KEY FACTS RELATING TO YOUR ENROLMENT ON A COURSE AT THE UNIVERSITY OF HUDDERSFIELD AS A DEGREE APPRENTICE

Introduction
When you enroll as a learner with us, you will sign a commitment statement between your employer, the University and you. As part of that commitment statement, we ask you to confirm that you agree to follow the University’s regulations, policies and procedures which apply to you. Your employer confirms they will allow you the time for off the job training and confirms they will provide you with appropriate support and supervision to carry out the job.

There are a number of regulations and policies that you are required to comply with and follow as a learner at the University. The University is committed to supporting its learners throughout their study and to help you understand the key facts, we have put together this document which sets out a summary of the rules which you will be expected to follow and highlights those which might be surprising or are the most likely to affect your studies at the University.

Enrolment on a course at the University is deemed to constitute acceptance of these regulations, policies and procedures.

It is important for all learners to become familiar with the Students Handbook of Regulations and the other policies and procedures referred to in this document.

On an annual basis we review the content of the Students Handbook of Regulations in consultation with the Students’ Union; any changes are highlighted in the front pages of the handbook. When you re-register with us in subsequent years you are given the option to view the changes and re-enrolment confirms acceptance of the regulations. We also regularly review and update the other policies and procedures as part of the University’s governance processes and you will be notified of these as they occur.

Guidance on how the Student Handbook of Regulations are applied in practice can be accessed via www.hud.ac.uk/regs, or you can contact your School Office or Registry. Learners wishing to obtain direct support for their case should contact the Students’ Union Advice Centre: advice-centre@hud.ac.uk.

General

Attendance Monitoring
Learners get the best out of their courses when they are engaged and attending their timetabled sessions and we want to make sure that you are making the most of your opportunity here at Huddersfield. Your employer will notify you of their systems for reporting absences. You must follow these procedures for all absences too. As a condition of the apprenticeship contract, the University will share your attendance record with your employer and a report of non-attendance will be sent to them within 24 hours.

We do recognise there may be times when you have to miss your classes and our attendance monitoring regulations sets out our rules on attending sessions and what you must do to notify any absences. Failure to attend classes could result in you being withdrawn from the University and from your degree apprenticeship. Any actions taken by a learner resulting in the intentional abuse of the Attendance Monitoring Regulations may result in disciplinary action under the University’s Attendance Monitoring or University-level Disciplinary procedures. For information on the University’s Attendance Monitoring and University-level Disciplinary procedures, please follow the links below:

Section 9: Attendance Monitoring
Section 10: Disciplinary Procedure
**Behaviour**
The University is a community and how staff, students and learners interact with each other affect our environment and your achievement. To make sure everyone understands how they are expected to behave towards each other, we have a community code of conduct. If you breach the code of conduct, you could be subject to disciplinary proceedings.

You can read our community code of conduct here:  
[Community Code of Conduct](#)

We also have a Student Charter for Taught Students, which applies equally to you as an apprentice and a Student Charter for Research Students. These set our promises to you about how we will treat you whilst you are enrolled with us, and what we expect of you in return. These are available here:  
[Student Charter for Taught Students](#)  
[Student Charter for Research Students](#)

It is important that learners take care over how they behave online as well as on campus and in the community. Our social media policy sets out our expectations of students’ and apprentices’ online behaviour in connection with their studies:  
[Social Media and Communications Policy](#)

In the event your behaviour doesn't meet these standards, you may be subject to the University’s disciplinary procedure, which could result in you being required to pay a fine, or being suspended or withdrawn from the University and from your apprenticeship.

The regulations concerning our disciplinary procedure and the penalties which may be imposed are available here:  
[Section 10: Disciplinary Procedure](#)

**Professional Courses**
Some of our courses are regulated by professional bodies and these may have additional requirements placed on them by those professional bodies to ensure that those who complete the courses are suitable to practise in those professions. Your course specification will confirm if these additional requirements apply to you and the information may be shared with your Employer.

If there is cause for concern that a learner on a professional course may not be fit to practise in that profession, then they may be withdrawn from the professional course. Our Fitness to Practise policy and procedures can be found here:  
[Fitness to Practise Handbook](#)

**Assessment**
Being assessed is an important part of your degree apprenticeship and is how you will be able to progress successfully through and ultimately pass your course. We take academic integrity very seriously and our Student Handbook of Regulations contain our rules on how we expect you to behave when you are being examined or assessed and the consequences if you breach our academic integrity regulations.

These rules can be found here:  
- **Conduct in exams and assessments**  
- **Academic Integrity**  
- **Suspension and Expulsion on academic grounds**

**Extenuating Circumstances**
We operate a ‘fit to sit’ policy, which means that if you turn up to an examination, we will assume you are fit to do so. However, we understand that sometimes your performance will be affected by things outside of your control and our regulations contain the procedures you must follow to declare extenuating circumstances, which can be found here:  
[Extenuating Circumstances](#)
**Academic Appeals**
We have strict policies and procedures in place to ensure that decisions about progression, assessment and award are made in a way which is fair and equitable. In certain circumstances, you are able to request a review of such decisions.

More information on how you would make an academic appeal is available here: [Course Assessment Board Appeal](#)

**Complaints**
As part of our commitment to our students and apprentices, we recognise that there may be occasions where you may have a valid complaint about the University or your course. We have a complaints procedure to ensure that all complaints are dealt with effectively and given a fair hearing.

Details of our complaints procedure can be found here: [Complaints Procedure](#)

**Computing & Library Services**
Our Regulations set out when and how you can use our computing and library services, and the penalties you may face if you do not use them appropriately. Penalties for infringing these regulations include placing restrictions on borrowing rights, refusing access to the library or disabling your University computer account.

Our regulations on computing and library services can be found here: 
[Computing Facilities Policy](#)
[IT Security Policy](#)

**Data Protection**
The information you provide to the University or is otherwise collected about you as part of your application, enrolment and studies with us will be processed by the University of Huddersfield for a number of different purposes – any use of your personal data will always be done in accordance with Data Protection legislation, including when we share your information with third parties. We will share information relating

To find out more about how the University of Huddersfield processes personal data and who it shares your information with, please see the [Student Privacy Notice](#) on our information governance pages. If you have any queries about the use of your information, the University Data Protection Officer can be contacted at data.protection@hud.ac.uk.

**Council Tax**
As a degree apprentice, you are not entitled to council tax discount whilst you are studying. This is because you are being paid a wage by your employer as well as studying at the university.

**Other Policies and Procedures**
In addition to the regulations referred to above, you should familiarise yourself with the following policies, which all apply to your studies at the University:

1. [Data Protection Policy](#) – this sets out how personal data should be processed by members of the University in order to be compliant with data protection legislation.
2. [Equal Opportunities Policy](#) – this document sets out the commitment of the University to the promotion of equality of opportunity at the University
3. [Freedom of Speech & External Speakers Policy](#) – this policy protects each member of the University community’s right to express an academic opinion and sets out the rules for speakers coming on to campus.
4. [Health & Safety Policy](#) – sets out how you can ensure you study in a safe and secure manner.
5. **Intellectual Property Policy** – sets out who will own the Intellectual Property Rights in your work.
6. **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.
7. **Safeguarding Policy** – sets out your responsibilities in relation to vulnerable members of the University community.
8. **Whistleblowing Policy** – sets out the procedure for drawing concerns about wrongdoing to the University’s attention.
9. **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.
10. **Lecture Capture Policy** – sets out the University’s policy for the use the University’s HudStream audio and video lecture system.
11. **Proof Reading Policy** – you are advised to read this policy if you are considering using proof-reading services in connection with assessed work.
12. **Credit Control and Debt Management Policy** – sets out the University’s policy for managing debts owed.