction from the course:** 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 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 are required to report any restrictions to your PSRB at the point of registration, where required, and will remain on your student record.
* **Permanent withdrawal from the course:** 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 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. You are required to report permanent withdrawal to your PSRB at the point of registration, where required, and will remain on your student record.
* **Permanent exclusion from the University:** 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 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. If you are permanently excluded from the University, you must report this to the PSRB and this outcome will remain on your student record.

\* If during the investigation you had any precautionary measures imposed, we will lift them immediately and you will receive confirmation of this.

11.13.2 You should refer to your course materials regarding any occasions where we or you are required to notify the PSRB governing your course of any outcomes relating to your Fitness to Practise.

## 11.14 Stage 4: Requesting a review of the Hearing outcome

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

* You can demonstrate that a material irregularity occurred during the hearing.
* You can demonstrate that the panel reached an unreasonable decision and/or the penalty was disproportionate or not permitted under the procedures.
* You have 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 at the hearing.

11.14.2 Disagreement with the severity of the penalty imposed by the panel is not a ground for a review.

11.14.3 You must request a review within 10 working days from the date that we send you the hearing outcome, by completing the [Fitness to Practise Appeal Form](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) and sending it to FitnesstoPractise@hud.ac.uk.

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

11.14.5 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.

11.14.6 We will decide, **within 10 working days,** whether to uphold the original decision or hold another hearing. If we decide 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 at this stage.

11.14.7 The reviewer will either decide to uphold the original decision or hold another hearing. If the reviewer decides to uphold the original 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.

11.14.8 If we decide to hold another hearing, we will ensure that the panel contains new members who have not been involved in the previous decision. The investigator will be the same person as before. The note taker may also be the same person as before. Please note that it is the panel that makes the decision, not the investigator or the note taker.

11.14.9 The hearing will follow the procedure as set out above and the decision of this panel 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.

## 11.15 Independent review of fitness to practice

11.15.1 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.

## 11.16 The courses covered by this procedure

**11.16.1 With Placement:**

* BSc (Hons) Optometry;
* MPharm;
* CertEd/ProfGCE/PGCE/PgDipE Lifelong Learning Pre-service;
* CertEd/ ProfGCE/PGCE/PgDipE Lifelong Learning In-service;
* 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;
* BA(Hons) Youth and Community Work/Studies;
* MA Professional Studies (Youth Work) (full-time);
* MA Professional Studies (Guidance) (full-time);
* BA(Hons) Early Years;
* BA(Hons) Learning Support;
* BA(Hons) Education and Professional Development;
* MA Professional Studies (Youth Work) (part-time);
* MA Professional Studies (Guidance) (part-time);
* BA(Hons) Childhood Studies;
* EYTS Course;
* BA(Hons) Secondary Music Education;
* BA(Hons) Secondary Religious Education;
* BA (Hons) Education;
* BA Early Childhood and Education;
* BA(Hons) Special Educational Needs, Disability & Inclusion (full time);
* BSc (Hons) Operating Department Practice;
* BSc (Hons) Occupational Therapy;
* BSc (Hons) Physiotherapy;
* BSc (Hons) Podiatry FT and PT;
* BSc (Hons) Social Work;
* MSc Social Work;
* BSc (Hons) Nursing Child/Adult/Mental Health/Learning Disabilities;
* MSc Pre-registration Nursing;
* BSc (Hons) Midwifery Studies;
* MSc Advanced Clinical Practice;
* MSc Community Nursing Practise (District Nursing);
* PG Cert/MSc Cognitive Behaviour Therapy (CBT);
* MSc Public Health Nursing Practice;
* Nursing Associates (FDFC Degree Apprenticeship) (added to list ‘with placement’);
* BSc (Hons) Nursing (Degree Apprentice) (added to list ‘with placement’).

**11.16.1 Without Placement:**

* Independent Prescribing for Pharmacists;
* EdD;
* Education and Professional Development MA Suite (all routes);
* BA(Hons) Religion & Education;
* Independent & Supplementary Nurse Prescribing;
* BSc (Hons) Perioperative Studies;
* MSc Podiatry;
* MSc Theory of Podiatric Surgery;
* Supplementary Prescribing for AHP;
* Cervical Screening;
* Forensic Podiatry PG Cert;
* MSc Child Welfare and Safeguarding;
* BSc (Hons) Nursing Studies (Top up, distance learning);
* Supporting Learning in Practice;
* MA Child Safeguarding;

# **SECTION 12: Student Disciplinary Regulation**

You should 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](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) 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.

12.1.3 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.

12.1.4 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.

12.1.5 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.

12.1.6 As either a student making or responding to a report, you must provide all evidence, information and details of witnesses at the earliest possible opportunity. You should give this information to us as part of our investigations at stages 1 or 2. If you do not do this, we might not be able to consider your information at stage 3 or as part of an appeal. Exceptionally we may allow you to bring new evidence or witnesses with you to a hearing if you have good reason why this information could not have been provided during our investigations.

12.1.7 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.

12.1.8 If you withdraw from your course during this procedure, you will not be allowed to return to study with us until the matter has been investigated and the outcome is known. If you ask for a reference at this time this will record that a disciplinary matter is outstanding.

## 12.2 Criminal Proceedings

12.2.1 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. We may place restrictions on your studies whilst the criminal proceedings are ongoing, if we believe that you may pose a risk to the University community. In exceptional circumstances, we may decide to continue our investigations whilst criminal proceedings are continuing. If we decide to do this, we will explain why.

12.2.1 Once the criminal proceedings have concluded, we will carry out our own investigation. Once you have been notified that criminal proceedings 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 into account, however, we use a different threshold of proof based on the balance of probabilities. Please read [section 1.14](file:///%5C%5Cnas%5Cregsteams%5CBooks%20of%20Regulations%5CTaught%20Students%27%20Handbook%20of%20Regulations%20%28Raspberry%29%5C2021%5C21-22%20Regulations%20DRAFT%5CSECTION%201%20-%20Important%20information%20applicable%20to%20all%20students%20Reg%20FH%20FINAL%2025.03.21.docx) of the Regulations for Taught Students for more information.

## 12.3 Precautionary Measures

12.3.1 We take a risk-based approach to investigating allegations. We take the safety and protection of our students and staff 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. If we decide to impose precautionary measures, we will explain why.

## 12.4 Confidentiality and Anonymity

12.4.1 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.

12.4.2 Please note that, if a government or corporate organisation sponsors you, we may inform your sponsor of any concerns regarding your behaviour.

12.4.3 It may be possible for us to anonymise or redact allegations in certain circumstances if you do not want the person you are complaining about to know that it is you who has made the complaint. We cannot guarantee to protect anonymity in all cases. We can discuss this with you if it is a concern when you submit an allegation to us, or have an allegation made against you.

12.4.4 We do not accept anonymous allegations about student misconduct under this regulation. We understand that you might wish to raise an issue about another student’s behaviour anonymously, and if so, the University’s [Share and Support](https://students.hud.ac.uk/help/wellbeing/share-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.

12.4.5 If you make an allegation against someone else, we will tell you when the matter is concluded but we may only share the outcome with you in very exceptional circumstances.

12.4.6 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.

# **SECTION 12: Student Disciplinary Procedure**

## 12.5 Procedural Introduction

12.5.1 If we ask to meet with you due to an allegation made about your behaviour, you should seek independent advice from the Students’ Union Advice Centre (SUAC) because they have 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.

12.5.2 Examples of behaviour which break the student Code of Conduct are listed, but not limited to the below;

* Bullying
* Harassment
* Sexual Misconduct
* Discrimination
* Fraud or intent to deceive

12.5.3There are three stages to the procedure:

* Stage 1: School-Level investigation
* Stage 2: University-Level investigation
* Stage 3: Disciplinary Hearing

12.5.4 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.

12.5.5 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](https://students.hud.ac.uk/help/wellbeing/share-support/) tool, either anonymously or named
* Use the [Wellbeing support website](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/) to seek specific support or contact the wellbeing team for support on studentwellbeing@hud.ac.uk

12.5.6 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](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/) 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](https://students.hud.ac.uk/help/wellbeing/247support/togetherall/). This service is available 24 hours a day.
* Contact the  [**Students’ Union**](https://www.huddersfield.su/) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
* Contact [**Citizens Advice**](https://www.citizensadvice.org.uk/) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
* If you require information and/or support specifically regarding sexual abuse, the University recommend you access this [link for further guidance](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/sexualviolence/).
* If you require information and/or support specifically regarding discrimination, the University recommend you access this [link for further guidance](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/discrimination/).
* 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.](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/hate-crimes/)
* If you require information and/or support specifically regarding bullying, the University recommend you access this [link for further guidance.](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/bullying/)
* If you require information and/or support specifically regarding harassment, the University recommend you access this [link for further guidance.](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/harassment/)
* **If you are in immediate danger or require urgent support, access** [**emergency contact information here**](https://students.hud.ac.uk/help/wellbeing/report-and-support/support/emergencycontacts/)**. This includes mental health services and emergency services information**

## 12.6 Reporting Party

12.6.1 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.

12.6.2 When you make a report to the University, you should try and provide as much evidence and information as you can, which may include a statement of events and details of witnesses. If relevant to the allegation, we may contact the witnesses. Before this disciplinary procedure is started, we may meet with you to discuss if you are still happy to engage with it. Where a report about another student has been made to us, we may still act under this procedure, even if you do not wish to or cannot provide evidence.

12.6.3 If you have submitted evidence, once collated, you will be asked to confirm you are happy with the final information to be shared as part of the investigation before it is sent to the responding party.

## 12.7 Responding Party

12.7.1 If an allegation is made about you, you will be notified and given the opportunity to respond in accordance with these procedures. If a reporting party has submitted evidence to support the allegation, this will be shared with you 5 working days prior to any investigation meeting scheduled under the procedure. If you wish to submit supporting evidence in response to the allegation, you will have the opportunity to so 2 days in advance of the meeting. This could be for example in the form of a statement. You do not need to provide character references as evidence during the investigation, though character references might be considered when a penalty is determined if the allegation is proven.

## 12.8 Witnesses

12.8.1 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 responding party.

## 12.9 Precautionary Measures

12.9.1 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.

12.9.2 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 Restriction. This is where you are not permitted to undertake certain activities or attend certain premises, but you can otherwise continue with your studies without restriction.
* Partial Prohibition. This is where you cannot attend the University campus but can study at distance. The only permitted attendance would be where Registry has given approval for attendance with support services or the Advice Centre in the Students’ Union.
* Full Prohibition. This is where you are prohibited from attending the University of Huddersfield campus and engaging with any University of Huddersfield activities.

12.9.3 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.

12.9.4 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.

12.9.5 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 with any precautionary measures.

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

## 12.10 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

## 12.11 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

Major risks to self:

* Serious self-harm
* Threats of / attempted suicide
* Persistent non-attendance at classes
* High level of alcohol or substance use
* Serious or repeated reckless behaviour
* Self-neglect resulting in risk to self and/or distress to others
* Social isolation
* Being a victim of sexual exploitation
* Being a victim of other serious offence
* Homelessness

12.11.1 Note: 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.

## 12.12 Classification of misconduct

12.12.1 We will classify the misconduct reported as either minor, major or gross misconduct.

12.12.2 Minor misconduct is behaviour which, if proven, would not reasonably be expected to lead to restriction, suspension or expulsion and can be adequately addressed through the range of penalties available at Stage 1.

12.12.3 Major misconduct is behaviour which, if proven, might reasonably be expected to lead to restriction or suspension and would be most appropriately addressed by the range of penalties available at Stage 2 or Stage 3.

12.12.4 Gross misconduct is behaviour which, if proven, might reasonably be expected to lead to restriction, suspension or expulsion. This is misconduct which would be considered by a Stage 3 disciplinary hearing.

## 12.13 Deadlines

12.13.1 There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent evidence to show why you could not do this. We are also expected to meet our deadlines but there will occasionally be times when we are unable to do this for good reason. If so, we will let you know why and keep you informed of progress.

## 12.14 Stage 1: School-level Investigation

12.14.1 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 responding party, reporting party or witness fairly and will not make assumptions about whether or not the allegation is true or false.

12.14.2 The Dean (or nominee) will determine whether to deal with the matter informally, without the need for a full investigation. If a school-level investigation is required, the School will nominate an appropriately trained member of staff within your school to investigate the allegation made about your behaviour. As part of the investigation, you, the responding party will be asked to meet with the investigator, this may be more than once to ascertain as much information as possible.

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

12.14.4 We will provide you with 5 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.

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

12.14.6 We expect you to attend the meeting but if you are unable to attend for a good reason, which can be independently evidenced, and you tell us by emailing the investigator before the meeting date, we can hold the meeting at a later date. Please be aware that we are unable to indefinitely postpone a meeting and we will not usually postpone a meeting more than once.

12.14.7 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.

12.14.8 If you tell us in advance of the meeting that you will not be attending and do not have a good reason for not attending, which can be independently evidenced, we will be in touch to rearrange, however if you choose not to meet with us or cannot make the next meeting date, the investigator will continue with their investigation in your absence based on the information available. This will include any information you have submitted, prior to the meeting request.

## 12.15 Stage 1 Outcomes

12.15.1 Once the investigator has met with you, the responding 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 2 working days of informing you that the investigation has been concluded, we will contact you to let you know the outcome. There are three possible outcomes:
* **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.

* **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;
* A fine;
* Attendance Awareness Course;
* University community service;
* Conditions such as a reflective statement or voluntary work which may specify what you need to do before you can continue with your studies;
* 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**

If we decide that your behaviour has breached our regulations and this breach is considered to be major, we can refer the matter to an investigation at stage 2 of the procedure.

## 12.16 Stage 2: University-level Investigation

12.16.1 We will nominate an appropriately trained member of staff within Registry to investigate the report made about your behaviour, within 5 working days of receiving the allegation or the referral from stage 1..

12.16.2 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 responding party, reporting party or witness and will not make assumptions about whether or not the allegation is true or false.

12.16.3 As part of the investigation, you, the responding 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.

12.16.4 We will provide you with 5 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.

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

12.16.6 We expect you to attend the meeting but if you are unable to attend for a good reason, which can be independently evidenced, and you tell us by emailing the investigator before the meeting date, we can hold the meeting at a later date. Please be aware that we are unable to indefinitely postpone a meeting and we will usually be unable to postpone a meeting more than once.

12.16.7 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.

12.16.8 If you tell us in advance of the meeting that you will not be attending and do not have a good reason for not attending, which can be independently evidenced, we will be in touch to rearrange, however if you choose not to meet with us or cannot make the next meeting date, the investigator will continue with their investigation in your absence based on the information available. This will include any information you have submitted, prior to the meeting request.

## 12.17 Stage 2 Outcomes

12.17.1 Once the investigator has met with you, the responding 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 5 working days of informing you that the investigation has been concluded, we will contact you to let you know the outcome. There are three possible outcomes:
* **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.

* **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;
* Conditions such as a reflective statement or voluntary work which may specify what you need to do before you can continue with or return to your studies;
* Payment of an amount of money to reimburse us for loss suffered including replacement of damaged equipment, repairing damage or redecorating;
* A restriction for a period of time which may prevent you from entering campus; using our IT systems; attending placement; attending timetabled teaching sessions; entering some parts of campus including the library; being a member of a University committee or panel; or contacting named people such as other students or our staff members. We may need to inform others of this outcome to monitor compliance.
* **Referral to Stage 3**

If we decide that your behaviour has breached our regulations and this breach is considered to be gross misconduct, we can refer the matter to stage 3 of the procedure.

## 12.18 Stage 3: Disciplinary Hearing

12.18.1 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 within **5 working days** of the Stage 2 decision to invite you to the hearing.

12.18.2 We will let you know by email 5 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 evidence received (which may be redacted), including the investigation details;
* A copy of this procedure.

12.18.3 We will also send this information to the panel members and the investigator who will present the case to the panel, so that everyone has been provided with the same information in advance of the hearing.

12.18.4 We expect you to attend the hearing but if you are unable to attend for a good reason, which can be independently evidenced, and you tell us by emailing StudentDisciplinary@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.

12.18.5 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.

12.18.6 If you tell us in advance of the hearing that you will not be attending and do not have a good reason for not attending, which can be independently evidenced, the hearing will go ahead in your absence. The panel will make a decision in your absence based on the information available.

12.18.7 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 2 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.

12.18.8 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.

12.18.9 You should also email us at StudentDisciplinary@hud.ac.uk to confirm the names of your witnesses at least 2 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.

12.18.10 You should also let us know the name of your supporter, if you are bringing a supporter with you, by emailing us at least 2 working days in advance of the hearing. A supporter is not normally allowed to speak on your behalf.

## 12.19 Hearing Panel

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

* A senior University staff member;
* A member of Registry; and
* An elected officer of the Students’ Union.

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

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

## 12.20 What happens at the Hearing?

12.20.1 At the hearing, the chair will explain to all attendees the process that will be followed. 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.

## 12.21 Disciplinary Hearing Outcomes

12.21.1 The panel may or may not decide to uphold the allegation.

12.21.2 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.

12.21.3 If the allegation about you is upheld, or upheld in part, one of the following penalties may be applied:

* 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;
* Conditions such as a reflective statement or voluntary work which may specify what you need to do before you can continue with or return to your studies;
* Payment of an amount of money to reimburse us for loss suffered including replacement of damaged equipment, repairing damage or redecorating;
* A restriction for a period of time which may prevent you from entering campus; using our IT systems; attending placement; attending timetabled teaching sessions; entering some parts of campus including the library; being a member of a University committee or panel; or contacting named people such as other students or our staff members. We may need to inform others of this outcome to monitor compliance.
* Permanent exclusion from the University, which means that you will not be able to study with us at any point after your exclusion.

12.21.4 You will be sent the outcome no later than 5 working days from the date of the hearing. However, in exceptional circumstances, the panel may adjourn the hearing to obtain additional evidence or clarification, which may delay the outcome. You will be advised of any delays.

12.21.5 Note: If a student is permanently excluded from the University and on a student visa, we will report this to the Home Office once the appeal period has passed.

## 12.22.6 Appeals

12.22.1 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.

12.22.2 You cannot appeal a decision to refer the matter to a later stage.

12.22.3 You must submit your completed appeal form to StudentDisciplinary@hud.ac.uk within 10 working days of the date of the outcome you are appealing.

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

12.22.5 There are four grounds for appeal and you must evidence at least one of these for your appeal to be considered:

* You can demonstrate that a material 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 extenuating 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.

12.22.6 Once we receive your appeal and have confirmed that it was received by the deadline, we will ask an appropriately trained member of staff who has not been previously involved to review the decision. An appeal decision will be made within 10 working days from the date on which we received your request. This decision will be final.

12.22.7 If your appeal is rejected the original decision will stand.

12.22.8 If your appeal is successful, the original decision may be changed or it may stand but a different penalty may be applied.

12.22.9 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.

12.22.10 The hearing will follow the procedure as set out below and the decision of the new panel will be final and will bring to an end the University’s internal procedure.

12.22.11 Once your appeal has been considered a completion of procedures letter will be issued so that you can request an independent review of the outcome.

## 12.23 Independent review of student disciplinary

12.23.1 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](https://www.oiahe.org.uk/) (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 or service that you would like to complain about. We strongly recommend that 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 may be possible for you to resolve your concerns informally without raising a formal complaint. We provide support to help you do that:

* All schools have [student conciliators](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) and you can discuss your complaint with them in confidence. They can help you decide the best way to resolve the problem and support you in doing that;
* You can speak to your personal academic tutor, course leader, or module leader;
* You can approach the student support and/or guidance team in your school.

13.1.3 Informal resolution is our preferred method of resolving complaints. However, if this approach does not work or you feel the more formal procedure is appropriate in your case, you should follow the [Student Complaints Procedure](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/). You should read this carefully because it tells you what to and when to do it, if you decide to raise a complaint.

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.

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 can raise a complaint about another student, however it is most likely that we will investigate this via our student disciplinary procedure.

13.1.6 This procedure is for students and is not available or appropriate for third-party complaints.

## 13.2 Student Complaints Stages

13.2.1 There are three stages to the procedure:

* Stage 1: School-Level resolution
* Stage 2: University-Level resolution
* Stage 3: Request for an internal review of your complaint.

## 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 could use the University’s [Share and Support](https://students.hud.ac.uk/help/wellbeing/share-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 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 will share all documents and evidence with both you and the member of staff;
* 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 the complaint 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 complaints 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 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 complaint or parts of your 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 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.

# **SECTION 13: Student Complaints Procedure**

## 13.8 Procedural Introduction

13.8.1 Before making a complaint you should speak to the school or service that you would like to complain about. We also encourage you to seek advice from the [Students’ Union Advice Centre](https://www.huddersfield.su/advice) and/or one of the [student conciliators](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) because they have experience of resolving complaints. We will try to resolve your concerns informally through conciliation. Conciliation is the informal consideration of your concerns with a view to finding a positive resolution. The process will depend on the nature of the concern you have raised.

13.8.2 The Students’ Union Advice Centre can provide you with independent advice and you can be supported by one of their advisers at any stage of the student complaints procedure.

13.8.3 There are deadlines within this procedure and we expect you to keep to these unless you have compelling independent evidence to show why you could not do this. We are also expected to meet our deadlines but there will occasionally be times when we are unable to do this for good reason. If so, we will let you know why and keep you informed of progress.

## 13.9 Stage 1 School-level Resolution

13.9.1 If you are unhappy with the informal resolution of your complaint, you should complete Stage 1 of the student complaints form. Please give us all the relevant details of your complaint, including any supporting evidence you would like to submit and tell us the outcome you would like in order to resolve your complaint.

13.9.2 You should make your complaint at Stage 1 as soon as possible and no later than one calendar month of the incident which has caused you to complain, unless you can provide compelling independent evidence which shows why you could not raise the complaint sooner.

13.9.3 If you are complaining on behalf of a group of students you must attach a sheet to the student complaints form, containing the names and signatures of the students who form part of the group raising the complaint. You should ensure that the members of the group have agreed the content of the complaint and any supporting evidence that is sent to us.

13.9.4 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.

13.9.5 You should send your completed student complaints form to your School Manager, these details are on the complaints form. The School Manager will review the complaint and pass it to the relevant person within the school or service who will investigate.

13.9.6 The staff member investigating your complaint, as part of their investigation, may seek other information such as email correspondence to help inform their investigation.

13.9.7 This person will invite you to meet with them to discuss your complaint. That meeting will take place either via online means or face-to-face. The investigator will take a record of the meeting and include this with the response, along with copies of any other evidence considered.

13.9.8 You should receive a response, providing reasons for the outcome, no later than **20 working days** of the date that we received your Stage 1 complaint.

13.9.9 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.

## 13.10 Stage 2 University-level Resolution

13.10.1 If you are unhappy with the Stage 1 response you should complete Stage 2 of your student complaints form and submit all documentation related to the outcome of your Stage 1 complaint. You should ensure that Stage 1 also remains completed from the earlier stage of your complaint. You may wish to use your earlier form to do this.

13.10.2 You should email the completed student complaints form to Registry via studentcomplaints@hud.ac.uk no later than **10 working days** of the date you were issued with the Stage 1 response. You can submit the updated student complaints form and then provide supporting documentation afterwards during the investigation. You should not submit the form late because you have been waiting for something.

13.10.3 As part of this stage, Registry will investigate your complaint and review whether the Stage 1 outcome was reasonable and whether the complaints procedure was followed correctly. If your complaint is about Registry we will ask a senior member of staff elsewhere within the University to investigate your complaint.

13.10.4 As part of our investigations we may ask to meet with you and other people involved in your complaint.

13.10.5 We will send you a written response providing reasons for the outcome no later than **20 working days** of the date that we received your Stage 2 complaint.

13.10.6 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.

## 13.11 Stage 3 Request for Review

13.11.1 If you are unhappy with the Stage 2 response 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 Stage 2 outcome. You will need to explain why you are unhappy with the Stage 2 response and what the desired outcome is when requesting the review.

13.11.2 We will review your complaint to consider whether the student complaints procedure was followed correctly at Stages 1 and 2, and whether the outcome reached at the Stage 2 was reasonable.

13.11.3 This stage will not be a new investigation of your complaint and you should not submit new arguments or evidence, unless you have a very good reason for doing so, which you can support with independent evidence. The reviewer will be someone who has not been involved in the previous stages of this procedure and their decision will be approved by a Pro Vice Chancellor.

13.11.4 The outcome to this stage may be that a remedy offered at the earlier stages may be offered to you again; you may be offered a new remedy; or it may be investigated again 2 if there were procedural issues with the investigation into the complaint.

13.11.5 We will send you a written response, providing reasons for the outcome, no later than 20 working days of the date we received your completed complaint review request form.

13.11.6 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.

13.11.7 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 stages and we will issue you with a completion of procedures letter at this stage.

## 13.12 Independent review of student complaints

13.12.1 You can request an independent review of our final Stage 3 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.

# **Document Sign-off, Ownership Details and Revision History**

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| **DOCUMENT SIGN-OFF AND OWNERSHIP DETAILS** |
| **Document name:**  | Regulations for Taught Students |
| **Version Number:** | V4.0 |
| **Equality Impact Assessment:** | Yes |
| **Approved by:** | University Teaching and Learning Committee and University Research Committee |
| **Effective from:** | 01 August 2021 |
| **Date for Review:** | Annually  |
| **Author:** | Director of Registry |
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| **Compliance Checks:** | Completed |

| **Version** | **Date**  | **Revision description/Summary of changes** | **Author** |
| --- | --- | --- | --- |
| 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 bulling, 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 Responding 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.
* 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 extenuating 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, responding 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 submitted by the reporting party as part of the investigation.

**Section 13: Student Complaints*** Updated with some minor rewording
 | Registry |
| 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 RegulationsRemoval of legal regulation on smoking on/around campus – plain English emphasisExpansion and clarity of regulation priority for students studying at partner InstitutionsClarity 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 maintainedRe-brand of Tier 1 visa – now defined as a start-up visa throughoutClarity 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 monitoringTier-4 attendance monitoring update according to Home Office requirements | Registry |
| V2 | 01 August 2020 | **Section 5 – Interruption to Study, Withdrawal and Transferring from your Course**New material section added to the Regulation and Procedure – TransferringMinor 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 |

1. Your tutor will inform you whether a test is being conducted under exam or coursework regulations [↑](#footnote-ref-1)