## Important Facts Relating to Your Enrolment on a Course at the University of Huddersfield

The University is committed to supporting its students throughout their study and Registry web pages provide support and guidance on various aspects of the regulations, for example, completing assessments, applying for extenuating circumstances, academic integrity, disciplinary regulations and regulations concerning the use of Computing and Library Services.  Guidance information can be accessed via www.hud.ac.uk/regs  and select the tab Guidance for Students.

Enrolment on a course at the University is deemed to constitute acceptance of these Regulations. **It is important for all students to become familiar with the Students' Handbook of Regulations.**
The website address for this handbook is:
http://www.hud.ac.uk/registry/regulationsandpolicies/studentregs/ .

On an annual basis we review the content of the handbook in consultation with the Students' Union.  Any changes are highlighted in the front pages of the handbook.

Continuing students should visit the Registry website www.hud.ac.uk/regs  at the start of each academic year to view any changes to the regulations.  When students re-register they are given the option to view the changes and re-enrolment confirms acceptance of the regulations.

Guidance on how these regulations are applied in practice can be obtained from a School Office or from Registry.  Students wishing to obtain direct support for their case should contact the Students' Union Advice Centre:  advice-centre@hud.ac.uk.

The Students' Handbook of Regulations is divided into sections and apply to ALL students with the exception of those marked with an asterisk (*) which apply to postgraduate research students only.

## Important Facts Relating to Your Enrolment on a Course or Modules at the University of Huddersfield

We will always try to deliver your course and modules as described in the programme and module specification documents.  However, sometimes we may have to make changes as set out below.

We are obliged to review all courses and modules on an annual basis and on occasion we may change them to reflect the emerging expertise of our staff, current trends in research and as a result of student feedback.  We will always ensure that you have a range of module options to choose from and we will let you know in March of each year the options available for you to select the following year.

We will only change core modules for a course if it is necessary for us to do so, for example to maintain course accreditation.  We will let you know about any such changes as soon as possible, usually before you begin the relevant academic year.

Sometimes we have to make changes to other aspects of a course or how it is delivered.  We only make these changes if they are for reasons outside of our control, or where they are for our students' benefit.  Again, we will let you know about any such changes as soon as possible, usually before the start of the relevant academic year.  Our regulations set out our procedure which we will follow when we need to make any such changes which can be found in the Regulations for Awards Section C: C1.1:
http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulation sandpolicies/awardsregulations/Section%20C.pdf
The University cannot guarantee continuity of module availability for students who for whatever reason interrupt their studies.

**Essential reading prior to the start of your course**

| Attendance Monitoring Policy | Students are expected to attend all timetabled teaching sessions except where there are valid reasons why they can't attend.  Failure to attend classes could lead to you being withdrawn from your course. Full details of the University attendance monitoring policy can be found at: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Att%20Mon%20Policy%20August%202015.pdf |
|---|---|
| Community Code of Conduct | Staff and students are expected to adhere to this code. Those  members of the University who  display unacceptable or  inappropriate behaviour  may  be  subject  to  disciplinary  action  under  the  appropriate disciplinary code.  More information on the code can be found here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Community%20Code%20of%20Conduct%20August%202015.pdf |
| Section 1: Part A General Requirements Part B Financial Regulations | Part A is a general information section advises students on name changes, suspension of studies and immigration information for overseas students.<br><br>Part B sets out fees and refund arrangements for all students and the consequences of non-payment of fees.  Parts A and B are available from this link: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%201%20August%202015.pdf |
| Section 4:  Assessment Regulations<br><br>The assessment regulations set out the University's expectations of all students to ensure that students are treated fairly and equitably. | The four areas of the Assessment Regulations which are of most direct concern to students are set out in the following sections:<br>Assessment Regulation 2 deals with the conduct of students in examinations and assignments.  The regulation can be found here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%204%20Assess%20Reg%202%20August%202015.pdf<br><br>Assessment Regulation 3 deals with the academic integrity of students in all elements of assessed work.  This regulation is available here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%204%20Assess%20Reg%203%20August%202015.pdf<br><br>Assessment Regulation 4 sets out the procedure which is followed when a breach of the academic integrity regulations is reported to the Academic Integrity Officer or deputy.   The regulation is explained here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%204%20Assess%20Reg%204%20August%202015.pdf |

| | |
|---|---|
| Assessment Regulation 9 applies to postgraduate research students only. | Assessment Regulation 9 deals with the academic integrity of candidates registered on an approved course of supervised research. Further information is available here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%204%20Assess%20Reg%209%20August%202015.pdf |
| Section 6: Fitness to Study | This section explains the procedures to follow when students may be finding it difficult to study due to physical ill health or other mental wellbeing. A full explanation is available here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%206%20August%202015.pdf |
| Section 7: The suspension and exclusion of students from the University on academic grounds | This section sets out the circumstances whereby a student may be suspended or excluded from the University by the Dean for poor performance in his or her studies. Further details are available here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%207%20August%202015.pdf |
| Section 8: Student Disciplinary Procedure | This procedure is followed when the University receives a complaint about the behaviour of a student or students. In may result in permanent exclusion from the University. It also covers action by the University for students who fail to follow the University's Attendance Policy. Further information is available here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%208%20August%202015.pdf |
| Section 9: Student Complaints Procedure | The student complaints procedure enables students to bring any issues about their student experience to the attention of the University. A full explanation of the procedure is available here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%209%20August%202015.pdf |
| Section 10: Fitness to Practise | Students on courses that lead to a professional qualification may have additional requirements placed on them by their professional or statutory body. This normally applies to those on courses related to health, teaching, pharmacy. A full explanation of the policy can be found here: http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%2010%20August%202015.pdf |
| Sections 11 and 12 | These sections concern the conduct of students when making use of Computing and Library facilities. Further information is available here: Section 11 http://www.hud.ac.uk/media/universityofhuddersfield/content/documents |

| | /registry/regulationsandpolicies/studentregulations/Section%2011%20August%202015.pdf<br><br>Section 12<br>http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/studentregulations/Section%2012%20August%202015.pdf |
|---|---|

Other useful policies which may be of interest but not contained within the Students' Handbook of Regulations are:

Credit Control policy
http://www.hud.ac.uk/services/finance/financialpoliciesandprocedures/

Data Protection policy
http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/Data%20Protection%20Policy-new-logo.pdf

Equal Opportunities and Diversity policy
http://www.hud.ac.uk/equality/policy/

Freedom of Speech policy
http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/vco/Code%20of%20Practice%20-%20Freedom%20of%20Speech.pdf

Health &Safety policy
http://www.hud.ac.uk/services/healthandsafety/policy/

Intellectual Property policy
https://www.hud.ac.uk/media/universityofhuddersfield/content/documents/vco/staffpoliciesandprocedures/Intellectual%20Property%20Policy.pdf

IT security policy
http://www.hud.ac.uk/students/it/computinganditpolicy/index.php/securitypol.php

Social Media
http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/registry/regulationsandpolicies/policiesandguidance/Social_Networking_Policy.pdf

Vulnerable Groups
http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/vco/VGS%20Policy%20rev%207%20-%20FINAL.pdf

Whistleblowing policy
http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/vco/Whistleblowing%20Policy%20-%20November%202013%20FINAL%20.pdf