



**Regulations for  
Postgraduate Research Students  
2022/23**

Please note that these regulations and procedures may be subject to change within the academic year and as such, any printed or downloaded documents will not reflect these changes. For the most up to date version, please refer to [Registry's website](#)

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## A Welcome Note from the University of Huddersfield

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

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

Whether it's joining a sports club or society, running a life-changing campaign (or for election!), or just having fun at some of our epic events – we'll be here all year-long to provide you with great services, support and advice on just about everything!

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

You can connect with us [online](#) or face-to-face by visiting us on Floor 5 of Student Central.

Enjoy your time at Huddersfield,



Millie Avery

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.

## Breaching the Code of Conduct

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

[student disciplinary](#).

## Examples of behaviours that breach the Code of Conduct

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

- 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 in 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



Professor Bob Cryan

SU President on behalf of the Students' Union



Millie Avery

## **Our PGR Charter: A partnership for success**

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

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

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

### **Joint responsibilities of PGRs and their supervisors:**

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

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

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

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

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

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

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

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

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

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

PGRs and supervisors are expected to use the online supervision log for this purpose (currently SkillsForge).

## **What you can expect from supervision:**

### **1. Qualification for the role**

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

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

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

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

### **2. Contact between supervisors and PGRs**

- PGRs should meet with their main supervisor at least once a month (or once every two months for part-time candidates).
- PGRs should have a meeting with the whole supervisory team at least four times a year (or twice a year for part-time candidates).
- PGRs should remain in regular contact with their supervisor throughout any writing-up period; there is a reasonable expectation that supervisors will be available to review drafts of your work at least once every two months (please

note: it is the PGR's responsibility to send the work to their supervisor in good time, so that the supervisor has time to read the work and make comments ahead of any submission date).

- An 'on track to submit' meeting should take place between the PGR and their supervisory team, at least three months before the thesis is due for submission (for Doctoral and MPhil candidates) or at least one month before submission (for Master's candidates). The purpose of the meeting is to ensure that the PGR is well prepared and on track to submit the thesis by the submission date and examination arrangements are in place. The meeting will also make final preparations for the viva voce examination for Doctoral or MPhil candidates.
- PGRs should be able to contact their supervisors easily for advice and guidance, regardless of where they are based.
- PGRs should know who to contact if their main supervisor is not available; normally there will be more than one supervisor on the team.
- PGRs should know who their DGE (or deputy) is and how to contact them in case any problems arise.

### **3. Academic guidance**

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

### **4. Supporting professional development of PGRs**

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

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

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

### **5. Administration**

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

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

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

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

## **What supervisors can expect from PGRs:**

### **1. Engagement and personal development**

PGRs are expected to take full responsibility for designing and completing their research, within the expected timeframe, under the guidance of the supervisory team. The thesis is the work of the PGR.

PGRs need to make a commitment to their research.

PGRs are expected to develop as independent researchers, and that includes taking full advantage of the advice and feedback they receive from their supervisors, and from other academics who assess the work during the course of the degree, such as progression assessors.

Advice from supervisors should be viewed as guidance rather than instruction, though in some cases a change of supervision team may be necessary if you wish to proceed in a direction they cannot support.

PGRs are expected to pro-actively engage with supervision and with training programmes offered at the University.

PGRs are strongly encouraged to engage with the wider research community, including the Students' Union Postgraduate Society who put on a range of activities and events to help PGRs meet each other.

PGRs are strongly encouraged to attend School and University researcher conferences, the Huddersfield heat of the national 3 Minute Thesis competition or other events to gain experience in presenting their research to expert and lay audiences.

If PGRs are unable, for any reason, to engage with their research, they need to share this with their supervisors or School PGR Admin Support team, in the same way you would report absences to an employer. We expect PGRs to let us know of any circumstances which might be affecting their ability to progress their work so that we can provide timely support.

There may be times when PGRs are unable to engage with their research due to personal difficulties or health issues, which they do not feel comfortable discussing with either their supervisors or the School PGR Admin Support team. If this is the case, PGRs can contact their School DGE (or deputy), or if preferred can find support outside of the School by contacting either our Researcher Environment team, the Dean of the Graduate School, the Students' Union Advice Centre or the Disability and Wellbeing Service. These forms of support can offer confidential advice and guidance which will only be shared if PGRs provide consent to do so.

## **2. Administration**

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

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

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

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

- The supervisory team.
- Staff in the School PGR Administration office.
- The DGE (or deputy) of their School.
- The Researcher Environment team.
- Training resources (including online materials) available via Brightspace and SkillsForge.
- The Graduate School website.
- Students' Union Advice Centre.
- Regulations for your programme and student regulations (including those around research conduct and dealing with unforeseen circumstances). These are all available online and can be accessed through [MyHud](#).

## Glossary

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

<b>Term</b>	<b>Definition</b>
<b>Academic judgement</b>	This is a judgment about the standard of your work in relation to learning outcomes or research misconduct that can only be made by someone who has relevant academic expertise.
<b>Academic year</b>	This is the phrase we use when talking about the year in which you will study.
<b>Appeal</b>	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.
<b>Approved</b>	This is an outcome you will be given if we accept an interruption or extension request.
<b>Balance of probabilities</b>	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.
<b>Complaint</b>	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.
<b>Completion of procedures letter</b>	This is the letter that is issued in response to an appeal or complaint, once we have completed all our internal procedures. You can take this letter to the OiA and ask them to carry out an independent review of our final decision.
<b>Concern</b>	An issue, query or request for clarification that is raised by a student.
<b>Course assessment board (CAB)</b>	A panel of academics who reach decisions on your performance, your progression to the next stage of your course or your final award. For Professional Doctorate candidates only.
<b>Credit</b>	This is the value of a module you successfully complete. For Professional Doctorate candidates only.
<b>Dean</b>	The senior academic in charge of a School and its departments.
<b>Dean of the Graduate School</b>	The senior academic in charge of overseeing graduate education across the University.

<b>Deputy Vice Chancellor</b>	The senior member of University staff who holds this job title, or their nominee.
<b>Director of Registry</b>	The senior member of University staff who holds this job title, or their nominee.
<b>Discrimination</b>	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.
<b>Exclusion</b>	You are permanently removed from the University and not allowed to return to undertake any further study with us.
<b>Extension</b>	You apply for this when you cannot meet your deadline and need a short period of extra time to complete the work.
<b>Gross disciplinary breach</b>	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.
<b>Harassment</b>	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 <a href="#">University's Code of Conduct</a> .
<b>Independent evidence</b>	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.
<b>Investigator</b>	An appropriate member of staff who investigates allegations and / or issues raised under any of our procedures.
<b>Major disciplinary breach</b>	A form of misconduct which breaches our policies and disciplinary procedures and results in considerable impact or harm.
<b>Material irregularity</b>	A substantial mistake in our procedure that is likely to have changed the outcome of the matter.
<b>Minor disciplinary breach</b>	A form of misconduct which breaches our policies and disciplinary procedures and results in limited impact or harm.
<b>Mitigation</b>	The independent evidence of the circumstances you would like us to consider for a lesser penalty.

<b>OiA</b>	The Office of the Independent Adjudicator for Higher Education. This is higher education independent body who review unresolved student complaints about Universities.
<b>Precautionary measures</b>	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.
<b>Pro Vice Chancellor</b>	A senior member of University staff who holds this job title, or their nominee.
<b>Progression monitoring</b>	This is a formal assessment of your progress. For Doctoral candidates only.
<b>Referral</b>	When you have not met the pass criteria for a module and have to undertake reassessment. The module will be capped at the minimum pass mark. For Professional Doctorate candidates only.
<b>Registry</b>	The University's central service which manages the regulations and procedures that support the student journey.
<b>Report</b>	Anyone, including members of the public, can make a report to the University expressing dissatisfaction with student's behaviour. This will normally be investigated using the Student Disciplinary Procedure.
<b>Reporting party</b>	A person who reports an incident, behaviour, or a concern to the University via the Student Disciplinary Procedure.
<b>Research misconduct</b>	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.
<b>Responding party</b>	A person who receives a report about their behaviour or an incident they were involved in via the Student Disciplinary Procedure.
<b>School</b>	The University is split into seven Schools, where related subject areas are managed and taught.
<b>School Director of Graduation (or deputy)</b>	The senior academic in charge of overseeing graduate education in your School.
<b>School Manager</b>	The senior professional services manager in one of the University's seven schools, or their nominee.
<b>School support services</b>	A range of pastoral and academic support services available within each School.
<b>Sexual misconduct</b>	Relates to all unwanted conduct of a sexual nature. For an indicative list of what may constitute sexual misconduct, please refer to the <a href="#">University's Code of Conduct</a> .
<b>Student conciliator</b>	A member 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.
<b>Supervision</b>	This is regular interaction with academic staff who are supporting and guiding you through your research degree.
<b>Supporter</b>	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.
<b>The University</b>	The University of Huddersfield.
<b>Unauthorised partnership</b>	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.
<b>University community service</b>	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.
<b>Upheld</b>	This is an outcome you will be given if we agree to overturn a decision we have made.
<b>Us</b>	The University of Huddersfield and its staff members.
<b>Vice Chancellor</b>	The senior member of University staff who holds this job title, or their nominee

<b>Viva or viva voce examination</b>	Is the final examination whereby you will give the verbal defence of your thesis.
<b>We</b>	The University of Huddersfield and its staff members.
<b>Withdrawal</b>	You are removed from your degree and will have to formally re-apply if you wish to return to further study with us.
<b>Witness</b>	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.
<b>Working day</b>	Any day between Monday and Friday when the University is open.
<b>You</b>	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 about your enrolment](#). 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.
- It is very important that enrolment is completed within four weeks 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 intake.
- 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 the Personal Details section 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](#)

### 1.2 Re-registration

1.2.1 You are required to re-register 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 re-registration within four weeks of your course start date, otherwise you may be withdrawn from the course.

- If you miss re-registration as your studies were interrupted you must complete re-registration within four weeks of when you return to study, otherwise you may be withdrawn from the course.
- 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 re-registration 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 Personal Details section 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/or on the student records system.
- You can access information about re-registration on our [Re-registration webpage](#)

### 1.3 Late registration penalty

1.3.1 A penalty applies to students who fail to re-register during the official re-registration period. If you fail to re-register by four weeks of your annual re-registration date or when you return from a period of interruption, you will lose access to the University IT Systems, including your e-mail account and may also be withdrawn.

### 1.4 Administrative withdrawal

1.4.1 You may be administratively withdrawn from your research degree if you:

- Do not re-register within four weeks of your annual re-registration date or after returning from an interruption.
- You do not submit work by the agreed deadline.
- Continuously fail to engage with your research degree.
- The University are no longer able to provide adequate supervision.

1.4.2 Students that are withdrawn will lose access to their University accounts within 24 hours of the withdrawal being instigated. If 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 withdraws you.

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

- That a material irregularity occurred during the process that led to your withdrawal; and / or
- You have extenuating circumstances, which can be independently evidenced, which for good reason you could not tell us about at the time and before the decision was made.

1.4.4 To appeal, you should complete the [PGR withdrawal appeal form](#) in full and email it, with your evidence, to [registryresearch@hud.ac.uk](mailto:registryresearch@hud.ac.uk)

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

1.4.6 We will consider your appeal and 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:

- If your appeal is **successful**, we will notify you and your School of the outcome.
- If your appeal is **rejected**, then the original decision made by your School will remain.

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

## 1.5 Student ID card

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

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

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

## 1.6 Email correspondence

1.6.1 You will be contacted primarily through your student email address and it is your responsibility to ensure that you check this regularly.

## 1.7 Change of address

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

## 1.8 Change of name

1.8.1 It is your responsibility to ensure that your 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 on ASIS. Exceptionally, there may be occasions where a certificate needs to be issued in a different name to that recorded, 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 Change of course

1.9.1 If you wish to change your course, you must discuss this with your School who will advise on your options. If you are on an apprenticeship course, you must discuss this with your employer first.

1.9.2 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.

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

## 1.10 Smoking on campus

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

## 1.11 Parking

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

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

## 1.12 Students studying in partner institutions

1.12.1 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.

## 1.13 Allegations under the regulations for postgraduate research students

1.13.1 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.

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

1.13.3 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.

1.13.4 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.

1.13.5 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.

## **1.14 Student Union representation on panels**

1.14.1 Student Union Officers or their nominee sit on some of our student panels. and will have been given training and support from the Students' Union and Registry in the University.

## **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 recommended by Graduate Board then approved by University Research Committee and Senate.

1.15.2 The [Emergency regulations](#) are available on our website (see Section A5).

## **1.16 Covid-19**

1.16.1 During the academic year 2022-23, it is unlikely that the University will need to impose additional obligations on our students, in order to comply with government guidance on the management of Covid-19. However, should the University need to do so, these requirements may likely to include, but are not restricted to, social distancing measures and additional hygiene protocols. You would be 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](#) - 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](#) – this sets out how the University processes

personal data and who it shares your information with.

- [Intellectual Property Policy](#) – sets out who will own the intellectual property rights in your work.
- [Research Ethics and Integrity Policy](#) – sets out your responsibilities to ensure any research you undertake is carried out in an ethical manner and is properly approved.
- [Equality, Diversity and Inclusivity Policy](#) – this document sets out our commitment to providing an inclusive learning and working environment at the University of Huddersfield.
- [Freedom of Speech and External Speakers Policy](#) – this policy protects your right to express an academic opinion and sets out the rules for speakers coming on to campus.
- [Health and Safety Policy](#) – sets out how you can ensure you study in a safe and secure manner.
- [Safeguarding Policy](#) – sets out your responsibilities in relation to vulnerable members of the University community.
- [Whistleblowing Policy](#) – sets out the procedure to follow if you wish to draw attention to any wrongdoing.
- [Social Media and Communications Policy](#) – sets out your responsibilities when using social media which directly or indirectly represents or refers to the University, its staff, students and partners.
- [Audio and Video Capture Policy](#) – sets out how we will use our Hudstream audio and video lecture system.
- [Proof Reading Policy](#) – 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](#) – sets out how we manage any debts owed by students.
- [Student Protection Plan](#) – is 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](#) – sets out our expectations when using the University’s computing facilities.
- [IT Security Policy](#) – set outs how we will handle IT Security and what actions we will take if that is breached.
- [Policy on Support for Pregnant Students and New Parents](#) – this document sets out how the University will support new parents and pregnant students.
- [Student Wellbeing and Mental Health Support Framework and Guidance](#) - this document sets out how we intend to support you if you are experiencing mental health difficulties.
- [PGR Teaching Framework](#) – this framework provides guidance for PGRs who wish to teach.
- [Authorship and Postgraduate Researchers](#) – this guidance supports authors

to be identified and acknowledged fairly and accurately.

## 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 visa holders

2.3.1 The main obligations imposed by the Home Office on those studying in the UK on a student visa are set out below. This list is not exhaustive or exclusive and may be updated by the Home Office with new conditions added from time to time. We may, therefore, amend our policy and practice at short notice to reflect revised Home Office rules and guidance.

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

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. Guidance on the [Academic technology approval scheme](#)

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 five 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 five working days. If you fail to report, we will issue a written warning and apply immediate sanctions. If you do not comply within a further five days, we will withdraw you from your course and withdraw sponsorship of your visa, both with immediate effect.
- 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 five working days. If you fail to report, we will issue a written warning and apply immediate sanctions. If you do not comply within a further five days, we will withdraw you from your course and withdraw sponsorship of your visa, both with immediate effect.
- Any authorised absences must be approved in advance by visiting your School in person, unless we make an exception in response to extraordinary circumstances when you will be permitted to meet with us online. The School will then formally record the reason on your attendance record.

## 2.5 Work

- If you have a part-time job, you must not work more than the permitted maximum number of hours under the immigration rules. You must never schedule paid work that conflicts with required attendance at the University.
- You 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 student visa sponsor status. As such, we cannot accept any liability for any loss (financial or otherwise) experienced directly or indirectly by any applicant or student as a result of any actions or omissions on our part which we believe are necessary or desirable to comply with our statutory duties.

## 2.6 University requirements

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

- You are expected to remain in the UK at the address you have notified to the University until the official end of the academic year.
- 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 [PGR engagement and attendance regulation](#)
- You are expected to fulfil the requirements of the [PGR engagement and attendance regulation](#)
- In response to external factors, beyond our control, we may at our discretion permit variations to the above requirements in order to facilitate remote study.

## 2.7 Students on a standard visitor or short-term study visa

2.7.1 Students who come to the University under an exchange programme or to undertake pre-arranged assessment, study or research, and who are here for a period of less than six months will now be required to have a standard visitor visa to be able to study at the University.

2.7.2 From 1 December 2020, the short-term study visa route is only for 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 University [PGR engagement and attendance regulations](#)

## **2.8 Other visa categories**

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

## **2.9 Tier 1 start-up visa**

2.9.1 Eligible students may apply to join the tier 1 start-up visa route which allows you to stay in the UK for 24 months to establish a new and innovative business in the UK.

2.9.2 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.

2.9.3 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.

## **2.10 The Graduate Route**

2.10.1 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.

2.10.2 Those with leave under the graduate route will not be sponsored by the University.

2.10.3 Full-time study is not permitted for those with leave under the graduate route.

## **2.11 Visa renewals**

2.11.1 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.

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

2.11.3 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.

2.11.4 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.

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

2.11.6 We will not be able to assist you with an application under the graduate or tier 1 start-up visa routes.

## **2.12 Interruption of study Information for International Students**

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

- Medical or personal circumstances (see below – Applying for an interruption of study)

- Programme transfers
- Periods of study or work or work experience / placement outside the University.
- A requirement to complete assessments as an external candidate.
- Proceedings brought under the University's disciplinary or fitness to practise procedures.
- Failure to pay outstanding debt.
- Breach or suspected breach of immigration conditions.
- Failure to demonstrate right to study.

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

2.12.3 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.

## **2.13 Applying for an interruption of study**

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

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

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

2.13.4 Common scenarios where you might interrupt your studies include:

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

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

## 2.14 Authorised absence reporting and your visa

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

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

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

2.14.4 If you feel that your circumstances mean that you will not be able to finish your course on time, you should consider requesting an interruption of studies instead of an authorised absence. If you do interrupt your studies, you must leave the UK until you are ready to return to study.

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

## 2.15 Authorised absence categories

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

Category	Allowable period	Evidence requirements
Annual leave	35 days (except where leave is likely to impact on progress of a research project or where there are funding implications)	n/a NB this is approved by your School on a leave card, not by the International Office
Study visit / data collection outside the UK	Up to 60 days	Supervisor confirmation
Pregnancy and birth (refer to the Policy on Support for Pregnant Students and New Parents)	Up to 6 weeks	Medical documentation
Paternity leave	Up to 2 weeks	Medical documentation

<b>Category</b>	<b>Allowable period</b>	<b>Evidence requirements</b>
Sickness or ill-health	Up to 2 weeks. Longer periods may require students to interrupt their studies	Sick note or other evidence from the student's doctor / specialist
Sick relative or dependant <sup>1</sup>	Up to 2 weeks	Reliable 3rd party evidence / medical certificate
Close family bereavement <sup>2</sup>	Up to 2 weeks	Reliable 3rd party evidence / death certificate
Involvement in competitive sports at national or international level	Up to 2 weeks	Reliable 3rd party evidence
Victim of serious crime	Up to 2 weeks	Crime number / police report
Conference outside the UK	Up to 1 week	Supervisor confirmation

## 2.16 Annual leave

2.16.1 As a postgraduate research student, you can request up to 35 days a year annual leave. Your School will issue you with an annual leave card and will approve and record your leave. You can use your leave card as proof of authorisation for absence from the University.

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

## 2.17 Data collection and fieldwork

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

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

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

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<sup>1</sup> A dependant is classed as a spouse, cohabitee, child, parent or someone who reasonably relies on the student for assistance if they fall ill, or are injured, or relies upon the student for help, or in making arrangements in the provision of care

<sup>2</sup> Close relative, partner/spouse, or partner's/spouse's immediate relative

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

## **2.18 Additional time and writing-up**

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

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

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

## Section 3: Student Finance Regulation

### 3.1 Introduction

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

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

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

### 3.2 Payment of tuition fees

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

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

3.2.3 If 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.
- For courses starting in April: 50% prior to enrolment and 50% by 31 August.

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, 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](mailto:sfo@hud.ac.uk) for the Pro Vice-Chancellor (Teaching and Learning) for taught students, or the Pro Vice-Chancellor (Research, Innovation & Knowledge Exchange) for postgraduate research students to review, within 10 working days of the date of the withdrawal letter.

3.4.2 You must submit independent evidence to support your appeal. If there is a delay in obtaining the evidence, you should still submit the appeal no later than 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 **successful**:

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

3.4.7 If your appeal is **rejected**: You may wish to discuss the outcome with the Students' Union Advice Centre who can independently guide you through the decision.

3.4.8 You may request an independent review of the decision.

3.4.9 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 UK.

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, for the remainder of your academic year, we will charge a proportion of the tuition fee for your course. The amount charged will depend on when you originally enrolled and when you withdraw or interrupt your studies. For 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 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.

### **3.10 PGR interruption of studies**

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

### **3.11 Additional research time for PGRs**

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

- Up to 4 months – 25% of fee.
- Up to 8 Months – 50% of fee.
- Up to 12 months – 100% of fee.

### **3.12 PGR writing-up period**

3.12.1 If you reach the end of your course and request a writing-up period Doctoral students will be charged £450, Master's students will be charged £100.

### **3.13 PGR final examination phase**

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

## Section 4: PGR Engagement and Attendance Regulation

You should seek impartial advice and support from the [Students' Union Advice Centre](#), your School student support systems or the University Well-being Services if you are struggling to engage with your research study and / or attend supervision meetings.

### 4.1 Introduction

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

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

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

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

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

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

### 4.2 Annual leave and other absence reporting

4.2.1 You need to request any annual leave that you are entitled to by submitting your annual leave card to your School office for approval:

- Full-time PGRs are normally entitled to 35 days' annual leave.

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

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

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

### 4.3 Recording your engagement and attendance

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

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

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

### 4.4 Student ID card and swiping requirements

4.4.1 You must carry your student ID card with you at all times and make your card available to any member of University staff that asks to see it. If you refuse to allow a member of staff to see your student ID card this will be considered to be a breach of the [Student disciplinary regulation](#)

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

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

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

4.4.5 If you are studying on a student visa, you are required to register your attendance weekly, on campus, by swiping your student card at the designated point

in your School. You must continue to swipe in weekly during any writing-up or examination period. This is to comply with your visa terms.

4.4.6 International students must read this together with the [International student information](#) section of the regulations.

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

## **4.5 Fraudulent Swipes**

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

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

## **4.6 Withdrawal for non-engagement**

4.6.1 If you fail to comply with engagement and re-registration as expected, you may be withdrawn from your studies.

4.6.2 If you are withdrawn, you can appeal.

## **4.7 Additional information**

4.7.1 You can find full details relating to [PGR engagement and attendance](#) on our website.

## Section 4: PGR Engagement and Attendance Procedure

Please make sure you are familiar with the [PGR Engagement and Attendance Regulations](#) - these include information on annual leave and reporting absences.

### 4.8 Introduction

4.8.1 You must demonstrate regular engagement with your programme to avoid being withdrawn.

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

4.8.3 If you are studying with us on a Tier 4 or Student Visa you must register your attendance weekly (please see points 4.9 and 4.10 below).

4.8.4 For all other PGRs who are not studying with us on a Tier 4 or Student Visa, there will be no requirement for you to swipe-in with your student ID card.

4.8.5 All PGRs must record discussion and actions coming out of your supervisor meetings, using the University's online supervision log (currently [SkillsForge](#)).

### 4.9 Recording your engagement and attendance

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

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

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

### 4.10 Additional obligations for students studying on a Student Visa

4.10.1 You are required to register your regular attendance on campus by swiping your student card at the designated point in your School each week.

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

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

### 4.11 Annual leave

4.11.1 You need to request any annual leave that you are entitled to by submitting your annual leave card to your PGR Admin Support team for approval.

## 4.12 Other absence reporting

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

4.12.2 You should complete an authorised absence form, which you can request from, and must submit to, your School PGR Admin Team.

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

4.12.4 If you are going to be absent for a prolonged period, you may wish to consider an [interruption of study](#).

## 4.13 PGR employment

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

- **Full-time research postgraduate students** are expected to work no more than 15 hours per week and **must not** be in full-time employment.
- **Part-time research postgraduate students** are expected to work no more than 37 hours per week.

4.13.2 If you are a studying with us on a Visa and wish to find employment, please read our advice about [Working whilst studying](#). It is very important that you check your employment status prior to starting work, you can do this by contacting the [Immigration and Compliance team](#) or attending one of the [Immigration Drop-in Sessions](#).

4.13.3 If you are looking at employment within the University, additional rules apply. Please see our [Work Experience, Placements and Employment of Students Policy](#).

## 4.14 Procedure for non-engagement

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

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

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

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

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

4.14.5 There are two possible outcomes to a formal meeting:

- Your School will decide that you are able to continue with your studies. They may specify some conditions that you need to meet in order for your registration to continue, to prevent any further problems with non-engagement or to support you with any difficulties you are experiencing;
- Your School will decide that you are no longer able to continue with your studies and you will be withdrawn from your course.

4.14.6 Students that are withdrawn will lose access to their University accounts within 24 hours of the withdrawal being processed. If your School notifies you that you are being withdrawn, and you intend to appeal, please let us know as soon as possible, otherwise you will lose access to your University accounts. To download your training records from SkillsForge, please log in, go to "My Training, Development & Skills", then select "Development Summary" for a complete list by date of Training and Courses which you have attended. Alternatively, select "My Completed Activities" for an overview of the last couple of years divided by Researcher Development Framework skill areas and from where you can print off the details of the sessions if required.

## **4.15 Withdrawal for non-submission**

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

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

- Your thesis

4.15.2 Students that are withdrawn will lose access to their University accounts within 24 hours of the withdrawal being processed. If your School notifies you that you are being withdrawn, and you intend to appeal, please let us know as soon as possible, otherwise you will lose access to your University accounts. To download your training records from SkillsForge, please log in, go to "My Training, Development & Skills", then select "Development Summary" for a complete list by date of Training and Courses which you have attended. Alternatively, select "My Completed Activities" for an overview of the last couple of years divided by Researcher Development Framework skill areas and from where you can print off the details of the sessions if required.

## 4.16 Appealing against a withdrawal

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

- That a material irregularity has occurred during the process that led to your withdrawal; **and / or**
- You have extenuating circumstances, which can be independently evidenced, which for good reason you could not tell us about at the time and before the decision was made. Please see our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence.

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

4.16.3 To appeal, you should complete the [PGR Withdrawal Appeal Form](#) in full and email it, with your evidence, to [registryresearch@hud.ac.uk](mailto:registryresearch@hud.ac.uk).

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

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

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

4.16.7 **If your appeal is rejected**, the original decision made by your School will remain. This decision will be final and will bring to an end the University's internal procedure.

## 4.17 Independent review of our final decision

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

## Section 5: Interrupting, Withdrawing or Transferring from Studies Regulation

You may wish to seek impartial advice and support from the [Students' Union Advice Centre](#) if you wish to apply for an interruption or withdraw from your studies.

### 5.1 Introduction

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

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

### 5.2 Interruption of study

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

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

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

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

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

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

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

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

5.2.8 Prior to returning to your studies, you should make contact with your supervisor to discuss how your return will be managed.

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

### 5.3 Length of interruption

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

5.3.1 For Doctoral students, the total period of interruption permitted across the full period of studies will not normally exceed 12 months. In extreme circumstances, we may allow a maximum of 24 months.

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

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

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

## 5.4 Applying for an interruption

5.4.1 You can find full details of how to apply for an [Interruption to your studies](#) on our website.

## 5.5 Withdrawing from your studies

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

5.5.2 When you have withdrawn, you will no longer be considered a student and you will not be permitted to return to your research programme at a later date. If you decide you would like to study with us again, you will need to complete the admissions process. PGRs wishing to withdraw from their programme should be aware that they will lose access to their University files and email account within 24 hours of their withdrawal being processed. You should ensure that you have saved an alternative copy of all of the documents you need prior to submitting your withdrawal request, to prevent losses.

## 5.6 Applying to withdraw

5.6.1 You can find full details of how to [Withdraw from your studies](#) on our website.

## 5.7 Transferring your studies

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

5.7.2 If you are experiencing a personal issue or you are unhappy with an aspect of your programme, you can discuss this with your supervisor, or with the School's Director of Graduate Education. If preferable, you can discuss issues with someone outside of the School. Independent support can be provided by our Researcher Environment team, the Dean of the Graduate School or the Students' Union Advice Centre.

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

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

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

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

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

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

## Section 5: Interrupting, Withdrawing or Transferring from Studies Procedures

### Interruption of Study Procedure

Despite your best plans, there may be a time when you will need to interrupt your studies. The following offers guidance on how to do this and the implications that it will have on your studies. We also advise that you read the [Interruption of Study Regulations](#) in full.

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

#### 5.8 Grounds for interruption

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

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

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

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

## 5.9 How to Apply

5.9.1 You will need to complete an [Application for an Interruption of Studies](#) and ask your supervisor to fill in the relevant section to confirm their support of your request. You should email the completed form to [pgrinterruptions@hud.ac.uk](mailto:pgrinterruptions@hud.ac.uk). All applications must be supported by independent evidence. Please see our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence.

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

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

## 5.10 Conditions of an interruption

- If we approve your interruption, you will retain access to your student email account and we will continue to use to communicate with you, so please make sure that you continue to regularly check your University emails.
- You will not retain access to your library account.
- You are not expected to work on your research during your interruption period and you will not be entitled to supervision in this time.
- If your interruption is due to wellbeing or health issues, you can still access support from our [Wellbeing](#) and [Disability](#) Services whilst you are on a study break.
- Your research timeline will re-start from the date your interruption ends, regardless of how long it takes you to complete your registration in full.
- If your annual re-registration is due upon your return from interruption, you must re-register within 4 weeks of your date of resumption or you risk being administratively withdrawn from your course.

## 5.11 Contact during your interruption

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

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

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

## **5.12 Returning to your studies**

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

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

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

## **5.13 Information for international students**

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

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

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

## **5.14 UKRI funded studentships**

5.14.1 UKRI rarely allow interruptions of study. If you are studying with us under a UKRI funded studentship and wish to interrupt your studies, you will need to check the terms of your contract. For further advice, please contact your [School PGR Admin Team](#).

## 5.15 Funding and student finance

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

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

## 5.16 Accommodation and Council Tax

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

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

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

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

## 5.17 Additional Support

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

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

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

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

## 5.18 Submitting a fraudulent request

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

5.18.2 Should you be found to have submitted a fraudulent application or evidence then we will instigate our [Student Disciplinary Procedure](#).

## 5.19 Appealing an Interruption Decision

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

## 5.20 Grounds for an appeal

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

- There was a material irregularity in the way your original claim was handled and it affected the outcome; and/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. Please see our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence.

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

## 5.21 How to submit an appeal

5.21.1 If you wish to appeal, you must complete the [PGR Interruption and Extension Appeal Form](#) and submit it to [Registryresearch@hud.ac.uk](mailto:Registryresearch@hud.ac.uk) no later than 10 working days from the outcome.

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

5.21.3 If you submit your appeal later than 10 working days after the date your outcome was sent to you, you will need to provide independent 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 case for an appeal. If you do not send us appropriate independent evidence to corroborate why your late appeal should be considered then your appeal will be rejected on the basis that it was submitted late, and no further details of your appeal will be considered.

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

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

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

## 5.22 Independent review of the appeal decision

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

## Withdrawal from Studies Procedure

### 5.23 Introduction

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

5.23.2 When you have withdrawn, you will no longer be considered a student and you will not be permitted to resume your programme at a later date. If you decide you would like to study with us again, you will need to re-apply to the University through the usual admissions process.

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

5.23.4 If you are an international student with a visa, you may also wish to discuss the implications of a withdrawal with the [Immigration and Compliance Team](#).

### 5.24 Applying for a withdrawal

5.24.1 Each School manages their own withdrawal procedures. Please contact your [School PGR Admin Team](#) for more information on how to withdraw.

5.24.2 If you withdraw, you must return your student Campus Card to either your School Office or the iPoint.

5.24.3 You will lose access to your University accounts within 24 hours of the withdrawal being processed. Therefore, we advise that you download any documents or correspondence that you wish to keep from your University accounts before you submit you apply to withdraw. To download your training records from SkillsForge, please log in, go to "My Training, Development & Skills", then select "Development Summary" for a complete list by date of Training and Courses which you have attended. Alternatively, select "My Completed Activities" for an overview of the last couple of years divided by Researcher Development Framework skill areas and from where you can print off the details of the sessions if required.

## 5.25 Fee liability for withdrawing students

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

5.25.2 For information regarding any costs you will incur relating to your fees should you chose to withdraw then please refer to [Section 3: Student Finance Introduction](#), or contact the [Student Finance Office](#).

## 5.26 Accommodation and Council Tax

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

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

5.26.3 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.

5.26.4 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.

## 5.27 Recognition of Prior Learning

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

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

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

## Section 6: Progression Extension Regulation

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

### 6.1 Introduction

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

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

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

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

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

### 6.2 General principles

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

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

6.2.2 If your School grants a progression extension:

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

## 6.3 Applying for progression extensions

6.3.1 You can find full details of how to [Apply for a progression extension](#) on our website.

## Section 6: Progression Extension Procedure

### 6.4 Introduction

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

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

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

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

### 6.5 Grounds for a progression extension

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

- Short-term illness
- Short-term personal difficulties

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

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

### 6.6 How to Apply

6.6.1 You can apply for a progression extension of:

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

6.6.2 If you require more time than the maximum period allowed you would be expected apply for an [interruption of study](#).

6.6.3 If a progression extension is appropriate, please complete an [Application for a Progression Extension](#) and submit it to your [School PGR Admin Team](#).

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

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

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

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

## Section 7: End Extension Regulation

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

### 7.1 Introduction

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

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

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

7.1.3 Registry will only allow extensions at this late stage in limited exceptional circumstances, which are supported by independent evidence.

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

### 7.2 General principles

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

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

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

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

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

### 7.3 Applying for an end extension

7.3.1 You can find full details of how to [Apply for an end extension](#) on our website.

## Section 7: End Extension Procedure

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

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

### 7.4 Introduction

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

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

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

### 7.5 Grounds for an end extension

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

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

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

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

### 7.6 How to apply

7.6.1 You will need to complete an [Application for An End Extension](#) and ask your supervisor to fill in the relevant section to confirm their support of your request. You should email the completed form and independent supporting evidence

to [pgrinterruptions@hud.ac.uk](mailto:pgrinterruptions@hud.ac.uk). Please see our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence.

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

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

## 7.7 Short Self-Certified End Extensions

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

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

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

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

7.7.5 You may request a short extension by completing the [Application for a Short Self-certified End Extension](#) and submitting it to [PGRInterruptions@hud.ac.uk](mailto:PGRInterruptions@hud.ac.uk).

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

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

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

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

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

7.7.11 You may only self-certify once per submission. For instance, you cannot self-certify for ten days and then self-certify again for the same submission point. However, you may self-certify for the initial submission and again for the re-submission of the same thesis, should you experience extenuating circumstances in the lead up to both submissions.

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

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

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

## 7.8 Information for international students

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

## 7.9 UKRI funded studentships

7.9.1 UKRI rarely allow extensions of study. If you are studying with us under a UKRI funded studentship and wish to extend your studies, you will need to check the terms of your contract. For further advice, please contact your [School PGR Admin Team](#).

## 7.10 Additional Support

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

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

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

## 7.11 Submitting a fraudulent request

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

7.11.2 Should you be found to have submitted a fraudulent application or evidence then we will instigate our [Student Disciplinary Procedure](#).

## 7.12 Appealing an End Extension Decision

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

## 7.13 Grounds for an Appeal

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

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

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

## 7.14 How to submit an appeal

7.14.1 If you wish to appeal, you must complete the [PGR Interruption and Extension Appeal Form](#) and submit it to [Registryresearch@hud.ac.uk](mailto:Registryresearch@hud.ac.uk) no later than 10 working days from the outcome.

7.14.2 You must also 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 will consist of and when you expect to provide it to us.

7.14.3 If you submit your appeal later than 10 working days after the date your outcome was sent to you, you will need to provide independent 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 case for an appeal. If you do not send us

appropriate independent evidence to corroborate why your late appeal should be considered then, your appeal will be rejected on the basis that it was submitted late. No further details of your appeal will be considered.

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

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

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

## **7.15 Independent review of the appeal decision**

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

## Section 8: Assessment Appeal Regulation

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

### 8.1 Introduction

8.1.1 This section applies to you if you want to appeal the outcome of any research degree assessment.

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

### 8.2 Grounds for appeal

8.2.1 There are three grounds for an assessment appeal, and you must evidence at least one of them for your appeal to be considered. They are:

- That you can demonstrate that there was a material irregularity in the way we handled your assessment that affected your outcome.
- That you have extenuating circumstances which - for good reason - you could not have told us about before the outcome of your assessment.
- That you can demonstrate bias (or a reasonable perception of bias) in the way you were assessed.

8.2.2 You may not challenge the academic judgement of the examination team: academic judgment is an assessment of the standard of your work in relation to learning outcomes and academic integrity that can only be made by someone who has relevant academic expertise.

### 8.3 Appeal procedure

8.3.1 There are two stages to the assessment appeal procedure:

8.3.2 Stage 1 – Initial appeal:

- **If your appeal is successful**, we will explain what will happen next.
- **If your appeal is rejected**, we will confirm that the outcome of your assessment stands.

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

- **If your appeal is successful**, we will explain what will happen next.
- **If your appeal is rejected**, we will confirm that the outcome of your assessment stands and that you have reached the end of the internal review

process.

## **8.4 How to appeal**

8.4.1 Full details of [How to submit an assessment appeal](#) can be found on our website.

## Section 8: Assessment Appeal Procedure

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

### 8.5 Introduction

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

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

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

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

8.5.5 If your assessment outcome confirms that you are to be withdrawn, you will lose access to your University accounts within 24 hours of the withdrawal being processed. If you intend to appeal, please let us know as soon as possible, otherwise you will lose access to your University accounts. To download your training records from SkillsForge, please log in, go to "My Training, Development & Skills", then select "Development Summary" for a complete list by date of Training and Courses which you have attended. Alternatively, select "My Completed Activities" for an overview of the last couple of years divided by Researcher Development Framework skill areas and from where you can print off the details of the sessions if required.

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

### 8.6 Grounds for a stage 1 appeal

8.6.1 For your stage 1 appeal to be successful, you must provide independent evidence to demonstrate at least one of the following grounds:

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

our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence for extenuating circumstances; **and/or**

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

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

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

## 8.7 How to submit a stage 1 appeal

8.7.1 To appeal the outcome of a progression monitoring assessment or of your final thesis exam, you need to submit a completed [PGR Assessment Appeal Form](#), along with supporting evidence, to [registryresearch@hud.ac.uk](mailto:registryresearch@hud.ac.uk) no later than 10 working days from the date you received your exam outcome.

8.7.2 If your appeal is submitted later than this, without a good reason, we will reject it.

8.7.3 If you have a good reason for submitting your appeal late, you must provide independent evidence to support this. Please see our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence.

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

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

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

8.7.7 If your appeal is **rejected**, we will confirm that your assessment outcome stands. You may wish to discuss the outcome with the [Students' Union Advice Centre](#) who can independently guide you through the decision.

8.7.8 You may request a review of the decision made at stage 1, by submitting a stage 2 assessment appeal.

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

## 8.8 Grounds for a stage 2 appeal

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

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

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

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

- There was a material irregularity in the way we considered your stage 1 appeal; **and/or**
- The decision we reached was unreasonable in light of the evidence provided for stage 1; **and/or**
- You have submitted new evidence that, for a good reason, could not have been provided at stage 1 and would have materially affected the outcome. Please see our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence.

## 8.9 How to submit a stage 2 appeal

8.9.1 To request a review of the stage 1 decision, you should complete the stage 2 section of your original appeal form and submit it, with supporting evidence if appropriate, to [registryresearch@hud.ac.uk](mailto:registryresearch@hud.ac.uk) no later than 10 working days from the date you received your stage 1 appeal outcome.

8.9.2 If your appeal is submitted later than this, without a good reason, we will reject it. If you have a good reason for submitting your appeal late, you must provide independent evidence to support this.

8.9.3 A member of Registry staff who was not involved in the stage 1 decision will consider your stage 2 appeal.

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

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

8.9.6 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.

## 8.10 Independent review

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

## Section 9: Research Conduct Regulation

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

### 9.1 Introduction

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

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

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

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

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

9.1.5 For more information on the training we offer, you should visit the [Graduate School website](#)

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

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

9.1.7 Research misconduct is a form of dishonesty, which we see as a serious offence. What we may view as poor academic practice at undergraduate level is more likely to be viewed as research misconduct at Master's or Doctoral level and it

is treated less leniently. We strongly recommend that you refresh your understanding of referencing, plagiarism and ethical research practice. Self-plagiarism, in particular, is quite complex and can be misunderstood.

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

## 9.2 Citing your own work

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

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

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

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

9.2.5 The following may be acceptable:

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

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

## 9.3 Definitions of research misconduct

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

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

### 9.3.3 Contract cheating

- Entering a brief onto a specialist website and asking people to bid in order to write the work on your behalf.
- Submitting work which has been purchased, commissioned or acquired from someone else (including internet sellers) as your own. This includes work specifically produced for you or bought "off the shelf".
- Making any work or material available to other people, which they then use to commit a misconduct offence. This is regardless of whether you obtain financial reward for doing it.

### 9.3.4 Plagiarism

- Copying and presenting work as if it is your own, without appropriate referencing, including appropriate use of quotation marks. This includes but is not limited to words, ideas, artistry, drawings, images, data, information found on the internet and unpublished materials.
- Presenting someone else's ideas, opinions or theories as if they are your own, without proper referencing.
- Presenting another person's substantial edits or changes to an assignment as your own.
- Presenting collaborative work as if it were created solely by you.
- Minimally paraphrasing someone else's work by changing only a few words or elements and not citing the original source. For instance: substituting a few words or phrases in the original work; altering the order of presentation of someone else's work; or linking sentences or phrases someone else has written with words of your own.
- Secondary referencing: if you are reading a source by one author and they cite or quote the work of another author, this is a secondary reference. You must make it clear that you have not read - and are not citing from - the original source document. Failure to do this is plagiarism.

### 9.3.5 Self-plagiarism

- Reproducing your own published material, or material which you have previously submitted for an examination or award, without acknowledging that you are re-using the work. For instance:

**Text recycling** – reusing content that you have previously submitted for a degree award or publication.

**Redundant or duplicate publication** – this involves submitting the same paper or data to different journals or towards more than one degree award.

**'Salami slicing'** – this is where you split the reporting of your results from one

study across several publications so that you are, in effect, recycling the study when one report would have sufficed and been more appropriate.

- Misuse of copyright – you will be required to sign a copyright statement when you publish a paper in a journal. You need to ensure you do not to infringe copyright when you use the same work in your thesis.

### 9.3.6 Falsification

- Claiming you have carried out experiments, observations, interviews or any form of research that you have not carried out.
- Falsifying results or other data.
- Omitting data or results in a way that means your research is not accurately represented in the research record.

### 9.3.7 Issues of authorship

- Publishing or presenting (for example at a conference) work that is not wholly your own without written agreement of all authors.
- Exploiting someone else's data without recognising them as a co-author.

### 9.3.8 Failure to conduct ethical research

- Failure to comply with the University Research Ethics and Integrity Policy when planning and conducting your research, including:
  - **Failing to adhere to ethical codes** - professional body guidelines; statutory and legal requirements (including additional local requirements where your research is undertaken outside the UK).
  - **Failing to safeguard** the health and well-being of anyone conducting or participating in your research or who may be impacted by your research.
  - **Failing to obtain appropriate licences and permissions** to carry out your research.
  - **Failing to safeguard research data** and manage your records appropriately.
- **Failure to take account** of any conflict of interest.

## 9.4 Research misconduct investigations

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

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

- Stage 1: Internal examiner or supervisor investigation.

- Stage 2: School-level investigation.
- Stage 3: University-level research misconduct panel.

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

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

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

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

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

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

## **9.5 Additional information**

9.5.1 You can find full details relating to the [Research misconduct procedure](#) on our website.

## Section 9: Research Conduct Procedure

Please make sure you are familiar with the [Research Conduct Regulations](#).

### 9.6 Introduction

9.6.1 There are three stages to the Research Misconduct Procedure:

- Stage 1: Internal Examiner or Supervisor Investigation
- Stage 2: School-level investigation
- Stage 3: University Research Misconduct Panel

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

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

### 9.7 General guidance

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

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

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

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

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

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

9.7.6 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.

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

## 9.8 Deadlines

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

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

## 9.9 Absence from any meeting or hearing

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

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

9.9.3 If you cannot attend a University Research Misconduct Panel, you must email [RegistryResearch@hud.ac.uk](mailto:RegistryResearch@hud.ac.uk) before the hearing date and we will consider holding the meeting at a later date.

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

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

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

## 9.10 Mitigation in relation to penalties

9.10.1 If you have faced extenuating circumstances which you believe affected you at the time you were working on your research, and you can provide independent evidence to corroborate this, we may take this into account when considering your case. In submitting mitigation, you are accepting that you have committed an offence. Mitigation does not provide a defence for research misconduct but it might

allow us to consider a lesser penalty. We may not necessarily apply a lesser penalty, even when there are extenuating circumstances, because we will also consider other factors, such as the seriousness of the offence.

## 9.11 Research Council funded students

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

9.11.2 This applies to allegations made against PGRs funded by Research Council grants and staff engaged in Research Council funded research or in the management related activities of that research. Specifically:

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

## 9.12 Stage 1: Internal Examiner or Supervisor Investigation

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

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

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

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

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

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

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

- Copies of online supervision records;
- University or school-based training that you have attended;

- Confirmation that you have access/been advised of the draft TurnItIn submission area.

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

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

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

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

9.12.12 The outcome letter will be copied to the Registry PGR Team and held on file, unless the outcome is that there is no case to answer, in which case we will not keep a copy of the letter.

## 9.13 Stage 1 Offences

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

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

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

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

## 9.14 Stage 1 Outcomes

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

- The degree of severity of the offence;
- Whether or not it is a first offence;

- The level of the award you are registered for (master's or doctoral level);
- The stage of your degree (progression stage or final thesis submission);
- Any mitigation you present.

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

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

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

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

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

## 9.15 Stage 2: School-level Investigation

9.15.1 We may not be able to conclude an allegation against you at Stage 1, or you may have been referred directly for a Stage 2 investigation. In that situation, your case will be referred to the Director of Graduate Education (DoGE), or their nominee, in your School. The academic who investigates your case at Stage 2 will be independent of the allegation and the Stage 1 investigation.

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

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

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

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

- Copies of online supervision records;
- University or school-based training that you have attended;

- Confirmation that you have access/been advised of the draft TurnItIn submission area.

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

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

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

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

9.15.10 The outcome letter will be copied to the Registry PGR Team and held on file, unless the outcome is that there is no case to answer, in which case we will not keep a copy of the letter.

## 9.16 Stage 2 Offences

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

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

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

## 9.17 Stage 2 Outcomes

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

- The degree of severity of the offence;
- Whether or not it is a first offence;

- The level of the award you are registered for (master's or doctoral level);
- The stage of your degree (progression stage or final thesis submission);
- Any mitigation you present.

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

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

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

9.17.4 **Penalty 1** – it is determined that moderate research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. You will normally be given between one to three months to correct the problematic sections of your submission, depending on the severity of the offence, and your work will then be examined. Your corrected work will be considered as a resubmission attempt - this means that limited outcomes will be available to you following your examination.

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

## 9.18 Stage 3: University Research Misconduct Panel

9.18.1 If the allegation against you cannot be concluded at School-level, Registry will convene a University Research Misconduct Panel 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.

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

9.18.3 The panel will normally include:

- Two academics members of staff, which could be the Dean of the Graduate School, a Director of Graduate Education (DoGE) or another member of a School Research Ethics Committee who is not from the School where the allegations originated;
- An elected officer of the Students' Union (or nominee).

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

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

9.18.6 Other attendees may include:

- The Stage 2 investigator or nominee who may attend the hearing and present the case on behalf of the School;
- A member of the Registry PGR Team who will act as Secretary to the hearing;
- Any witnesses brought by you (it is your responsibility to inform them of the hearing date);
- Any witnesses brought by the school, which may include the academic who originally raised the allegation.

9.18.7 The Panel may request additional evidence from your School, this may include:

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

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

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

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

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

9.18.12 The purpose of the hearing is for the full facts of the case to be reviewed and reconsidered. The Stage 2 investigator will be invited to present the background of the case and an overview of the previous stage/s of the investigation. The Panel will

speak to you, and any other relevant parties invited to the hearing, about the allegation and your work.

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

9.18.4 A Secretary will attend the hearing to keep a record of the discussions that take place. A copy of the meeting record, along with the investigation outcome, will be sent to you within 10 working days of the meeting.

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

## 9.19 Stage 3 Offences

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

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

9.19.2 When considering what outcome is appropriate, the panel may consider:

- The degree of severity of the offence;
- Whether it is a first offence or you have previously been issued a written caution or penalty;
- The level of the award you are registered for (master's or doctoral level);
- The stage of your degree (progression stage or final thesis submission);
- Any mitigation you present.

## 9.20 Stage 3 Outcomes

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

- The degree of severity of the offence;
- Whether or not it is a first offence;
- The level of the award you are registered for (master's or doctoral level);

- The stage of your degree (progression stage or final thesis submission);
- Any mitigation you present.

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

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

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

9.20.4 **Penalty 1** – it is determined that moderate research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. You will normally be given between one to three months to correct the problematic sections of your submission, depending on the severity of the offence, and your work will then be examined. Your corrected work will be considered as a resubmission attempt - this means that limited outcomes will be available to you following your examination.

9.20.5 **Penalty 2** – it is determined that serious research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. You will be required to correct the problematic sections of your work and resubmit for a lesser degree; this penalty can only be applied to a doctoral candidate, with the lesser degree being an MPhil. You are permitted to have up to six months to correct your work, depending on the severity of the offence, and it is the decision of the panel as to how much time is granted within this parameter.

9.20.6 **Penalty 3** – it is determined that gross research misconduct has occurred, or it is a second or subsequent offence with a lower penalty applied previously, and the case is upheld. Your work will be academically failed and you will be withdrawn from your course.

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

that you are being withdrawn, they will give you 24 hours in which to save any documents or correspondence that you may need from your University accounts, before they formally withdraw you.

## 9.21 Appealing a research misconduct penalty

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

## 9.22 Grounds for Appeal

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

- You can demonstrate that a material irregularity occurred during the procedure; and/or
- You can demonstrate that the decision makers reached an unreasonable decision and/or the penalty was disproportionate; and/or
- You have extenuating circumstances which for good reason you could not tell us about earlier. Please see our [Supporting Evidence Guidance for PGRs](#) for information about appropriate standards of evidence for extenuating circumstances; and/or
- There was bias or reasonable perception of bias in the procedure.

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

## 9.23 How to submit an appeal

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

9.23.2 If you wish to appeal, you should complete the [Research Misconduct Appeal Form](#) and submit it to [RegistryResearch@hud.ac.uk](mailto:RegistryResearch@hud.ac.uk) no later than 10 working days from the date that you received the investigation outcome.

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

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

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

9.23.6 If your appeal is **rejected**, the original decision will stand. You may wish to discuss the outcome with the **Students' Union Advice Centre** who can independently guide you through the decision. This decision will be final and will bring to an end the University's internal procedure.

## 9.24 Independent review of the appeal decision

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

## Section 10: Fitness to Study Regulation

You may wish to seek impartial advice and support from the [Students' Union Advice Centre](#) if you are asked to meet with us about your fitness to study.

### 10.1 Introduction

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

10.1.2 The term 'fitness to study' relates to your ability to participate safely, independently and successfully in academic study and student life generally.

10.1.3 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.

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

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

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

### 10.2 Interruption due to impaired fitness to study

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

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

### **10.3 Withdrawal due to impaired fitness to study**

10.3.1 In the most 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.

### **10.4 Additional information**

10.4.1 You can find full details of the [Fitness to study procedure](#) on our website.

## Section 10: Fitness to Study Procedure

### 10.5 Introduction

10.5.1 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.

10.5.2 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.

10.5.3 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

10.5.4 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.

10.5.5 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.

10.5.6 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.

10.5.7 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.

10.5.8 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.

10.5.7 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.

## 10.6 Stage 1: Initial and/or Emerging Concerns

10.6.1 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.

10.6.2 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.

10.6.3 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.

10.6.4 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.

10.6.5 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.

## 10.7 Stage 2: Continuing and/or Serious Concerns

10.7.1 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.

10.7.2 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.

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

10.7.4 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.

10.7.5 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.

10.7.6 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.

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

## 10.8 Stage 3: Persistent and/or Critical Concerns

10.8.1 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.

10.8.2 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 (or nominee), 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.

10.8.3 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.

10.8.4 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.

10.8.5 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.

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

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

## 10.9 Appeals

10.9.1 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.

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

10.9.3 You should email your appeal to is [fitnessstostudy@hud.ac.uk](mailto:fitnessstostudy@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.

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

- Reject the appeal; or
- Approve the appeal, **and**:
  - 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
  - Apply an alternative outcome.

10.9.5 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.

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

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

## Section 11: Student Disciplinary Regulation

You should seek impartial advice and support from the [Students' Union Advice Centre](#) if you are involved in a disciplinary.

### 11.1 Introduction

11.1.1 We expect you to follow the University's [Community Code of Conduct](#) and act as a part of the wider University community. We expect you as "global professionals" to behave in a professional manner whether you are on campus, on placement, on study visits, field trips or any other off campus location. Some examples of unacceptable behaviour are listed within the Community Code of Conduct and we expect you to read this.

11.1.2 If we receive a report about your behaviour, we may use this procedure to investigate the allegation. Anyone, including members of the public, can make a report to the University about your behaviour. Reports may be made by the police, academic staff, other students or other University staff.

11.1.3 If the Students' Union investigates a report about your behaviour under the Students' Union Constitution's Disciplinary Procedure and finds you have a case to answer, this is likely to indicate a breach of our Code of Conduct. The University may make use of the same report and supporting evidence in its own procedure.

11.1.4 If we decide to investigate the allegation, we expect you to be honest and truthful. We make decisions based on the balance of probabilities and we may apply more severe penalties if we find that you have not been honest and truthful.

11.1.5 We recognise that some behaviour may be attributable to your health status or disability and, if that is the case, we will consider this. If you wish this to be considered, it is your responsibility to tell us. You should note that when we make decisions under this regulation we will be guided by an overriding concern for the protection of other students and staff, the public and the reputation of the University.

11.1.6 We can make decisions and apply penalties at any stage of the procedure. You can appeal these decisions at each stage, however you cannot appeal a decision where the matter has been referred to a later stage.

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

11.1.8 We can start our investigations at either stage 1 or stage 2 of the procedure depending on the severity of the allegation. If we decide to start our investigations

at stage 2 of the procedure, we will explain to you why we have decided to do this.

11.1.9 If you withdraw 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.

## **11.2 Criminal proceedings**

11.2.1 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 precautionary measures 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.

11.2.2 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 refer to the Section 1.13 Allegations under the regulations for postgraduate research students above, for more information.

## **11.3 Precautionary measures**

11.3.1 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 prohibit your access to campus or your University activities. If we decide to impose precautionary measures, we will explain why.

## **11.4 Confidentiality and anonymity**

11.4.1 We will handle investigations sensitively and confidentially.

11.4.2 We will keep any information that we gather during our investigations confidential. However, we will need to share information with members of staff so that we can investigate the allegations. We will usually share the information with a limited number of people who are involved in the processing or decision making of disciplinary matters. In exceptional circumstances, we may need to share this information with external parties but if we need to do this, we will tell you why.

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

include notifying your employer if you are on an apprenticeship course, where relevant.

11.4.4 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.

11.4.5 We do not accept anonymous allegations about student misconduct under this regulation. We understand that you might wish to raise an issue about another student's behaviour anonymously, and if so, the University's [Report and support tool](#) may be appropriate for you. However, you should note that we will not consider any reports received through the Report and Support tool if you report this anonymously.

11.4.6 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.

11.4.7 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 Additional information**

11.5.1 You can find full details of the [Student disciplinary procedure](#) on our website.

## Section 11: Student Disciplinary Procedure

### 11.6 Procedural Introduction

11.6.1 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.

11.6.2 The University offers support to all students involved in disciplinary investigations, should they need it. Our services are available to both the reporting and the responding party, regardless of the nature of the allegation. See section 11.6.7 for further information

11.6.3 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

11.6.4 There is an informal stage and three formal stages to the procedure:

- Stage 0: Unintentional lapse
- Stage 1: School-Level investigation
- Stage 2: University-Level investigation
- Stage 3: Disciplinary Hearing

11.6.5 You can make a report to any member of University staff and if you would like the report to be investigated via the disciplinary procedure, the staff member will be expected to share this information with the University, either the appropriate School or 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.

11.6.6 If you want to make a report about a student's behaviour, but **do not want** it investigating via the disciplinary procedure, you can do the following;

- Make a report to the Wellbeing team using the [Share and Support](#) tool, either anonymously or named;

- Use the [Wellbeing Support website](#) to seek specific support or contact the wellbeing team for support on [studentwellbeing@hud.ac.uk](mailto:studentwellbeing@hud.ac.uk).

11.6.7 If you **do not want** to make a report to the University under any circumstances, but do want to receive support or information, you can:

- Use the [Wellbeing support website](#) to seek specific support or contact the wellbeing team for support on [studentwellbeing@hud.ac.uk](mailto:studentwellbeing@hud.ac.uk).
- Access the University's online support network at home or on campus, [Togetherall](#). This service is available 24 hours a day.
- Contact the [Students' Union](#) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
- Contact [Citizens Advice](#) who provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities.
- If you require information and/or support specifically regarding sexual abuse, the University recommend you access [this link for further guidance](#).
- If you require information and/or support specifically regarding discrimination, the University recommend you access [this link for further guidance](#).
- If you require information and/or support specifically regarding hate crime and or hate incidents, the University recommend you access [this link for further guidance](#).
- If you require information and/or support specifically regarding bullying, the University recommend you access [this link for further guidance](#).
- If you require information and/or support specifically regarding harassment, the University recommend you access [this link for further guidance](#).
- **If you are in immediate danger or require urgent support, access [emergency contact information](#). This includes mental health services and emergency services information**

## 11.7 Reporting Party

11.7.1 A reporting party can be anyone, including a member of the public, who makes a report to the University about a student's behaviour. The reporting party is not necessarily always the person(s) directly affected by the alleged report.

11.7.2 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.

11.7.3 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.

## 11.8 Responding Party

11.8.1 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 do 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.

## 11.9 Witnesses

11.9.1 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.

## 11.10 Precautionary Measures

11.10.1 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.

11.10.2 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.

11.10.3 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.

11.10.4 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.

11.10.5 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.

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

## 11.11 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

## 11.12 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

11.12.1 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.

### 11.13 Classification of Misconduct

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

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

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

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

### 11.14 Deadlines

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

### 11.15 Stage 0: Unintentional lapse

11.15.1 There will be times when students act without thinking and breach our regulations unintentionally. However, these actions may have a negative impact on or present a risk to other members of our University community. An example would be failure to comply with the University's requirements around face coverings, social distancing or self-isolation/quarantine.

11.15.2 Any student or staff member is empowered to make an initial challenge to your behaviour, if you are acting against our policies.

11.15.3 If you give a positive response to a request to behave differently, no further action will be taken.

11.15.4 If you react negatively and/or refuse to comply to a reasonable request to observe the regulations, the incident could be escalated to Stage 1 of the procedure.

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

## 11.16 Stage1: School-level Investigation

11.16.1 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, and will not make assumptions about whether or not the allegation is true or false.

11.16.2 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.

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

11.16.4 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 11.8 which outlines what you can submit in advance of the meeting, and when.

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

11.16.6 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 not usually postpone a meeting more than once.

11.16.7 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.

11.16.8 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.

## 11.17 Stage 1 Outcomes

11.17.1 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 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 on an 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.

## 11.18 Stage 2: University-level Investigation

11.18.1 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.

11.18.2 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.

11.18.3 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.

11.18.4 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 11.8 which outlines what you can submit in advance of the meeting, and when.

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

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

11.18.7 If you do not tell us in advance that you are unable to attend the meeting and you do not attend, the investigator will continue with their investigation in your absence based on the information available. This will include any information you have submitted, prior to the meeting request.

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

## 11.19 Stage 2 Outcomes

11.19.1 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 at an 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.

## 11.20 Stage 3: Disciplinary Hearing

11.20.1 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.

11.20.2 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.

11.20.3 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.

11.20.4 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](mailto: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.

11.20.5 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.

11.20.6 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.

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

11.20.8 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.

11.20.9 You should also email us at [StudentDisciplinary@hud.ac.uk](mailto: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.

11.20.10 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.

## 11.21 Hearing Panel

11.21.1 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 (or nominee).

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

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

## 11.22 What happens at the Hearing?

11.22.1 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.

## 11.23 Disciplinary Hearing Outcomes

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

11.23.2 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.

11.23.3 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.

11.23.4 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.

11.23.5 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.

## 11.24 Appeals

11.24.1 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.doc](#).

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

11.24.3 You must submit your completed appeal form to [StudentDisciplinary@hud.ac.uk](mailto:StudentDisciplinary@hud.ac.uk) within 10 working days of the date of the outcome you are appealing.

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

11.24.5 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.

11.24.6 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.

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

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

11.24.9 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.

11.24.10 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.

11.24.11 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.

## 11.25 Independent review of student disciplinary appeal decision

11.25.1 You can request an independent review of our final decision. You will need to send your completion of procedures letter to the [Office of the Independent Adjudicator](#) (OIA) within 12 months of the date of the completion of procedures letter.

## Section 12: Student Complaints Regulation

Before making a formal complaint, you should speak to the School or Service that you would like to complain about. We strongly recommend that you seek impartial advice and support from the [Students' Union Advice Centre](#) if you do wish to make a complaint.

### 12.1 Introduction

12.1.1 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](#) 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.

12.1.2 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](#). You should read this carefully because it tells you what to and when to do it, if you decide to raise a complaint.

12.1.3 For the purposes of this procedure, a complaint is defined as an expression of dissatisfaction by one or more students about the University's action or lack of action, or about the standard of service provided by or on behalf of the University. We cannot accept complaints about the outcome to decisions reached in other regulation and procedures.

12.1.4 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.

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

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

## 12.2 Student complaints stages

12.1.1 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.

## 12.3 Confidentiality and anonymity

12.3.1 We will handle your complaint sensitively and confidentially. However, we will need to give a copy of your complaint to the person or service you are complaining about so that they can address the issues you are raising. They have the right to reply to the complaint.

12.3.2 If you wish, we can anonymise or redact your complaint in certain circumstances, but please bear in mind that it may not be possible to protect your anonymity in all cases. We can discuss this with you if it is a concern when you submit your complaint.

12.3.3 If you would like to raise an issue anonymously you could use the University's [Report and support](#) tool. Anonymous concerns or complaints will not be dealt with under this procedure.

12.3.4 Information collected through investigation of your complaint will only be used to consider your complaint and will remain confidential. We may discuss your complaint with a third party in line with our data protection policies.

12.3.5 You should not disclose information in breach of this regulation and may be liable to disciplinary action under the appropriate University regulations and procedures if you do.

12.3.6 No student will be disadvantaged or discriminated against because of making a complaint in good faith in accordance with these regulations. Allegations of such disadvantage or discrimination are grounds for complaint under these regulations.

## 12.4 Complaints about staff members

12.4.1 If you make a complaint about a member of staff, we will investigate this. We recognise that staff may be anxious about any complaint made about them, whether or not your complaint is justified. We have a duty to support both the student and the staff member in these cases and you should be aware that:

- We will promptly tell the member of staff about your complaint.
- They have the right to respond to the complaint at any stage in the process.
- We 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.

12.4.2 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.

12.4.3 Although for reasons of confidentiality and data protection, we will not be able to give you specific details about the outcome, please be assured that we take all such complaints seriously and deal with them appropriately.

## 12.5 Group complaints

12.5.1 If you and other students would like to submit a complaint as a group, you must nominate one student to communicate with us on behalf of the group. We will then communicate only through the complaint nominee and we expect them to liaise with the other students.

## 12.6 Malicious or unfounded complaints

12.6.1 You should never raise allegations which are malicious or unfounded. If you submit a complaint and we find out during our investigations that you have not been truthful we may refer you to an investigation under the [Student disciplinary procedure](#)

## 12.7 General information

12.7.1 If your complaint would be more appropriately dealt with using a different University procedure, we will advise you which procedure to use and why. If you have raised an issue using a different procedure, we may choose to consider it under the student complaints procedure instead. If so, we will explain this to you and confirm the correct procedure to be used.

12.7.2 If we uphold your 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.

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

## 12.8 Additional information

12.8.1 You can find full details of the [Student complaints procedure](#) on our website.

## Section 12: Student Complaints Procedure

### 12.9 Procedural Introduction

12.9.1 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](#) and/or one of the [Student Conciliators](#) 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.

12.9.2 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.

12.9.3 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.

### 12.10 Stage 1: School-level Resolution

12.10.1 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.

12.10.2 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.

12.10.3 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.

12.10.4 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.

12.10.5 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.

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

12.10.7 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.

12.10.8 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.

12.10.9 If you are satisfied with the outcome to your complaint, you must inform the investigator of this in writing by email. If you accept the outcome to your complaint this will be in full and final settlement of all issues raised in your complaint.

## 12.11 Stage 2: University-level Resolution

12.11.1 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.

12.11.2 You should email the completed student complaints form to Registry via [studentcomplaints@hud.ac.uk](mailto: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.

12.11.3 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.

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

12.11.5 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.

12.11.6 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.

## 12.12 Stage 3: Request for Review

12.12.1 If you are unhappy with the Stage 2 response you can request a review by emailing [studentcomplaints@hud.ac.uk](mailto: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.

12.12.2 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.

12.12.3 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.

12.12.4 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 if there were procedural issues with the investigation into the complaint.

12.12.5 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.

12.12.6 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.

12.12.7 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.

## 12.13 Independent review of student complaint outcome

12.13.1 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 AND OWNERSHIP DETAILS	
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Compliance Measures:	A compliance check has been completed as this is available on request, email <a href="mailto:registryresearch@hud.ac.uk">registryresearch@hud.ac.uk</a>
Related Policies/Procedures:	<p>There are many regulations / policies / procedures that may impact upon these regulations, in the main these are:</p> <ul style="list-style-type: none"> <li>▪ Regulations for Awards (Research Degrees) 2022</li> <li>▪ Quality Assurance Procedures for Taught and Research Awards 2022</li> <li>▪ PGR Handbook (online)</li> <li>▪ A list of important student policies can be found in the Regulations for Postgraduate Research Students 2022 – Section 1.16: Important information for all students</li> </ul>

REVISION HISTORY			
Version	Date	Revision description / summary of changes	Author

4.0	1 August 2022	<p><b>Throughout the regulations</b></p> <ul style="list-style-type: none"> <li>▪ Insertion of missing words and small spelling or grammatical changes throughout.</li> <li>▪ Small clarification and formatting changes throughout.</li> <li>▪ Some larger areas of re-wording to address providing additional clarity, which does not impact a regulatory or material change.</li> <li>▪ Some areas of duplication have been deleted.</li> <li>▪ Name change: restriction has been changed to the new definition of precautionary measures throughout.</li> <li>▪ Insertion of hyperlinks.</li> </ul>	Registry
4.0	1 August 2022	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>▪ Inclusion of reference to the SU confidential peer listening service.</li> </ul>	
4.0	1 August 2022	<p><b>Our Student Charter</b></p> <ul style="list-style-type: none"> <li>▪ Updated with new SU President's signature.</li> </ul>	
4.0	1 August 2022	<p><b>Our PGR Charter</b></p> <ul style="list-style-type: none"> <li>▪ Removal of paragraph relating to PGRs who are non-campus based, attending University for at least 10 days per year, as this has been removed from the Regulation for Awards (Research Degrees).</li> </ul>	
4.0	1 August 2022	<p><b>Section 1 – Important information applicable to all students</b></p> <p>1.6 Email correspondence</p> <ul style="list-style-type: none"> <li>▪ Removal of advice to contact Computing and Library Services for support on how to forward University emails to an external account, as this is no longer permitted.</li> </ul> <p>1.14 Student representation on panels</p> <ul style="list-style-type: none"> <li>▪ Section added that Student Union Officers (or nominee) sit on some of our panels and will be provided with training and support for the role.</li> </ul>	

4.0	1 August 2022	<p><b>Section 2 – International student information</b></p> <p>2.19 Additional time and writing-up</p> <ul style="list-style-type: none"> <li>▪ Further clarify added that a visa extension is not guaranteed if there are alternative study options</li> <li>▪ Removal of the option that writing-up fees can be reduced if the thesis is submitted early, as this is no longer available.</li> </ul> <p>2.9 Doctoral extension scheme</p> <ul style="list-style-type: none"> <li>▪ Removal of this section as this is no longer available</li> </ul>	
4.0	1 August 2022	<p><b>Section 3 – Student finance introduction</b></p> <p>3.10 PGR interruption of studies</p> <ul style="list-style-type: none"> <li>▪ Clarification that ‘in year’ short term periods of interruption will not reduce fees, but additional fees will not be charged as long as the extension period (at the end of study) corresponds to the period of interruption.</li> </ul>	
4.0	1 August 2022	<p><b>Section 4 – PGR engagement and attendance</b></p> <ul style="list-style-type: none"> <li>▪ Removal of requirement for home students to swipe their student ID card.</li> <li>▪ Insertion of a new section relating to recording engagement and attendance, which sets out the requirement of regularly completing online supervision recording. Failure to comply will be dealt with under the non-engagement procedure.</li> </ul>	
4.0	1 August 2022	<p><b>Section 9 – Research conduct</b></p> <p>9.1 Introduction</p> <ul style="list-style-type: none"> <li>▪ Additional section to include a degree may be revoked when an allegation is upheld after a University Research Misconduct Panel.</li> </ul>	

4.0	1 August 2022	<p><b>Section 10 – Fitness to study</b></p> <p>10.2 Interruption due to impaired Fitness to Study</p> <ul style="list-style-type: none"> <li>▪ Additional point to confirm that when student’s return to study a re-convened Fitness to Study meeting will usually take place.</li> </ul>	
4.0	1 August 2022	<p><b>Section 11 – Student disciplinary</b></p> <p>11.1 Regulation introduction</p> <ul style="list-style-type: none"> <li>▪ New section added to confirm that if a Students’ Union investigation finds a case to answer under their Students’ Union Constitution’s Disciplinary procedure, then it is likely to indicate a breach of our Code of Conduct.</li> </ul>	
4.0	1 August 2022	<p><b>Section 12 – Student complaints</b></p> <p>12.1 Regulations introduction</p> <ul style="list-style-type: none"> <li>▪ Addition that we cannot accept complaint about the outcome to decisions reached in other regulations and procedures.</li> </ul>	