

University of Leicester

**UNDERGRADUATE AND TAUGHT POSTGRADUATE
REGULATIONS FOR CAMPUS BASED AND DISTANCE
LEARNING PROGRAMMES**

2010-2011

GENERAL REGULATIONS

2010/11

These regulations apply to undergraduate and taught postgraduate students registered on full- and part-time campus based programmes for the duration of their studies, including any periods of suspense, or any extension of access to University property (including accommodation), facilities or activities applicable after the official end of their programme. These regulations also apply, where appropriate, to undergraduate and taught postgraduate students registered on distance learning programmes for the duration of their studies, including any periods of suspense. The University reserves the right, without notice, to withdraw courses and to make changes in regulations, courses, fees, etc. at any time before or after a candidate's admission. Admission to the University is subject to the requirement that the candidate will comply with the University's registration procedure and will duly observe the Charter, Statutes, Ordinances, and Regulations of the University from time to time in force.

Other Publications:

Undergraduate Prospectus

Postgraduate Prospectus

Undergraduate Programme Regulations

Postgraduate Programme Regulations

Distance Learning Programme Regulations

Copies of these are available for consultation in the Library, the Education Unit in the Students' Union and in academic departments, or may be obtained from the Admissions Office (for the Undergraduate Prospectus), or viewed on the University Website.

Student and Academic Services

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Dates of Terms

2010/2011

Autumn Term:	4 October	—	17 December
(First Semester:	4 October	—	21 January)
Spring Term:	17 January	—	1 April
(Second Semester:	31 January	—	1 July)
Summer Term:	9 May	—	1 July

2011/2012 (subject to confirmation)

Autumn Term:	3 October	—	16 December
(First Semester:	3 October	—	27 January)
Spring Term:	16 January	—	30 March
(Second Semester:	30 January	—	29 June)
Summer Term:	7 May	—	29 June

2012/2013 (subject to confirmation)

Autumn Term:	1 October	—	14 December
(First Semester:	1 October	—	25 January)
Spring Term:	14 January	—	22 March
(Second Semester:	28 January	—	28 June)
Summer Term:	29 April	—	28 June

Dates of terms for Clinical Medical students are different to those shown above and can be obtained on application to the Registry.

Regulations concerning Registration for Undergraduate and Taught Postgraduate degree programmes

Registration

All students are required to register at the beginning of each academic year (or on the twelve-month anniversary of their previous registration date for those commencing programmes not operating on a standard year basis).

Students who fail to register within the first week of term without having sought prior permission or without evidence of special circumstances will be charged a late registration fee of £75.00. Students who have not registered by the end of the second week of the term in which they were due to register will be regarded as having withdrawn from their course.

All new students entering upon a degree course must be able, on request, to produce evidence of their eligibility to matriculate in the University.

New students must provide at the time of registration one passport-size photograph (endorsed with name and course) to be handed to their department (there may be additional separate requirements to provide photographs for the Halls of Residence or the Students' Union).

After registration no student may change programme of studies without following the approved procedure.

The attention of students is drawn to *Your Essential Guide to Starting at Leicester* issued to all new entrants.

Students become liable for the full sessional fee in order to register (see Fees, page 78). If tuition fees are being paid by a sponsor (government or other funding body, not a relative) adequate proof must be provided of this arrangement prior to registration.

Tuition fees, or the first instalment of tuition fees, must be paid prior to registration. Students may pay University tuition fees in two instalments; the first instalment is due before registration and the second instalment is due at the beginning of the second semester. (Note: Students commencing their studies in January, April or July may also pay their tuition fees in two instalments, the second payment falling in May, September or January respectively). Students who fail to pay the second instalment of their tuition fees by the due date may have their registration cancelled or suspended.

At registration each student will receive a card of membership of the University. This card must be carried at all times and produced on request for inspection by any member of the University staff or any official of the Students' Union. If it is lost, a replacement, for which a charge of £6 will be made, must be obtained through the Registry.

During the Autumn Term, all full-time students (excluding M.B., Ch.B. and PGCE students) will be sent by email (to their Leicester e-mail account) confirmation of the modules being taken in the current academic year. Students must notify the Examinations Office of any inaccuracies by the date specified in the correspondence, otherwise the scheduling of the examinations for those students who fail to respond may be compromised.

Ordinance 14: Registration as a Student of the University

University Ordinance 14 provides as follows:

1. The formal registration of a student in the University qualifies the student to pursue a course of study leading to a degree, diploma or certificate.
2. Candidates for registration shall have passed an examination approved by the Senate as a qualification for admission or been exempted therefrom by the Senate under conditions prescribed by Regulation.
3. Students at registration shall pay to the University the fee prescribed by Regulation.
4. Registration shall confer the full privileges of student membership of the University and shall carry the obligation to conform to the rules of the University and to submit to the jurisdiction of the Senate and the Council.
5. Registered status shall lapse for such period or periods as a student is required to withdraw from the University.

Periods of Registration

Each full-time degree programme has a minimum period of registration associated with its completion (see Programme Regulations <http://www.le.ac.uk/academic/Regs/index.html>). Unless advanced standing (see page 66) has been approved, students may not complete their studies in less than the time allocated by Regulations. Completion in more than the minimum time can only take place with the explicit permission of the University, on the grounds either of mitigating personal circumstances leading to temporary withdrawal or a repeat period of study, or academic failure, leading to a resit attempt without residence. The University is sympathetic to the position of students whose studies are disrupted for reasons outside their control, but in order to ensure that there is overall academic coherence in the programme of study being undertaken and in the assessments arising from this, it has determined that completion of all elements of the programme of study and the agreement of the final award (even if this is a lower award than was originally aimed for) must normally take place no later than two years after the original expected date of completion. Students who have not yet reached the final year but whose circumstances already indicate that they will fail to meet this stipulation, will normally be required to withdraw from the University.

For students who have transferred from one programme of study to another, this regulation applies to the programme they have transferred into, not their original programme.

Dual Registration

No student registered on a full-time programme of study may be registered concurrently on any other programme of study at the University or at another institution.

General Regulations concerning Undergraduate and Taught Postgraduate Students

Attendance

Attendance is an essential requirement for all programmes of study, full or part-time. Full-time students must reside in Leicester or within easy commuting distance of the city for the duration of each semester, and all students are normally required to attend all learning and teaching sessions associated with the programme of study on which they are registered.

Departments are empowered to authorise short absences for personal reasons, but requests for absences of more than one week must be explicitly approved by the University, and will only be granted if the department is in agreement with the proposal, and if the student concerned takes full responsibility for the completion of outstanding academic work. This procedure also applies if the absence is required for religious reasons, but as students are required to notify the Examinations Office at the beginning of each academic year if there are likely to be religious reasons for any absence during that year, academic departments and administrative offices are expected to utilise this information pro-actively, so that any specific religious needs can be anticipated and, where practicable, met.

Term-Time and Vacation Employment (Full-Time Students)

The calculation of module workload which underpins the University's course structure is based on the assumption that students are devoting themselves to their studies on a full-time basis. Paid employment is not however disallowed, provided that the total number of hours worked does not exceed 15 hours per week, and that course requirements are met in full. Students who undertake part-time work in term time should note that this will not be accepted as a mitigating circumstance which excuses absence from classes, the late submission of work or examination failure.

Students are also expected to study during vacations, either in preparation for forthcoming modules or examinations, or to complete prescribed assignments. Students engaging in paid vacation employment are expected to have regard to the need to fulfil these academic obligations.

Students seeking advice about this regulation or dispensation from any part of it should in the first instance approach their Personal Tutor or Programme Director.

Withdrawal

Students who wish to withdraw from the University, either temporarily or permanently, are strongly advised to consult their Personal Tutor, Programme Director or Head of Department. They must then notify the Registry in writing of their intention to do so, using a form which is available from the Registry for this purpose, and inform their Departments. Students who are resident in a Hall or University Self-Catering Accommodation must also notify the Warden of their Hall or the Accommodation Office. Requests for temporary withdrawal and associated conditions of re-entry require the explicit approval of the University.

Medium of Instruction

Other than for the purposes of teaching foreign languages, the medium of instruction at the University is English. All forms of University examinations and assessment are conducted in English unless they are designed to test written or spoken aptitude in a foreign language.

Transfer between Modes of Study

Where a course may be studied either on campus (full-time or part-time) or by distance learning, a student will normally be permitted to transfer between the different modes of study on one occasion only. They must then continue to complete the course in the new mode of study.

Residence

Accommodation is provided in Halls of Residence and Self-Catering Accommodation for over fifty per cent of undergraduate students.

First-year undergraduates in particular are encouraged to live in Hall, and a proportion of places in Hall are reserved for them. Students in Hall are required to make themselves familiar with and to abide by the regulations of the Hall. Students are admitted to a Hall for the session, which comprises three terms, and students who have accepted the offer of a place in a Hall become liable for payment for the whole session from the first day of the Autumn Term of that session.

Some students may be accommodated in Self-Catering Accommodation, while others may wish to make their own arrangements. Students who make their own accommodation arrangements must register their term-time address with the University and all students must notify the Registry immediately of any change of address; failure to do so will be regarded as a serious offence.

The University reserves the right at any time to refuse to allow a student to remain in any specified lodgings or flat. Students living in lodgings or flats are expected to conform to a reasonable standard of behaviour and failure to do so will be regarded as a breach of regulations.

See also Regulations Concerning Residential Accommodation, and the Student Code of Social Responsibility (Appendix C).

Overseas Students (Health Care)

Students newly entering the University from overseas are required to report to the Freeman's Common Health Centre within one month of their arrival.

Library

All students are required to be familiar with the regulations for the use of the Library which are published in these Regulations.

IT Services

Students who register with IT Services are required to be familiar with the Regulations for the Use of University Computing Services which are published in these Regulations.

Illness

Students who suffer a minor illness for a period of less than seven days are required to report this to their departments:

- (a) if the illness leads to absence from classes at which attendance is compulsory;
- (b) where it might be a contributory factor in a failure to meet course deadlines or to perform up to expectations in any academic assignment.

Students must self-certify their illness using a standard form available from departmental offices, and must report the illness as soon as they are fit to do so.

Where the illness is of more than seven days' duration or is of a non-minor nature, medical advice should be sought and a medical certificate submitted to the University. Students are responsible for collecting medical certificates from the Freeman's Common Health Centre and supplying a copy to their department and to the Registry (for students other than MBChB students), or the Medical School Office (for M.B.,Ch.B students). Students registered with other general practices should ensure that their medical certificates are similarly distributed.

The seven-day ruling is suspended by the Freeman's Common Health Centre during the First and Second Semester and September resit examination periods, when it is the responsibility of students to seek medical help as soon as possible for any ill health experienced during, or near to, the examinations.

It is the responsibility of students who are required to produce medical evidence of fitness to continue or resume study to acquire such evidence by the date specified to them by the University.

General practices may charge for providing reports and such charges must be borne by the student. In relation to payment for reports from the Freeman's Common Health Centre, financial assistance may be available from the Welfare Centre, to which enquiries should be addressed.

Examinations

All students must present themselves for the appropriate examinations in accordance with the Regulations of the University. Returning undergraduate students (except those registered for the M.B.,Ch.B. degrees) are required to register for the following year's modules and module examinations before the start of the previous year's Midsummer Examinations. Students who do not enter by that date may be charged a £20 penalty. All new students enter for their first-year examinations through the initial registration process.

For undergraduate students the examination entry dates are fixed in order to facilitate the complicated exercise of preparing examination timetables, in which every effort is made to avoid 'bunching' and minimise the extent to which students are required to sit papers consecutively. First semester examinations are scheduled to take place during the first two weeks of the Spring Term and second semester examinations normally begin in the third week of the Summer Term and last for approximately three weeks.

Examinations are normally scheduled utilising two periods a day (starting at 9.30 a.m. and 2.30 p.m.). Examinations are held on six days a week, Monday to Saturday, and special arrangements cannot be made to accommodate students' personal preferences, unless these arise

from specific religious requirements identified by the student at the commencement of the academic year, or are associated with support measures recommended by the AccessAbility Centre.

The extent to which the timetabling of examinations can be adapted to meet the specific religious requirements of individual students will vary from case to case, but the University will make such special arrangements as are in its power, subject to the overriding requirements that the examinations must be scheduled within the published examinations periods, and that special arrangements introduced for individual students must not disadvantage the majority. Students making requests for special treatment on religious grounds should recognise that measures designed to meet their needs might therefore involve an unavoidable element of inconvenience (for example, the requirement to remain *incommunicado* for a period of time).

Failure in Examination

Failure in any part of an examination may lead to termination of course.

Ethical approval of student work

In certain circumstances work undertaken by students, including that contributing to formative and summative assessment, will require ethical approval prior to its commencement. Students should familiarise themselves with any procedures relating to the approval of work on ethical grounds including the need to complete Ethics Monitoring Forms or submit a proposal to a Departmental Ethics Committee. Details of such procedures will normally appear in the relevant departmental and module handbooks. Examples where permission may be required include independent work, such as dissertations or undirected practicals involving living human beings. If any aspect of the proposed work may be ethically controversial the work cannot proceed until permission has been obtained from the relevant University authorities. Students undertaking a practical in a timetabled laboratory class are normally regarded as working under the supervision of the staff member responsible for that class and do not require ethical approval for their work. Students must consult their supervisor if there are any major proposed changes in research for which they have received ethical approval. Students who fail to seek appropriate approval prior to commencing their work, or who fail to consult with their supervisor regarding major changes to their work once it has commenced, will normally be regarded as having breached the University's Regulations and will be referred to the Registrar and Secretary for consideration under the terms of the Code of Student Discipline. The Registrar and Secretary may delegate his authority in this matter to a senior member of the University's administrative staff.

Transcripts

Returning undergraduate students (excluding non-modular M.B.,Ch.B students) are issued during the Summer Vacation with confirmation of their module results for the previous academic year. Students who are required to take September Examinations will receive confirmation of their module results during the Autumn Term. Students may request a transcript of their modules on application to the Registry. One copy is available free of charge. Final-year undergraduate students and full-time postgraduate students are issued with a full academic transcript after graduation.

Payment of Fees and Other Dues

Ordinance 16(6) provides that "No person shall be awarded a Degree or granted a Degree or Diploma or Certificate unless he has paid the fees prescribed and any other sums due to the University".

This Ordinance may be enforced in respect of the non-payment of approved fees, fines imposed in accordance with Library regulations, accounts rendered by the University Bookshop and any other sums due to the University which are associated with the delivery of academic (as opposed to commercial) services.

Students who do not pay their tuition fees or other significant debt by the due date may have their registration cancelled or suspended. A student suspended because of debt, who then fails to settle the account before the end of the academic year, will be deemed to have withdrawn from the University. In exceptional circumstances, the Academic Registrar or the Director of Finance may authorise an arrangement for deferred payment. The production of such an authorisation in writing will exempt students from the consequences of non-payment for so long as they comply with the authorised arrangements.

Academic Dress

Full academic dress must be worn when students are presented at Degree Congregations.

The official robe makers to the University, Ede and Ravenscroft Limited, Unit A, Denny Industrial Centre, Waterbach, Cambridge CB5 9PB, are the only authorised suppliers of the University's gowns, hoods and caps.

Data Protection Act

The Data Protection Act 1998 regulates the processing of personal data whether it is held on a computer or on manual files. 'Personal data' means any information relating to a living individual, and 'processing' means almost anything done with it, including, for example, storing it. The Act also gives individuals certain rights of access to personal data held about them by others.

Student members of the University are permitted to process personal data only for use in connection with their academic studies or research. They may do this only with the express prior permission of their Head of Department, and only in accordance with any Guidance or Code of Practice issued by the University and in force from time to time (whether or not those activities are carried out on equipment owned by the University and whether or not they are carried out on University premises). This means that the personal data must be: fairly and lawfully obtained; be accurate; be kept up-to-date; be held securely; not be put onto an Internet site or taken outside of the European Economic Area without the consent of the individual concerned; and be deleted or destroyed when it is no longer relevant to retain it. The people about whom data are held are entitled to inspect the data unless it is held only for research purposes and will not be released in such a way as to identify the individuals concerned.

Students needing to process personal data for academic or research purposes must make themselves aware of the general requirements of the Data Protection Act 1998 and in particular must abide by the eight Data Protection Principles as set out in Schedule 1 of the Act and further explained in Schedules II and III. Students can do this by obtaining a copy of the University's

current guidance on data protection from their Head of Department or from the University's Data Protection Officer (the guidance is also available on CWIS).

Students who fail to comply with any Guidance or Code of Practice in force may be held personally liable for any resulting breaches of the Data Protection Act 1998.

The University's procedures governing the collection and release of student data are publicised to students at the application stage. A copy of the notice provided to undergraduate applicants together with information about data usage supplied to the University by the Higher Education Statistical Agency is attached as Annex A to these Regulations.

Motor Vehicles and Bicycles

No student may bring a motor vehicle, motor car, motor cycle, or motorised cycle on to any part of the University sites between 5.30 a.m. and 5.30 p.m., Monday to Friday inclusive or any other occasion when the University is hosting a large event, except by special permission which will be given only on exceptional grounds, such as physical disability.

Students must obtain the permission of the Warden concerned to park vehicles at a Hall of Residence and the permission of the Director of the Residential and Commercial Service for parking at other University accommodation.

Students must observe the Parking Regulations published in the Regulations.

Bicycles must not be left outside buildings or locked to railings of fences. They should be parked in the various cycle racks provided for them and secured. The normal laws about lights apply to bicycles ridden after dark on University sites.

Bicycles owned by students must be removed from the University at the end of the session, otherwise they will be moved and disposed of in the owner's absence.

Personal Property

The University does not accept responsibility for the personal belongings, books and equipment of students whilst on University premises (see Insurance below).

Insurance

A third-party insurance policy provides indemnity to the University in respect of its legal liability to compensate persons (including students) who suffer death, injury, loss of or damage to their property. In order for there to be a legal liability it is normal for there to be established proof of negligence on the part of the University.

By virtue of the third party insurance policy being dependent upon proof of negligence on the part of the University, it is necessary for students to consider whether there is a need for separate insurance cover to apply in respect of genuine accidents. All students travelling abroad on University excursions and field trips for course/research activities must be insured under the University's Business Travel Policy arranged by course tutors or direct with the University's Insurance Services Office.

It should also be noted that the University does not provide any insurance cover for the property of students. This is a particular important point for occupants of University accommodation. Such insurance cover is especially recommended if, for example, students possess large

quantities of books, clothes, or electronic equipment. Students should ascertain whether their parents' existing policies provide protection and if not it is necessary to consider making their own private insurance arrangements.

The Manager of the Students' Union is able to advise students on the insurance cover held by the Union for its members.

Health and Safety

The attention of all students is drawn to the provisions of the University's Statement of Safety Policy from which the following is a relevant extract.

- 7.1. Students, although not mentioned specifically in the Act, clearly fall within the purview of Sections 3 and 4 of the (Health & Safety at Work) Act (which deal with the general duties of employers, and of persons concerned with premises, to persons other than their employees). In the view of the Health and Safety Executive the reciprocal duty for the student is covered by Section 8 ("No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".) Students receiving honoraria as demonstrators, etc. would be treated as employees in respect of these duties.
- 7.2. Students should be made aware of their responsibilities to co-operate in safe working procedures. Teaching at both undergraduate and postgraduate level should convey to students an understanding of basic safety requirements in particular areas.

Regulations concerning Student Responsibilities

Personal Conduct

The University expects students to conduct themselves with propriety, both in and around the University buildings and also in public places. Students are expected to show consideration for the feelings and sensibilities of others, and to play their part in maintaining a harmonious atmosphere, particularly in University Halls of Residence and Self-Catering Accommodation. Students should note that the University deplores all forms of intolerance and discrimination, especially those which demonstrate prejudice with regard to race, nationality, gender, sexual orientation, religion, disability, age or class, and will take appropriate disciplinary action against students who fail to acknowledge the cultural diversity embodied in a university environment. [See also Regulations Concerning Residential Accommodation and the Code of Student Discipline, and the University's Student Charter and Student Code of Social Responsibility appended to this publication.]

Ordinance 23: Discipline

University Ordinance 23 provides as follows:

1. Every student shall be subject to such disciplinary regulations as shall from time to time be passed by Senate and approved by Council.
2. The Senate has the power to suspend a student or exclude a student from classes or exclude a student from the University or its precinct if the student is deemed to have been guilty of misconduct, and Senate may delegate this power in accordance with the University's Code of Student Discipline which must be approved by Senate and Council.
3. The Council has the power to expel any student deemed to have been guilty of grave misconduct, and Senate may delegate this power in accordance with the University's Code of Student Discipline which must be approved by Senate and Council.

Neglect of Academic Obligations

The nature of students' academic obligations (for example, attendance at lectures and classes, performance of practical and written work, etc.) varies from programme to programme and from department to department. If students are in doubt about their obligations, they should without delay consult their Personal Tutor, Programme Director or Head of Department. Students may be reported to the University for serious neglect of their academic obligations. In such cases, the Head of Department (or other appropriate person) will notify the students in writing of the alleged neglect and invite them to make representations in writing and/or through their Personal Tutor. The University may decide for undergraduate students:

- (a) to take no action; or
- (b) to issue a formal warning that the students may have their right of re-sit removed if their attendance or submission of work continues to be unsatisfactory; or
- (c) to issue a formal warning that the University:
 - (i) may not allow the students to resit any examinations that they may fail during the session; or
 - (ii) will not allow the students to resit any examinations that they may fail during the session other than in the most exceptional circumstances;

(d) to recommend that the students' courses be terminated.

The University may decide for taught postgraduate students:

(a) to take no action; or

(b) to issue a formal warning that if the students continue to neglect their academic obligations their registration will or may be terminated; or

(c) to recommend that the student's course be terminated

Students will be informed of the University's decision in writing.

Academic Dishonesty

The University's primary functions of teaching and research involve a search for knowledge and the truthful recording of the findings of that search. Any action knowingly taken by a student which involves misrepresentation of the truth is an offence which the University believes should merit the application of very severe penalties. Offences in this category include, but are not confined to, cheating in written examinations, copying work from or using work written by another person, making work available to another person for copying, copying from published authorities, including the Internet, without acknowledgement, pretending ownership of another's ideas, and falsifying results. Any student who knowingly allows any of his or her academic work to be acquired by another person for presentation as if it were that person's own work is party to plagiarism.

Plagiarism is used as a general term to describe taking and using another's thoughts and writings as one's own. Plagiarism can occur not only in essays and dissertations, but also in scientific experimentation, diagrams, maps, fieldwork, computer programmes, and all other forms of study where students are expected to work independently and produce original material.

Where plagiarism is identified, departments are authorised to apply through the relevant Board of Examiners the following penalties:

Undergraduate Students

- | | | |
|---|----------------------------|---|
| - | First offence: | Failure of the module, resit allowed, severe written warning |
| - | Second and third offences: | A mark of 0 for the module
Resubmission required for the purposes of progression
Possible downgrading of degree class if the offences are for modules which contribute to the final classification, and if the normal application of the standard scheme of assessment incorporating marks of 0 does not automatically lead to a downgrading. In applying this penalty, Boards of Examiners will have due regard to the significance of |

the plagiarised work in the overall scheme of assessment

- Fourth offence or multiple* simultaneous offences after the second offence: Termination of course

[*In this context ‘multiple’ means plagiarism in more than one separate module and plagiarism applying to double modules of 30 or 40 credits].

Taught Postgraduate Students

Where written assignments are submitted consecutively:

- First offence in the taught element of the programme Failure of the module, resit allowed, severe written warning
- Second offence in the taught element of the programme: A mark of 0 for the module. Resubmission required for the purposes of progression
- Subsequent offence in the taught element of the programme Termination of course

Where a number of written assignments are submitted simultaneously (for example, at the end of the first semester)-

- One offence in the taught element of the programme Failure in the module, re-sit allowed, severe written warning
- Two offences in the taught element of the programme Mark of 0 for each module. Resubmission required for the purposes of progression
- Three or more offences in the taught element of the programme Termination of course

All Programmes

- | | | |
|---|---|--|
| - | Plagiarism in the dissertation without a previous offence | Failure with downgrading to a Postgraduate Diploma |
| - | Plagiarism in the Dissertation with a previous offence | Termination of course |

It should be noted that in cases of very serious plagiarism, even where this is a 'first offence', then it is appropriate to utilise the more severe penalties straight away. For example, at undergraduate level, in a case of the submission of an entire piece of work written by another it would be appropriate to award a mark of zero. Where this piece of work is part of an assessment that counts towards the degree classification then down-grading of the degree class, if not occurring automatically, should be considered.

The appeals procedures for students whose registrations are terminated because of plagiarism will be as for termination on the grounds of failure.

Marks of 0 awarded in respect of plagiarism are recorded on the student's University transcript and in departmental records, and the offence may be reported to any relevant professional body.

Where a student is found to have been cheating in written examinations or falsifying results, the case will be referred to the Academic Registrar and considered under the Code of Student Discipline.

Regulations concerning Mitigating Circumstances and Appeals

Notification of mitigating circumstances

It is the responsibility of students to inform their Departments of any matters (whether of an academic, personal, medical or other nature) which may be relevant to their academic performance, and to supply substantiating evidence, for example, a medical certificate (see regulations regarding notification of ill health p.8). Such information should be submitted before the expiry of any departmental deadlines governing the submission of evidence of special circumstances. If no such deadlines exist, the evidence must be submitted as soon as it is available, and in any event before the meeting of the relevant Board of Examiners is due to take place.

Appeals against degree classification and appeals against termination of course may be disallowed if the appeal is based on mitigating circumstances which the appeals committee believes should have been communicated earlier to the department concerned.

Review of Decision to Recommend Termination of Programme (Undergraduates)

If a Board of Examiners resolves to recommend that a student's course be terminated, for whatever reason, the University will, by letter, notify the student of this recommendation and of the right the student shall have to request that the decision be reviewed. The deadline for submission of an appeal will be stated in the official notification of termination. Students in this position are strongly urged to consult their Personal Tutor or Head of Department for advice.

A student's request for a review should be made through the submission of an appeal form to the Secretary of the University appeals panel. The form should draw attention to any matter that the student feels to be relevant to his or her academic performance and of which the Board of Examiners may have been unaware when it made its decision. Any supporting documents (e.g. medical certificates) should also be sent to the Secretary.

The review will be conducted by a panel comprising three members of the academic staff of the University, excluding staff from the department in which the appellant is registered. The student will be informed of the time and place of the panel's meeting. The student may attend the meeting and may be accompanied by another member of the University or by a member of the Education Unit of the Students' Union. Personal attendance provides an opportunity for the student to expand upon, and answer questions about his/her submission. The student's companion (if any) will be invited to make a brief statement on the student's behalf, but will take no part in the proceedings unless requested to do so by the Chair. The student's Personal Tutor and a representative of each department involved will also be invited to attend. At the end of the meeting the panel will reach its conclusions in private discussion and the Secretary of the panel will notify the student in writing of its decision. At the conclusion of the review, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

Review of Decision to Recommend Termination of Programme (Postgraduates)

If a Board of Examiners recommends that a student's course be terminated, for whatever reason, including neglect of academic obligations, the University will notify the student in writing of the decision and will also advise the student of his or her right of appeal. Students will also be

advised that they may seek the help of the Education Unit in the Students' Union in deciding whether they wish to appeal and in formulating their submission.

A student's appeal should be made on the appropriate appeal form, which should be submitted with supporting evidence to the Quality Office within eight weeks of the decision to terminate studies being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:

- (a) A student is in possession of evidence about the reasons for their academic performance which, for good reason, was not available to the Board of Examiners or which was only partially available (for example if additional medical evidence has been obtained)*.
- (b) There appears to have been a procedural irregularity in the conduct of the examining or assessment process.
- (c) There appears to be evidence of prejudice or bias in the conduct of the assessment process.

Appeals that simply challenge the academic judgement of the examiners will not be considered.

If a student is appealing on the grounds that they are in possession of evidence of circumstances which affected their academic performance, this must be new evidence and they must be able to explain why it was not possible to notify their department about these circumstances prior to the Board of Examiners.

On receipt of an appeal, the Head of the Quality Office will determine whether the student has demonstrated grounds for appeal in consultation with the Graduate Dean where appropriate and submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered the opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress and a copy of the relevant Examination Board minutes will be requested from the student's department. This information, along with the student's appeal form and evidence, will be considered by the next available Postgraduate Appeals Panel.

An Appeals Panel will comprise three members of the academic staff of the University, none of whom will have been directly involved with the student. Panels will normally be Chaired by the Graduate Dean or her nominee.

The student and the relevant department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by another member of the University. The student and department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and the department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting the panel will reach its conclusions in private discussion and the Secretary of the panel will notify the student in writing of its decision. The student will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

If a student is unable or chooses not to attend a panel meeting, having been invited and been given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.

* *Note: It is the responsibility of students to inform their departments of any matter (whether academic, personal, medical or other nature) that may be relevant to their academic performance, and to supply appropriate evidence. Such information should be given as soon as it is available.*

Appeals against Degree Classifications (Undergraduates)

Appeals against degree classification are permitted only where *prima facie* evidence of material irregularity relating to the operation of the University's assessment procedures can be produced. Students may not challenge the academic judgements of the examiners, and the decisions of properly-constituted Boards of Examiners operating in accordance with approved procedures will always be upheld by the University.

1. Assessment procedures

- (a) Degrees are conferred by the authority of Senate on the recommendation of Boards of Examiners, comprising the Internal and External Examiners for the subject (or subjects) included in the scope of the examinations. The Internal Examiners are appointed from the members of the Academic Staff of the University. All the staff who contribute to a particular degree course are normally members of the Board of Examiners for that course. Those who contribute to the course but are not members of the Academic Staff of the University may be designated Additional Examiners and may attend meetings of Boards of Examiners, but are not full members and have no voting rights. The External Examiners are appointed by the Senate of the University on the recommendation of the Academic Policy Committee and there is at least one External Examiner for each degree course. External Examiners normally hold office for three or four consecutive years and are not permitted to serve for more than five.
- (b) Each degree course has a scheme of assessment, which is normally notified to students through departmental or course handbooks. Boards of Examiners receive each student's marks and assess these in accordance with the provisions of the scheme of assessment in order to arrive at the final degree classification. Medical or other evidence is considered at this stage, and candidates may be asked to attend a *viva* (in some courses, a *viva* is a compulsory element of the examining process). The proposed degree classifications are approved by Senate.

2. Appeals procedures

If any student wishes to draw the University's attention to a procedural irregularity (examples of which may include evidence that a Board of Examiners was improperly constituted, that some aspect of the scheme of assessment had been overlooked, or there had been insufficient consideration of special circumstances pertinent to the assessment of the degree), the following procedures should be followed:

- (a) Students wishing to query their degree classification (or for the M.B.,Ch.B. degree, the non-award of Honours) on procedural grounds should consult without delay their Head of Department, who will be able to give detailed guidance about the operation of their scheme of assessment.

- (b) Matters which are unresolved after such consultation has taken place should be referred by the student in writing to the Academic Registrar following the procedure outlined in (c) to (e) below. Students may at this stage wish to consult the Education Unit in the Students' Union.
- (c) Students who wish to appeal must notify the Academic Registrar of this before the date of the conferment of the degree (i.e. before the relevant degree ceremony), otherwise the appeal will be declared invalid. Such notification can either be through the submission of the appeal itself, or a notification of intention to appeal.
- (d) Students who have either appealed or submitted a notification of intention to appeal will be allowed to attend the relevant degree congregation, but their degree certificates will be withheld, pending the outcome of the appeal.
- (e) Students who have submitted a notification of intention to appeal must submit their full appeal by the deadline of eight working days after the award of the degree by Senate (in 2010/11, this deadline will be Monday 18 July 2011).
- (f) Upon receipt of an appeal, the Academic Registrar will send a copy to the relevant Head of Department and request a written report. In preparing the report, the Head of Department may consult other Internal Examiners and the External Examiner(s) as appropriate. The task of preparing the report may be delegated by the Head of Department to another member of the academic staff with appropriate knowledge and expertise, for example, the departmental examinations officer.
- (g) The written submissions from the student and the department will be considered by a panel which will consist of a Pro-Vice-Chancellor, a member of the Academic Policy Committee, and the Registrar and Secretary. The Academic Registrar or a senior member of the Quality Office will act as secretary to the panel.
- (h) Students will be notified of the outcome of the appeal within four weeks (twenty working days) of the date of the deadline for submission unless information relevant to the appeal is still being sought by the panel, in which case students will be provided with a progress report within the above timescale.

3. *Recommendations*

If no procedural irregularities are identified, the panel will recommend that the degree classification be confirmed. Students will be issued with a letter outlining the reasons for the panel's decision, and will be sent their original degree certificates.

At the conclusion of the appeal, students whose appeals have been successful will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

If any procedural irregularity is identified, the panel will present a report to the relevant Board of Examiners, which will reassess the candidate in the light of the new evidence. If the new evidence is material to the operation of the scheme of assessment, this reassessment may lead to a reclassification of the degree.

In these circumstances, students will be issued with a letter outlining the procedural reasons for the upgrading of the degree classification and a degree certificate recording the new degree classification.

Appeals against a lesser award (Postgraduates)

If a Board of Examiners recommends that a student registered on a master's programme be transferred to a postgraduate diploma during the course of their studies, or be awarded a postgraduate diploma or postgraduate certificate on completion of their studies, a student will have the right of appeal.

A student's appeal should be made on the appropriate Appeal Form which should be submitted with supporting evidence to the Quality Office within eight weeks of the decision being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:

- (a) A student is in possession of evidence about the reasons for their academic performance which, for good reason, was not available to the Board of Examiners or which was only partially available (for example if additional medical evidence has been obtained)*.
- (b) There appears to have been a procedural irregularity in the conduct of the examining or assessment process.
- (c) There appears to be evidence of prejudice or bias in the conduct of the assessment process.

Appeals that simply challenge the academic judgement of the examiners will not be considered.

If a student is appealing on the grounds that they are in possession of evidence of circumstances which affected their academic performance, this must be new evidence and they must be able to explain why it was not possible to notify their department about these circumstances prior to the Board of Examiners.

On receipt of an Appeal the Head of the Quality Office will determine whether the student has demonstrated grounds for appeal in consultation with the Graduate Dean where appropriate and submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered to opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress and a copy of the relevant Examination Board minutes will be requested from the student's department. This information, along with the students appeal form and evidence, will be considered by the next available Postgraduate Appeals Panel.

An appeals panel will comprise three members of the academic staff of the University, none of whom will have been directly involved with the student. Panels will normally be Chaired by the Graduate Dean or her nominee.

The student and the relevant department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by another member of the University. The student and department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and the department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting the panel will reach its conclusions in private discussion and the Secretary of the panel will notify the student in writing of its decision. The student will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

If a student is unable or chooses not to attend a panel meeting, having been invited and given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.

** Note: It is the responsibility of students to inform their departments of any matter (whether academic, personal, medical or other nature) that may be relevant to their academic performance, and to supply appropriate evidence. Such information should be given as soon as it is available.*

Unacceptable Behaviour

The University reserves the right to refuse to continue with the operation of appeals procedures if the appeal is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner. In such cases, the final decision rests with the Senior Pro-Vice-Chancellor.

Regulations concerning Student Complaints

Student Complaints Procedures

The University is committed to providing the highest quality of education possible within the limits imposed by the resources available to it, and it strives to ensure that its students gain maximum benefit from the academic, social and cultural experiences it offers. Where students feel that their legitimate expectations are not being met, or where misunderstandings about the nature of the University's provision occur, the University expects that problems will be speedily and effectively dealt with at local level. Its complaints mechanism is based on the assumption that staff will at all times deal thoughtfully and sympathetically with students' problems, so as to minimise the extent to which formal procedures need to be followed.

Students are expected to utilise the consultative and organisational arrangements in place at departmental and institutional level (these include heads of department, the personal tutor system, staff/student committees and the Student/Staff Council, the services of the Students' Union's sabbatical officers and its Education Unit, Hall JCR officials, and various user groups). Students are expected to familiarise themselves with the constitution and membership of those bodies which are intended to represent their interests, and for general complaints about academic matters to avail themselves of the opportunities provided for direct feedback on the performance of individuals or in relation to the provision of services (such feedback might include course questionnaires, comment boxes and user surveys).

If matters cannot be resolved informally, students should address any formal complaint in writing to the senior officer responsible for the relevant area of activity. This must be done within three months of the conclusion of any departmental consideration of the complaint.

Senior officers comprise:

The Heads of the Colleges (in relation to academic matters) – in such cases, assistance to the Heads in the consideration of the complaint will be provided by the Director of College Administration, with procedural advice provided by the Quality Office

The Librarian (in relation to the Library)

The Director of IT Services (in relation to computing facilities)

The Director of Residential and Commercial Services (in relation to student accommodation and the University's catering and conference services)

The Registrar and Secretary (in relation to any aspect of the University's administration and the operation of its Corporate Services)

The Academic Affairs Officer of the Students' Union (in relation to the Students' Union; a complaint to the Academic Affairs Officer will initiate proceedings under the Union's own complaints procedure, as set out in the Regulations of the Union).

At this formal stage, the complaint must include full details of the unresolved issue, the attempts made to secure a resolution, and the identification of the desired remedy. The complaint must be accompanied by a complaints form which can be found on CWIS at <http://www.le.ac.uk/academic/registry/AppealsComplaints/ComplaintsForm.doc>

The form requires complainants to provide their personal details (name, address, etc), and a short summary of their complaint and the way in which it has been pursued to date, including the names of those to whom their concerns have been addressed to date. The senior officers

have the right to refuse to consider complaints where students have made no attempt to find a negotiated solution.

Students must complain on their own behalf; senior officers will not discuss or correspond about such matters with third parties, including family members, other than in the most exceptional circumstances, and then only with the student's written permission. Anonymous complaints are disallowed. Complaints submitted by e-mail will be accepted by senior officers and will trigger the initiation of formal procedures. Complainants will, however, be contacted by letter and asked to submit a signed complaints form in order to ensure that the submission is genuinely their own.

Senior officers will immediately acknowledge in writing the receipt of any complaint, and will initiate a review by seeking a written report from the head of the department/section/unit against which the complaint is being issued. So far as is practicable the senior officer will respond to the complainant in full within twenty eight days. The complainant will normally, unless there is a significant practical impediment (for example, because the student is overseas or is for some other reason unable to attend the University), be called for interview during the period of investigation.

The University will respect a complainant's desire for confidentiality unless this impedes the course of the investigation, in which case the complainant will be given the options of pursuing the complaint with a reduced level of confidentiality or accepting the status quo.

This procedure applies to current students (including students whose registration may temporarily be in abeyance). Students who have initiated a complaint but permanently withdraw from the University before a conclusion has been reached may pursue their concerns up to and including the final appeals procedure.

Appeals procedure

Appeals against the responses of senior officers to formal complaints must be submitted in writing to the Academic Registrar, Fielding Johnson Building. This must be done within eight weeks of the conclusion of the formal complaint stage. The Academic Registrar will immediately acknowledge the receipt of any such appeal and assign a member of the administrative staff of Student and Academic Services to manage the appeal process. The appeal will be heard by a panel comprising either the Vice-Chancellor or the Senior Pro-Vice-Chancellor (in the Chair) and one other Pro-Vice-Chancellor. Unless the complaint relates to the activities of the Students' Union, the Academic Affairs Officer of the Union will be invited to attend the appeal as an observer. The panel will interview the student, who may be accompanied by a member of the University of his/her choosing or by a member of the Education Unit of the Students' Union, the senior officer responsible for considering the complaint, and such other parties to the complaint as it feels is necessary, and it will review all the relevant paperwork. The panel is also authorised to request further informal discussion between the parties. So far as is practicable, the appeal process will be conducted, and the outcome announced, within twenty five working days of the receipt of the appeal request. The decision of the appeals panel shall be regarded as final.

At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

The University reserves the right to refuse to continue with the operation of complaints procedures if the complaint is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner. In such cases the final decision will rest with the Senior Pro-Vice-Chancellor.

Advice on the operation of the complaints procedure can be obtained from the Academic Registrar, Fielding Johnson Building (tel 0116 2522419), or from the Education Unit in the Students' Union (tel 0116 2231228, e-mail: educationunit@le.ac.uk). The latter can also provide assistance in formulating complaints, and in supporting students throughout the formal stages of the complaints procedure.

Regulations concerning Residential Accommodation

Period of Contract: Students are admitted to a catered Hall of Residence for the session, which comprises three terms totalling 30 weeks. Students are admitted to the Self-Catering Residences for the session, which comprises three periods totalling either 39 weeks or 51 weeks as set out in their residence agreement.

A student is always allocated a place in a residence in a specific room. The University reserves the right to move any resident to another room within allocated accommodation at any time should this be necessary. Residents are not permitted to move to another room without the permission of the Accommodation Services Manager.

Temporary Erasmus (Socrates), Tempus and Occasional Students will be offered and accept accommodation for the full session, complete residence periods or complete semesters, whichever is applicable to their registration. No reduction in rental for such periods will be made for late arrival or early departure.

Withdrawal from Accommodation: 4 weeks' notice of request of withdrawal must be given in writing to the Accommodation Office, Mezzanine Floor Charles Wilson Building, University of Leicester, University Road, Leicester, LE1 7RH.

Withdrawal during the session, whilst remaining a registered student, will incur payment of the full amount of the total fee outstanding for the remainder of the session as determined by the residence contract. In the unusual event of withdrawal from the University before the end of the session, fees will be payable up to and including the day of departure or return of the room keys, whichever is the latter, and a residence contract cancellation fee of £200 charged.

Students who apply for accommodation and either withdraw their application or decline the accommodation offered will pay an administration fee of £50 (£75 after 30 June). Students who accept the accommodation and withdraw their acceptance before 30 June will pay a sum of £75. Students who withdraw between 1 July and 31 August will pay a sum of £100. Students who withdraw between 1 September and the Saturday before the start of the Autumn Term will pay the sum of £150.

New students and students returning to the University at the beginning of the Autumn Term who fail to take up a previously accepted place and who give no prior notice of withdrawal will be liable to pay the full fee for the complete session.

A student whose course the University terminates for reason of examination failure/resit without residence or whose registration has lapsed, will not be permitted to take up a previously-accepted place.

Conduct: The effectiveness of the residences depends primarily upon the awareness of those who live in them of the needs and wishes of the community as a whole and the neighbourhood in which the residences are placed. This must inevitably involve some curtailment of personal liberty as is normal for those living in any community. Only a minimum of rules are defined but

it is assumed that residents in University allocated accommodation will be mindful of the necessity constantly to conduct themselves in an orderly and proper fashion and not to bring either the Residences or the University into disrepute.

Conduct detrimental to the good name or reputation of any residence or serious or repeated breaches of regulations may lead to dismissal from residence without recourse to the Code of Student Discipline, and the matter will be reported to the Registrar and Secretary, to whom the student may appeal. Such appeals will normally be heard within five working days. If residence is terminated for misconduct, an administrative charge of £150 will be payable by the resident.

The atmosphere within the Residences should at all times be conducive to study. Noise, especially after 2300 hours, should be minimal, and excessive noise in and around the Residences and roads leading to the Residences should be avoided.

Ball games and other noisy activities are not permitted within the grounds of Residences.

Deposits: Postgraduate and International students are required to pay a deposit of £250 with their application for accommodation. The £250 deposit is a prepayment and will be deducted from the Summer Term residence fee (except for residents living in Opal Court, Goscote House, The Grange and Walnut Street Residences where the deposit is retained as a damage deposit and refunded at the end of the residence contract period less any damage or other charges or outstanding debt). Withdrawal fees, cancellation charges and administration charges will also be deducted from the deposit.

At all the Residences a key deposit of £30 will be payable prior to arrival and refunded after departure after deducting any outstanding charges.

Visitors: Residents are responsible for the conduct of their guests. Guests are allowed to stay overnight in the Self Catered Residences but are not allowed to occupy the accommodation of a resident for more than twenty-four hours, or two such periods over a Saturday and Sunday.

Opal Court, Goscote House, The Grange and Walnut Street: The University administers the allocation of accommodation and fees for the private developments Opal Court, and the Goscote House Flats, which are leased from Leicester City Council. University Regulations still apply in these properties. Students must sign a separate residence contract for these properties, and where there is any doubt the contract with the private providers will take precedence.

Residence Fees: Residence fees are payable in advance as set out in the Residence Agreement and Accommodation Handbook on the dates specified. Failure to pay before the deadline date will incur the additional fees set out in the Handbook.

No reduction in fees for late arrival or early departure or periods of absence will be made.

Fees for residents transferring rooms will be adjusted with immediate effect to the new rate applicable. Where students move out of shared accommodation the fee is adjusted for both the person who moves and for those who remain.

All students agree to terms and conditions of the Residence Agreement when they accept their offer of accommodation.

Library Regulations

I General

1. These regulations have been made by Senate for the benefit of all Library users, and the co-operation of users in observing them is essential for the common good. They are intended to promote:
 - equitable access to Library materials, information sources and services
 - the maintenance of Library materials, equipment and buildings in acceptable and serviceable conditions
 - the maintenance of a quiet environment conducive to study
 - proper conduct when using the Library services of other Institutions.

Please read these Regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance. By order of the Senate, the Librarian, or any person nominated by the Librarian, has authority to maintain good order in the Library and may exclude from it or suspend from its use or levy a fine on any user who breaks Library Regulations. The Librarian may report to the Vice-Chancellor any person responsible for serious or persistent breach of such Regulations: such conduct will be considered a breach of University discipline.

2. For the purpose of these Regulations, the 'Library' means any site or section of the University Library, including the Computer User Area, and the term 'book(s)' refers to any form of Library material or information source.
3. The Library shall be open during such periods of the year and during such hours as Senate may from time to time prescribe.
4. Details of eligibility for membership, entitlements and charges are as Senate may from time to time prescribe.
5. Anyone using any part of the Library must be registered as a user. All persons using the Library will be asked to produce their Library card when entering Library premises and when borrowing books, and may be asked to produce it at any other time. Library cards are not transferable. Other than for stolen Library Cards where a Police Incident Number can be produced, a charge will be made for replacement cards.
6. Users must not mark, deface, alter or deliberately damage their Library card in any way.
7. All users must notify the Library immediately of any change of address, including email addresses.
8. Study areas in the Library may be designated as silent, quiet, laptop-free or available for group work. Out of consideration for others, users must maintain good order and observe the rule relating to noise applying to each area. Mobile phones and other devices likely to cause disturbance may not be used in the Library unless their use is silent, or they are used in designated Phone Zones.
9. Personal laptop computers may be used in the Library except in designated laptop-free areas. The University accepts no responsibility for such equipment or for data stored. Such equipment may be used to access the University's wireless facility but must not be directly

connected to the University Campus Network, nor to any other device without prior approval from IT Services.

10. Library buildings, including their fabric and fittings, must not be damaged. Library furniture and equipment must not be moved, damaged or defaced.
11. Users must not mark, deface, or damage Library books in any way. Any loss of, or damage to, books must be reported immediately to a member of Library staff. Users will be liable for any loss of, or damage to, books while in their charge, and must ensure that books on loan are not left unattended in the Library or any other public place.
12. Smoking, eating and drinking (except bottled water) are not allowed in the Library. Smoking is not permitted near the entrance to the Library.
13. All users leaving the Library must show all books in their possession if requested to do so whether these belong to the University or not. Users may also be required to open for inspection any bags, briefcases etc., carried out of the Library.
14. All users must leave the Library by closing time, and immediately when the fire alarm sounds.
15. Animals are not allowed in the Library, with the exception of guide or assistance dogs.

II Borrowing of Books

16. No book shall be taken out of the Library until the loan has been recorded on the Library Management System. Users are responsible for all material issued to their Library card.
17. All books on the open shelves may be borrowed except those temporarily or permanently confined to the Library. Books not on open access may be consulted on application; any item made available for consultation within the Library must be returned as directed before the staffed services close.
18. Books must be returned no later than the due date indicated in them. However, they should be returned earlier if the reader has finished using them, or by the recall date if they are required for another borrower or recalled for any other reason. Fines will be charged on books kept overdue, at such rates as may from time to time be determined. Books may be returned by post but remain the borrower's responsibility until received by the Library.
19. Users with outstanding fines may not be allowed to borrow further books, or use other library facilities until the fines are paid. The Librarian or any person nominated by the Librarian shall have power to remit or reduce fines in any particular case.
20. Books which are already on loan may be reserved by any borrower with access to the Library's on-line system at any time when the system is available. When returned, reserved books will be retained for a limited period only and if not called for will be made available to the next reserver or reshelved.

III Inter Library Loans

21. Requests for Inter-Library Loans may be made according to such quotas and charges as the Librarian may from time to time prescribe.

IV Copyright

22. All users of Library materials, whether in Library buildings or elsewhere, are personally responsible for ensuring that they observe the requirements of the Copyright legislation currently in force in the United Kingdom; failure to do so will be regarded as a serious breach of University discipline in addition to any liability incurred under the law. Whether in Library buildings or elsewhere, members of the University copying Library books under the terms of any licensing scheme currently in force within the University are personally responsible for ensuring strict adherence to the rules of any such scheme, and any breach of these rules will be regarded as a serious breach of University discipline.
23. All users of electronic information resources must abide by the terms of the appropriate licences.

V Use of Other Libraries

24. All users who have been granted access to the libraries of other institutions by virtue of their University of Leicester status must abide by the visited library's regulations. Any breach of these, or any other form of misconduct, will be regarded also as a breach of the University of Leicester's Library Regulations.

VI Users who are not members of the University of Leicester

25. All users who are not members of the University of Leicester must abide by these regulations. Any breach of these, or any other form of misconduct, may lead to disciplinary action by the University. If a breach of the regulations or other misconduct occurs, the University reserves the right to inform any organisation or scheme by virtue of which use of the Library has been allowed.

VII Third Party Insurance

26. A third-party insurance policy provides indemnity to the University in respect of its legal liability to compensate persons (including students) who suffer death, injury, loss of or damage to their property. In order for there to be a legal liability it is normal for there to be established proof of negligence on the part of the University.

Regulations Concerning the Use of University Computing Services

Senate has made the following regulations for the use of the University's computing services.

1. No person shall use the computing facilities of the University without due authorisation given on behalf of the University by the Head of the Department operating the facility, or by IT Services when its facilities are being used.
2. Every allocation of computing resources shall be made on the understanding that it is to be used only for the purpose for which it was requested and only by the person or persons by whom or on whose behalf the request was made. Computing resources will normally only be made available to support activities relating to research, teaching or administration, and any unauthorised use for other purposes may be treated as a disciplinary offence (see paragraphs 10 and 11). Use shall not be made of computing resources allocated to another person or group of persons unless such use has been specifically authorised.
3. No person or persons shall by any wilful or deliberate act jeopardise the integrity of the computing equipment, its systems programmes, the work of other users or other stored information.
4. Those persons authorised to use the computing resources shall be expected to treat as privileged any information not provided or generated by themselves which may become available to them through their use of computing resources; they shall not copy, modify, disseminate, or use any part of it without permission of the appropriate person or body. Furthermore they must observe any special restrictions placed on the use of specified software or data and stated in any documentation relating to its use.

Unless advised to the contrary, they must assume that all software is subject to the provisions of copyright law.

Arrangements for the back-up copying and distribution of software and documentation, which are subject to the conditions of the licences for their use, will be made by the University: individual users of software will not be permitted to copy or to pass on (even to other members of the University) copies of the software, unless and only to the extent that the terms of the licence specifically permit.

5. In the case of any information which is designated in a Notice issued by the University as proprietary or otherwise confidential, every person using the facilities shall be required:
 - (a) to observe the instructions that may be issued by the University specifying ways in which the information may be used; to ensure that the requirements of the agreements, contracts or licences under which the software is made available to the University will be maintained in all respects;
 - (b) not to copy, modify, disseminate, or make use of it in any way not specified in those instructions, without first obtaining written permission from the University;
 - (c) to ensure that, where legitimate copies are made, such copies carry an appropriate copyright statement either as provided by the manufacturer or in suitable alternative form.
6. No person or persons shall obtain or distribute software by illegal means, nor run any illegally-obtained software on University equipment. Users will return all copies of the software at the end of their course/year/project/period of employment or when requested to do so. They will also assist the University, in the event of the termination of a licence for

the use of some software product, to remove all copies of that software and to make arrangements for the safeguarding of the authorised archival copy.

7. The University and users of its resources are required to comply with the Computer Misuse Act 1990 which has subsequently been amended by the Police and Justice Act 2006. Three specific offences are defined:

Definition 1: Unauthorised Access to Computer Material, including using another person's identifier (username) and password, without proper authority, in order to use data or a program, to alter, delete, copy or move a program or data, or simply to output a program or data (for example, to a screen or printer); laying a trap to obtain a password; reading examination papers or examination results. Note that unauthorised access to exam papers or results would constitute an offence under the Act.

Definition 2: Unauthorised Access to a Computer with intent, including gaining access to financial or administrative records;

Definition 3: Unauthorised Modification of Computer Material, including destroying another user's files; modifying system files; creation of a virus; introduction of a local virus; introduction of a networked virus; changing examination results; and deliberately generating information to cause a complete system malfunction.

8. The Data Protection Act 1998 regulates the processing of personal data using computers (and/or manual files). 'Personal data' means any information relating to a living individual, and 'processing' means almost anything done with it, including, for example, storing it.

The Data Protection Act 1998 also gives individuals certain rights of access to personal data held about them by others. Any personal data processed by a person at the University, using the resources of the University, will be deemed to be held by the University for the purposes of the Act, unless that person has registered as a Data Controller with the Office of the Data Protection Commissioner (ODPC). Therefore personal data processed by any person at the University may have to be made available if an individual applies to the University for access to it.

Persons processing personal data must have the proper authorisation from their Head of Department/Office and must make themselves aware of the general requirements of the Data Protection Act 1998, and in particular must abide by the eight Data Protection Principles as set out in Schedule I of the Act and further explained in Schedules II and III. Copies of the University's current guidance on data protection can be obtained from Heads of Department or from the University's Data Protection Officer. The guidance is also available at <http://www.le.ac.uk/ua/rg/dataprotection/>.

In brief, the requirements are that the personal data must be: fairly and lawfully obtained; accurate; be kept up-to-date; be held securely; not put onto an Internet site or taken outside of the European Economic Area without the consent of the individual concerned; and be deleted or destroyed when it is no longer relevant to retain it. Persons who fail to comply with any Guidance or Code of Practice in force may be held personally liable for any resulting breaches of the Data Protection Act 1998.

Any person who wishes to use the University's resources for private purposes such as consultancy or any other activity which is unrelated to their studies or work at the University, must have the proper authorisation to do this and must be registered as a 'data

controller' with the ODPC. It should be noted that any person failing to register with the ODPC in such circumstances may be liable to criminal prosecution.

9. If at any time persons are allocated computing resources for private purposes, including consultancy or any other work outside the scope of their official duties or functions, they shall be personally responsible for reimbursing IT Services by a specified date, at a rate determined from time to time, for the cost of the resources used.
10. If any persons use computing resources for private purposes without specific authorisation to do so, they shall be charged with the cost of such use in accordance with paragraph 9, and action may also be taken under paragraph 11. Any persons who have been charged with the cost of computing resources who fail to make reimbursement within the stipulated time shall be suspended from use of computing resources until they make such reimbursement.

Occasional personal use of the University e-mail service is permitted so long as such use is not excessive, in volume, frequency or time and does not disrupt or restrict usage by other legitimate users.

11. The staff of the University will at all times have authority to maintain good order in the use of the University's computing facilities and may suspend or exclude from their use any person who breaks these Regulations. They may report to the Vice-Chancellor or Pro-Vice-Chancellor any person responsible for serious or persistent misuse of computing facilities which breach these or any other Regulations: such conduct by any student will be considered a breach of the Code of Student Discipline.
12. Computer software developed on facilities provided by the University cannot be sold without the prior written agreement of the University. Users are responsible for reporting to the University, immediately it comes to their notice, any reasonable probability of financial or commercial advantage arising out of their use of the resources, whenever this advantage would accrue and whomsoever would benefit. Users may not attempt to incorporate any proprietary software or any modified version of the software into any program written by them, without the written permission of the University.
13. The University expects users, when applying for research contracts and other outside monies, to take into account all costs including computing and data preparation costs. Where there is outside financial support, or when such support becomes available, to cover the computing elements of a project, this must immediately be declared in writing to the University. All such chargeable work must be run under the username specifically allocated for that purpose.
14. Additional regulations specific to individual facilities may be added from time to time.

Notes: 1) *These regulations are supplemented by, and must be read in association with the Regulations, Codes and Guidelines set out under Acceptable Use of Computing Services:*

<http://www.le.ac.uk/its/usage>

- 2) *The above regulations and the Regulations for IT Users are under review and are subject to amendment during 2010/11.*

See also: Code of Student Discipline, page 41.

Regulations Concerning Freedom of Speech

Introduction

1. The University regards it as a fundamental principle of its existence as an independent academic institution that freedom of speech within the law should be respected on its premises and in all its activities. No individual or body of persons shall be prevented from studying, or participating in any academic activity, or being invited to deliver a lecture, or delivering a lecture, or complying with a contract of employment with the University, solely on account of their political, religious or other opinions and beliefs.

Basis of Jurisdiction

2. These regulations are approved by the Council, in accordance with its authority under the Charter and Statutes of the University. They also constitute the Code of Practice required by Section 43 of the Education (No 2) Act 1986, which states, inter alia, that every individual and body of persons concerned in the government of the University shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers; and that the Council shall issue and keep up to date a code of practice setting out the procedures to be followed in connection with the organisation of meetings and other activities, and the conduct required in connection with any such meeting or activity.

Scope of Authority

3. The provisions of these Regulations, and of any procedures duly instituted in accordance with them, shall apply in full to all employees, students, honorary and visiting staff and any other members of the University within the meaning of Section 2 of the Statutes, and to all persons and associations occupying property of the University other than by leasehold.
4. All persons to whom the Regulations apply are under an obligation to take no action which would hinder freedom of speech within the law, or which would prevent the University, the Vice-Chancellor or any of its Officers from discharging their duty to ensure freedom of speech so far as is reasonably practicable.
5. Ordinance 23(2) and the Code of Student Discipline included within these Regulations provide that persons authorised by Senate for the purpose shall have the authority, and it shall be their duty to check disorderly or improper conduct or any breach of regulations occurring in any of the University buildings or their precincts or in public buildings or places.
6. These Regulations apply to informal or social activities as well as to any more formal meeting or lecture as may be subject to the specific and detailed special arrangements set out below.
7. In the exercise of its duties under these Regulations, the University and its Officers will also take account of other obligations under the law which may require it to have regard to what is said on its premises. In particular, the rights conferred by these Regulations do not extend to any body or speaker who acts unlawfully by, for example, using threatening, abusive or insulting words or behaviour so as to run the risk of inciting violence or racial hatred; or whose activities, even if directed to lawful purposes, cease to be lawful when, for example, they break conditions imposed by the police, or cause serious public disorder.

Procedures

8. The Vice-Chancellor shall be responsible to the Council for the operation and enforcement of these Regulations. His authority for their administration shall be delegated to the Registrar, who may further delegate authority in general or particular instances to other Officers of the University.
9. The Registrar shall be authorised to compile such additional Administrative Procedures as he thinks necessary for the effective implementation of these Regulations, and such procedures shall have effect as if they formed part of these Regulations, and shall be interpreted in such a manner as not to conflict with these Regulations.
10. These Administrative Procedures may include, inter alia:
 - details of the arrangements required for booking rooms or arranging other activities on University premises;
 - appointing of Officers responsible for the receipt of bookings;
 - explanation and elaboration of the categories of visiting speaker, and of subject matter for a meeting, and of other characteristics of an activity which at any given time is likely to be "designated" under the terms of paragraph 17 below.
11. Such Administrative Procedures shall be published by the Registrar, and, as far as is reasonably practicable, shall be circulated to all persons or organisations within the University concerned in the organisation of activities covered by these Regulations, provided that failure to receive such Administrative Procedures shall not exempt the organiser of any activity from liability to conform with the said procedures.

General Requirements

12. Any meeting or activity taking place on the premises of the University, shall, whether it has been "designated" or not, comply with paragraphs 1 and 4 above, and with paragraphs 13 to 16 below.
13. Organisers of any meeting or activity have a duty to see that nothing in the preparations for or conduct of that meeting or activity infringes the law, for example, by conduct likely to cause a breach of the peace or incitement to illegal acts.
14. The organiser or chairman of the meeting has a duty so far as is possible to ensure that both the audience and the speaker act in accordance with the law during the meeting. In the case of conduct which is or appears to be unlawful or in breach of these Regulations, the chairman is required to give appropriate warning and, if necessary, to require the withdrawal or removal of persons concerned.
15. No article or objects capable of causing damage or injury may be taken inside a building where a meeting is taking place, or taken or used elsewhere on University premises, in circumstances likely to lead to damage or injury.
16. Premises used for meetings or activities must be left in a clean and tidy condition, in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required.

Designated Events

17. Any meeting or other activity where there is a real likelihood that the speaker or participants may not be able to enter or leave the building safely and/or deliver his or her speech will be classified by the Registrar as a Designated Event.
18. The fact that a meeting or activity has for any reason not been defined as a Designated Event shall in no way exempt the organisers or participants from their general responsibilities under these Regulations.
19. The organisers of such a Designated Event shall ensure that a single person is appointed as principal organiser of the event.
20. The principal organiser of such a Designated Event, or of any event likely to be so designated, shall ensure that at least three weeks before the date proposed for the event, notice of the proposal is given to the Registrar or his appointed officer. Such notice shall contain a written statement of the name of the speaker, the subject of the address and the precise times of the arrival and departure of the speaker.
21. Within three working days of receiving such notice the Registrar shall issue a statement which shall either grant or withhold permission for the use of University premises for the event.
22. Permission so granted may be granted subject to such conditions as the Registrar considers reasonably necessary to secure fulfilment of the University's responsibilities concerning the protection of free speech within the law.
23. The principal organiser and every other person concerned with the organisation of an event for which permission has been granted shall be required to comply with any and every condition laid down by the Registrar. Such conditions may include a requirement that tickets must be issued for public meetings and that an adequate number of named stewards should be available, as to whose suitability the Registrar must be satisfied, in addition to any security staff that the Registrar may feel should be present to maintain order.
24. The conditions prescribed by the Registrar may include conditions concerning admission or exclusion of press, television or broadcasting personnel.
25. In addition to any conditions referred to above the Registrar has discretion to lay down further conditions, if appropriate, after consultation with the police; and if not satisfied that adequate arrangements can be made to maintain good order he may refuse or withdraw permission for the meeting or activity.
26. Appeals against the rulings of the Registrar may be made to the Vice-Chancellor whose decision shall be final but must be reported to the next meeting of the Council.

Enforcement

27. Any infringement of these Regulations shall be subject to the established disciplinary procedures of the University appropriate to the person or persons concerned. In respect of students, infringement may be classified as an offence within the terms of the Code of Student Discipline; and in respect of employees of the University, infringement may be regarded as a breach of contract of employment.

If any actions involve breaches of the law, the University will assist the prosecuting authorities to implement the process of law, and, subject to the provisions of the Code of Student Discipline, will suspend disciplinary proceedings pending the outcome of any such processes.

See also: Code of Student Discipline, page 41.

Statement Concerning Harassment and Discrimination

The following statement is intended to provide a summary of the University's procedures with regard to all forms of harassment and discrimination. (Regulations concerning Personal Conduct and the Code of Student Discipline also refer to conduct and behaviour.)

1. Agreed disciplinary procedures exist which cover the behaviour and actions of all grades of staff and all types of student, and will be invoked as necessary.
2. Although most complaints will be dealt with satisfactorily through the University's own internal procedures, individuals are at liberty to seek legal advice about any incident which appears to contravene the provisions of any relevant equalities legislation summarised at Appendix 3 of the University's Single Equality Scheme and, as it comes into force, the Equalities Acts 2010. It is strongly recommended, however, that advice is taken from an appropriate University official before such action is taken.
3. The following definitions are only intended to provide broad guidelines:

Harassment occurs when an individual or group of individuals is subject to repeated, unwanted and/or unprovoked attention. Harassment can include vexatious or offensive verbal or written comments and can extend to physical abuse.

Discrimination occurs when an action is taken which inappropriately differentiates between individuals or groups of individuals on the grounds of gender, gender identity, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances and trade union membership.

4. Complaints procedures

Note: A formal complaint can be made without prior recourse to the informal procedures.

(a) Informal procedures

- (i) If possible, the offender should be asked to discontinue the activity which has caused distress.
- (ii) If a direct approach is not possible, or has had no effect, the offence can be referred to one or more of the following:
 - Personal Tutor
 - Academic Affairs Officer or Welfare and International Officer of the Students' Union
 - Students' Union Part-Time Student Officers or Association Presidents
 - Student Welfare Service
 - Counselling Service
 - Freeman's Common Health Centre
 - Chaplain
 - Warden of Accommodation
 - Nightline
 - Departmental Equality Officers
- (iii) The following senior officials can also be consulted on an informal basis:
 - Heads of Departments

- Academic Registrar
- Director of Human Resources

Any advisor or official can be asked to mediate informally between the complainant and the offender.

Records and anonymity: With the consent of the complainant, advisors may keep brief records of reported incidents for monitoring purposes. Complainants can ask to remain anonymous, but in these circumstances the complaint cannot of itself give rise to any disciplinary action.

(b) Formal Procedures

A formal complaint should be made utilising the student complaints procedure.

*See also: Regulation relating to Personal Conduct, **page 13***

*Student Complaints Procedure, **page 23***

*Code of Student Discipline, **page 41***

Extract from Race Equality Policy (Appendix D)

Code of Student Discipline

1. Basis of Jurisdiction

- (a) All students of the University are subject to the jurisdiction of Senate, in respect both of their studies and of their conduct. Under the statutes of the University Senate has power to suspend temporarily or expel any student deemed to have been guilty of misconduct, and Council has power to expel a student deemed to have been guilty of grave misconduct. Under Ordinance 23 Senate, with Council's approval, may make disciplinary regulations from time to time, and members of the academic staff, senior administrative officers, and other persons authorised for the purpose have authority, and it is their duty, to check disorderly or improper conduct or any breach of regulations occurring in any of the University buildings or their precincts or in public buildings or places. The Vice-Chancellor is empowered (subject to subsequent report to Senate and Council) to exercise his discretion in suspending a student and excluding him or her from the University or its precincts.
- (b) Where a complaint of misconduct has been made, the Vice-Chancellor has discretion to rule that the complaint should not be the subject of further action under this Code, but such a ruling will not preclude informal action by way of caution or otherwise if appropriate.
- (c) Any powers assigned to the Vice-Chancellor in this Code may on his authority be delegated to a Pro-Vice-Chancellor or to the Registrar and Secretary.

2. Definition of Misconduct

- (a) The University requires students to conduct themselves with propriety, both in and around University buildings and also in public places.
- (b) The essence of misconduct under this Code is improper interference, in the broadest sense, with the proper functioning or activities of the institution, or those who work or study in the institution, or action which otherwise damages the institution.
- (c) The following paragraph elaborates this general rubric, but not so as to derogate from its generality. This Code is not an Act of Parliament or part of the law of the land and it does not therefore seek to reflect or incorporate the approach of the criminal law in defining criminal offences with great precision. The purpose of the Code is to regulate students' behaviour as students of the University in order to secure the proper working of the University in the broadest sense.
- (d) The following shall constitute misconduct and render a student liable to disciplinary action:
 - (i) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
 - (ii) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff of the University or visitor to the University;
 - (iii) violent, indecent, disorderly, threatening or offensive behaviour or language whilst on University premises or engaged in any University activity, or gross or repeated insolence towards any member of the University's staff;

- (iv) fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
- (v) action likely to cause injury or impair safety on University premises;
- (vi) sexual, racial or religious harassment of any student, member of staff of the University, or visitor to the University;
- (vii) use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work;
- (viii) damage to, or defacement of, University property or the property of other members of the University community caused intentionally or recklessly, or misappropriation of such property or misuse or unauthorised use of University premises or items of property, including computer misuse;
- (ix) falsification, misappropriation or misuse of University documents or records or other data, including those held on a computer or word processor;
- (x) conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence:
 - takes place on University premises, or
 - affects or concerns other members of the University community, or
 - damages the good name of the University, or
 - itself constitutes misconduct within the terms of this Code, or
 - is an offence of dishonesty, where the student holds an office of responsibility in the University, or
 - is such as to render the student unfit to practise any particular profession or calling to which that student's course leads directly;
- (xi) notwithstanding paragraph 2(b) above, where a student is enrolled on a course leading directly to a professional qualification or to the right to practise a particular profession or calling, any conduct which renders that student a person not fit to be admitted to and practise that profession or calling (this clause is applicable to the degree of Doctor of Clinical Psychology, the M.B.,Ch.B. degrees, the Postgraduate Certificate in Education, the M.A. degree in Social Work and programmes in Counselling);
- (xii) behaviour which brings the University into disrepute;
- (xiii) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given, or failure to comply with a reasonable request made by any member of the University's staff who is authorised to make such a request, or refusal to leave any University building or the grounds of any University building when requested to do so by a member of the academic staff or of the senior administrative staff, or by the Head Porter or any employee of the University who has responsibility for the security of the building or property;

- (xiv) breach of the provisions of any University Code or Regulation which provides for breaches to constitute misconduct under this Code;*
- (xv) failure to comply with a previously-imposed penalty under this Code or imposed under Regulations enforced through this Code.
- (e) Any action which improperly interferes with the activities of another educational institution will constitute misconduct under the terms of this Code.

**Note: Currently these are: Regulations Concerning Undergraduate and Taught Postgraduate Students, Regulations Concerning Research Students, Library Regulations, Regulations Concerning the Use of University Computing Services, Regulations Concerning Freedom of Speech, Statement Concerning Harassment and Discrimination, Examination Regulations, Parking Regulations, Students' Union Regulations.*

3. Summary procedures

- (a) Authorised officers with general powers of jurisdiction are the Pro-Vice-Chancellors and the Registrar and Secretary. The Registrar and Secretary may delegate his powers of jurisdiction to the Academic Registrar or to a named member of the senior administrative staff of the University. The Academic Registrar or any person with delegated jurisdiction will exercise the same general powers of jurisdiction as those exercised by the Registrar and Secretary.
- (b) Authorised officers with specific powers of jurisdiction are the Librarian, the Wardens of the Halls of Residence and the Director of Residential and Commercial Services. Their jurisdiction relates only to the areas of the University for which they have responsibility, but in the case of residential accommodation may be extended to students visiting but not resident in those areas.
- (c) Where an authorised officer with general or specific powers is aware of or has received a complaint of conduct falling within this Code and is satisfied that the alleged misconduct has been properly admitted by the student, the authorised officer may:
 - (i) choose to deal with the offence by summary procedure;
 - (ii) choose to refer the case to the Senate Disciplinary Committee.
- (d) Where an authorised officer is aware of, or has received a complaint of, misconduct falling within this Code, and where the officer is satisfied on the evidence available to him or her of the identity of the student responsible for the misconduct but where the student does not admit the offence, the authorised officer will submit the basis of his/her conclusions to the student in writing and offer the student the choice of summary procedure or a referral of the case to the Senate Disciplinary Committee.
- (e) An authorised officer dealing with alleged misconduct under the summary procedure shall afford the student concerned the opportunity to make representations both in writing and orally concerning the circumstances surrounding the alleged misconduct.
- (f) An authorised officer may, under summary procedures, issue a reprimand, expel a student temporarily or permanently from University residential accommodation, suspend privileges for the duration of the student's course in the case of the authorised officers with general powers of jurisdiction and for a period not exceeding one year in the case of the Wardens of

the Halls of Residence and the Director of the Residential and Commercial Service, require that the cost of any damage caused is made good in whole or in part (without monetary limit), or issue a fine not exceeding £300 in the case of authorised officer with general powers of jurisdiction, or £150 in the case of the Wardens of the Halls of Residence and the Director of Residential and Commercial Services. More than one penalty may be imposed in respect of the same conduct. In appropriate cases, fines may, at the discretion of an authorised officer, be commuted, or part-commuted, to a maximum of 100 hours of community service undertaken under the supervision of the University's Welfare Service or the Director of Residential and Commercial Services.

- (g) In imposing a penalty on a student pursuing courses leading to a professional qualification (see 2(d)(xi) above), an authorised officer shall, if appropriate, have regard to the relevance of the misconduct in relation to the student's fitness on graduation to practise, and shall in this connection seek the advice of the Head of the School of Psychology, the Dean of the Medical School, the Director of the School of Education, the Director of the Counselling and Psychotherapy Programmes or the Director of the School of Social Work before deciding on the penalty to be imposed.
- (h) For offences in which students are discovered, after an appropriate warning has been given, in possession of unauthorised materials in an examination, the automatic penalty will be the award of a mark of zero for the module.
- (i) For offences in which students are seen by the invigilators to be talking after the receipt of one warning, the automatic penalty will be exclusion from the examination room and the award of a mark of zero for the module.
- (j) For offences relating to the falsifying of results, the Registrar shall delegate his general powers of jurisdiction to the Academic Registrar in consultation with the representatives of Heads of academic departments. The penalties for such offences shall include those specified in the Regulation on Academic Dishonesty and shall also include (with the authority of the Vice-Chancellor and subject to confirmation by Council) temporary or permanent exclusion from the University. For such offences, the Academic Registrar will normally:
 - (i) convene a panel comprising at least two Heads of Department, neither of whom should have had any previous academic involvement with the student under consideration;
 - (ii) invite the student to attend the meeting, accompanied by a friend if so wished;
 - (iii) invite the student to submit a written statement prior to the meeting;
 - (iv) where necessary, ask the relevant department to supply additional material by way of clarification, or invite a member of staff to attend the meeting.

The decision of the panel will be communicated to the student in writing normally within two working days.

- (k) The only appeal available in examination-related cases dealt with under summary procedures is against the amount of any fine or the extent of any penalty imposed. An appeal must be submitted in writing to the Chairman of Council, or for a case involving the use of unfair means in examinations, to the Investigating Officers of the Senate Disciplinary

Committee, within fourteen days of the imposition of the fine or penalty. In such cases, the Chairman of Council's decision, or the decision of the Investigating Officers, shall be regarded as final. At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

4. Senate Disciplinary Committee

- (a) Where alleged misconduct has not been admitted, or where an Authorised Officer recommends to the Vice-Chancellor that the nature of the misconduct is such that it cannot in the opinion of the authorised officer be appropriately dealt with under summary procedures, the case may be referred to the Senate Disciplinary Committee. The Committee shall be constituted as follows:
- (i) The Vice-Chancellor (in the Chair)

Note: Where the Vice-Chancellor delegates the Chairmanship (see 1(d) above), this may only be to an authorised officer who has not previously been involved in the case under consideration.

- (ii) Three members of Senate, two of whom shall serve on each occasion upon which the Committee is convened.
- (iii) One student member, selected by the Vice-Chancellor from the student representatives on Senate.

Authorised Officers with general or specific powers of jurisdiction and Investigating Officers of the Senate Disciplinary Committee may not serve on the Committee, but the former may be invited to attend its meetings at the Vice-Chancellor's discretion, and one of the latter shall attend *ex officio*.

Members appointed under (ii) shall serve for three years and shall retire for at least one year before being eligible for reappointment.

- (b) The Secretary of Senate or, on the nomination of the Secretary of Senate, a senior member of the administrative staff of the University, shall act as the Secretary of the Senate Disciplinary Committee.

5. Investigating Officers of the Senate Disciplinary Committee

- (a) Any case referred to the Senate Disciplinary Committee shall be investigated by an Investigating Officer. There shall be two Investigating Officers, appointed by the Vice-Chancellor from amongst the senior administrative staff of the University for a period of two years, and eligible for reappointment provided no person holds the office for more than four consecutive years. The duties of the Investigating Officer are as follows:
- (i) to conduct at the request of the Vice-Chancellor an enquiry into allegations against a student or students;
- (ii) to inform alleged offenders of the nature of the allegations against them;
- (iii) to invite injured parties, alleged offenders, witnesses and other interested persons to submit written statements concerning the offence;
- (iv) to prepare a written report for the Senate Disciplinary Committee which shall include all material submitted by the alleged offenders and witnesses. No material shall be

submitted to the Committee except through the Investigating Officer. The Investigating Officer's report shall not attempt to apportion blame, or in any way to anticipate the findings of the Senate Disciplinary Committee.

6. Proceedings of the Senate Disciplinary Committee

- (a) A hearing by the Senate Disciplinary Committee shall comply with the following procedure:
- (i) Upon receiving a report from an authorised officer that an offence may have been committed but that misconduct has not been admitted, or upon receiving a report or complaint about an offence which cannot in the opinion of an Authorised Officer be appropriately dealt with by the summary procedures outlined above, the Vice-Chancellor will invite an Investigating Officer to prepare a written report on the alleged offence.
 - (ii) If the Vice-Chancellor determines on the basis of this report that a meeting of the Senate Disciplinary Committee should not be convened, he will refer the case back to an Authorised Officer.
 - (iii) If the Vice-Chancellor determines on the basis of the report that a meeting of the Senate Disciplinary Committee should be convened, he shall instruct the Secretary of the Committee:
 - to notify members of the date and time of the hearing, and to send them a copy of the Investigating Officer's report;
 - to inform the alleged offender of the date and time of the meeting and to provide him/her with a copy of the Investigating Officer's report. The student shall be permitted to invite witnesses, and a close relative (parent, partner, child or sibling), a fellow student or other member of the University (for example, a personal tutor) to attend the hearing, provided that the names of those so invited are notified to the Secretary in writing at least twenty-four hours before the hearing. The student shall be asked whether he/she wishes the Academic Affairs Officer of the Students' Union to be present during the hearing;
 - to invite at the discretion of the Vice-Chancellor any other witnesses consulted by the Investigating Officer in the course of the preparation of his/her report.
 - (iv) The proceedings of the hearing shall take place in the presence of the alleged offenders, the Investigating Officer, the Academic Affairs Officer of the Students' Union (if invited) and the student's companion (if any). The Vice-Chancellor shall determine whether any witnesses called shall remain for the duration of the proceedings or leave after having given evidence. The proceedings shall be conducted as follows:
 - the Vice-Chancellor shall summarise the contents of the Investigating Officer's report and shall invite members of the Committee to question the Investigating Officer about any matters relating to his report. The Investigating Officer shall play no further part in the proceedings, but may remain as an observer;

- the Vice-Chancellor shall invite any witnesses to the misconduct to give evidence;
 - the Vice-Chancellor shall invite the student to question any witnesses to the misconduct;
 - the Vice-Chancellor shall invite the student and any witnesses he/she may have called to give evidence;
 - all persons giving evidence may then be questioned by any member of the Committee;
 - the Vice-Chancellor shall invite the Academic Affairs Officer of the Students' Union (if present) to comment on any part of the proceedings;
 - the Vice-Chancellor shall invite the student to make a final statement;
 - all in attendance, except the Vice-Chancellor, the members of the Committee and the Secretary shall then retire while the Committee considers its decision, and shall return to hear it delivered;
 - if a student is found guilty of misconduct, the penalties which the Committee may impose include the requirement to make good the cost of damage to property (without monetary limit), admonition, reprimand, fine up to a maximum of £500, suspension from academic or residential privileges, (any or all of these), or in the case of grave misconduct (subject to confirmation by Council) expulsion from the University. In determining the penalty, the Committee shall only take into account a student's previous disciplinary record if he/she has been informed of this possibility and has been given the opportunity of making representations about its relevance.
- (v) The Secretary shall convey the decision of the Senate Disciplinary Committee in writing to the student as soon as may be practicable following the announcement of the decision.
- (vi) In imposing a penalty on a student pursuing courses leading to a professional qualification (the M.B.,Ch.B. degrees, the Postgraduate Certificate in Education and the M.A. in Social Work) or to the programmes in Counselling the Committee shall, if appropriate, have regard to the relevance of the misconduct in relation to the student's fitness on graduation to practise, and shall in this connection seek the advice of the Dean of the Medical School, the Director of the School of Education or the Director of the School of Social Work before deciding on the penalty to be imposed.

7. Appeals

- (a) Appeals against decisions of the Senate Disciplinary Committee (excluding those decisions referred to in 7(b)):
- (i) A student ('the appellant') may appeal against a decision of the Senate Disciplinary Committee, either against a finding of responsibility (if this has been denied throughout), or against the penalty imposed. The appeal shall be heard by a Student Appeals Committee of Council, which shall consist of the Chairman of Council or his

deputy, and two lay members of Council. The Secretary of Council shall act as Secretary of the Appeals Committee.

- (ii) An appeal must be made in writing and be submitted to the Secretary of Council within fourteen days of the date of the relevant Senate Disciplinary Committee hearing. The Vice-Chancellor shall represent the Senate Disciplinary Committee before the Student Appeals Committee. The appellant, the Vice-Chancellor and the Student Appeals Committee shall be furnished with a copy of the minutes of the proceedings of the Senate Disciplinary Committee.
- (iii) The Appeals Committee shall allow the appellant to appear in person and to be accompanied by a close relative (parent, partner, child or sibling), a fellow student or another member of the University (for example, a personal tutor).
- (iv) The appellant and any witnesses he/she may wish to call shall be invited to give evidence.
- (v) The Vice-Chancellor and any witnesses he/she may wish to call shall then be invited to give evidence.
(The names of all witnesses and companions must be notified to the Secretary not later than twenty-four hours before the hearing)
- (vi) The appellant and the Vice-Chancellor shall be invited to question the witnesses.
- (vii) All persons giving evidence may then be questioned by any member of the Committee.
- (viii) The Vice-Chancellor and the appellant (in that order) shall be invited to make a final statement.
- (ix) All in attendance except the members of the Student Appeals Committee and the Secretary shall retire while the Committee considers its decision and return to hear it delivered.
- (x) The Student Appeals Committee may confirm or set aside or otherwise alter a decision of the Senate Disciplinary Committee, and may confirm or reduce any penalty imposed by it. No further appeal shall be allowed. At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the office of the Independent Adjudicator.
- (xi) The Secretary shall convey the decision of the Appeals Committee in writing to both parties as soon as may be practicable following the announcement of the decision.

(b) Appeals against decisions of the Disciplinary Committee of the Students' Union

A student ('the appellant') shall have the right to appeal against a decision of the Disciplinary Committee which has been appointed by the Students' Union to deal with complaints of misbehaviour or disorderly conduct arising in or around the Union's areas in the Social Buildings of the University or in relation to journeys made by groups or teams representing the University. In such a case, the appeal shall be heard by the Senate Disciplinary Committee, and the student and the Academic Affairs Officer of the Students' Union shall be invited by the Secretary of the Committee both to submit written statements and to attend the hearing. The Students' Union shall also be required to submit a record of

the proceedings of its Disciplinary Committee in evidence. The proceedings shall be as follows:

- (i) the appellant shall be invited to appear in person and may be accompanied by a parent or a fellow student or other member of the University. The Vice-Chancellor shall invite the appellant and his or her companion to give evidence;
- (ii) the Vice-Chancellor shall invite the Academic Affairs Officer of the Students' Union and any witnesses he or she may call to give evidence (the names of all witnesses and companions must be notified to the Secretary not later than twenty four hours before the hearing);
- (iii) the Vice-Chancellor shall invite the appellant to question the Academic Affairs Officer of the Students' Union and his or her witnesses;
- (iv) all persons giving evidence may then be questioned by any member of the Committee;
- (v) the Academic Affairs Officer of the Students' Union and the appellant (in that order) shall be invited to make a final statement;
- (vi) all in attendance except the Vice-Chancellor, the members of the Committee and the Secretary shall retire while the Committee considers its decision, and shall return to hear it delivered;
- (vii) the Committee may confirm, or set aside or otherwise alter the decision of the Disciplinary Committee of the Students' Union, and may confirm, set aside or reduce any penalty imposed by it. No further appeal shall be allowed. At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the office of the Independent Adjudicator.
- (viii) The Secretary shall convey the decision of the Appeals Committee in writing to both parties as soon as may be practicable following the announcement of the decision.

8. Reports and Records

- (a) Where a student is penalised by an authorised officer, the latter will record in writing a brief summary of the misconduct admitted by the student and submit it to the Registrar and Secretary with details of the penalty exacted. Copies shall be placed on the student's file and details circulated to all the authorised officers, the Head of Department and personal tutor.
- (b) The Academic Affairs Officer of the Students' Union shall report to the Vice-Chancellor in writing the name of any student found responsible for an offence by the Disciplinary Committee of the Students' Union but no report shall be entered on the student's file unless, after consultation with the Academic Affairs Officer, the Vice-Chancellor deems this to be appropriate.
- (c) The record of the proceedings of the Senate Disciplinary Committee shall be submitted to Senate and the record of the proceedings of the Student Appeals Committee of Council shall be submitted to Council and each decision reported to Senate. Where misconduct has been established, copies of the record shall be placed on the student's file and sent to the Head of Department and personal tutor.

9. Misconduct which is also a criminal offence

Note: The University regards it as its duty to co-operate with the police in any investigations which involve its students. All offences relating to controlled drugs will be reported to the police. Where a possible criminal offence is committed by a student against another individual, it will normally be for the victim to report the offence to the police. Where the victim refuses to report an alleged crime the University will only report it in exceptional circumstances and to protect the public interest. Where a student who is the victim of an alleged offence refuses to report the matter to the police or will not cooperate in their enquiries, the University will not take any internal disciplinary action.

- (a) The following procedures apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a court of law:
 - (i) Where the offence under the criminal law is considered to be not serious, action under this Code may continue, but such action may be deferred pending any police investigation or prosecution;
 - (ii) In the case of all other offences under the criminal law, no action (other than suspension or exclusion pursuant to Section 10 below) will be taken under this Code unless the matter has been reported to the police and either prosecuted or a decision to prosecute has been taken, at which time the Vice-Chancellor will decide whether disciplinary action under this Code is to be taken;
 - (iii) Where a finding of misconduct is made and the student has previously been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining the penalty under this Code.

10. Suspension and exclusion pending a hearing

- (a) A student who is the subject of a complaint of misconduct, or against whom a criminal charge is pending, or who is the subject of police investigation, may be suspended or excluded by the Vice-Chancellor pending the disciplinary hearing or the trial.
- (b) When the Vice-Chancellor has delegated his powers under this section, a full report shall be made to the Vice-Chancellor of any suspension or exclusion under this section.
- (c)
 - (i) Suspension involves a total prohibition on attendance at or access to the University and on any participation in University activities; but it may be subject to qualification, such as permission to attend for the purpose of an examination.
 - (ii) Exclusion involves selective restriction on attendance at or access to the University or prohibition on exercising the functions or duties of an office or committee membership in the University or the Student's Union, the exact details to be specified in writing.
 - (iii) An order for suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
 - (iv) Suspension or exclusion pending a hearing will not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the University community in general, or a particular member or members, and the power shall be used only where the Vice-Chancellor is of the opinion that it is urgent and necessary

to take such action. Full suspension will be used only where exclusion from specified activities or facilities is inadequate. Written reasons for the decision will be recorded and made available to the student.

- (v) No student shall be suspended or excluded unless he or she has been given an opportunity to make representations in person to the Vice-Chancellor. Where for any reason it appears to the Vice-Chancellor that it is not possible for the student to attend in person, he or she shall be entitled to make written representations.
- (vi) In cases of great urgency, the Vice-Chancellor is empowered to suspend a student with immediate effect, provided that the opportunities for representation set out in 10(v) above are provided and the matter reviewed within five days.
- (vii) A decision to suspend, or exclude from academic activities associated with the student's course of study, shall be subject to review, at the request of the student, where it has continued for four weeks. Such a review will not involve a hearing or submissions made in person, but the student will be entitled to submit written representation. The review will be conducted by the Vice-Chancellor where the decision to suspend or exclude has been made by a Pro-Vice-Chancellor or the Registrar and Secretary, and by the Chairman of Council where the decision was made by the Vice-Chancellor.
- (viii) The Vice-Chancellor (or Pro-Vice-Chancellor or Registrar and Secretary) who took the original decision shall review the suspension or exclusion every four weeks in the light of any developments and of any representations made by the student or any other person on his or her behalf.

Examination Regulations

The following regulations apply to all examinations.

Registration for Examinations

- 1.1 Students are required to register for examinations as part of the module registration process by the published deadlines.

Examination Timetable

- 2.1. Examinations will be held in accordance with the published timetable which will be available at least 4 weeks before the commencement of the examination period and will include the date, time and venue of each examination.
- 2.2. Examinations are held on six days a week from Monday to Saturday and are normally scheduled for two sessions a day starting at 9.30 am and 2.30 pm.
- 2.3. Students should read the Examination Timetable carefully to ensure that they have been correctly entered for their examinations and know the time, date and location of the examinations they are required to take.
- 2.4. Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence from an examination.
- 2.5. Special arrangements cannot be made to accommodate students' personal preferences, unless these arise from specific religious requirements identified by the student at the beginning of the academic year, or are associated with support measures identified by the AccessAbility Centre.
- 2.6. The extent to which the timetabling of examinations can be adapted to meet specific religious requirements will vary from case to case but the University will make such special arrangements as are in its power, subject to the overriding requirements that the examinations must be scheduled within the published examination periods and that special arrangements for individual students must not disadvantage the majority. Students making requests for special arrangements on religious grounds should recognise that, where it is possible, special measures designed to meet their needs may involve an unavoidable element of inconvenience, for example the requirement to remain *incommunicado* for a period of time.
- 2.7. Students are required to be available throughout all formal examination and marking periods (i.e. until the end of term) to answer any queries from the examiners or the Examinations Office or to attend for a viva voce examination if required. Students who cannot be contacted will be subject to such academic penalties as the examiners see fit (including in relation to the illegibility of a script the award of a mark of zero).

Setting Examination Papers

- 3.1 The Academic Registrar will publish annually deadlines for the submission of examination question papers.
- 3.2 All examination papers must be produced on standard University question paper proformas which can be obtained from the Examinations Office.

Security of Examination Papers and Stationery

- 4.1 Examination papers and examination stationery will be held in a secure environment until the time for their release to students.

Invigilation

- 5.1. There will be a prescribed number of invigilators in each examination room.
- 5.2. Heads of Department are responsible for appointing the required number of invigilators from their Department. Such staff will act as Chief Invigilators and Invigilators. Additional Assistant Invigilators will be recruited by the Examinations Office.
- 5.3. Invigilation arrangements for examinations are set out in the guidance notes issued by the Examinations Office.
- 5.4. Training for invigilators will be provided on an annual basis by the Examinations Office.
- 5.5. Invigilators are required to comply with instructions issued by the Examinations Office and to ensure that they are aware of their obligations as specified in the Guidance Notes for Invigilators.
- 5.6. Chief Invigilators must collect examination papers from the Examinations Office at least 30 minutes prior to the start of the examination. Other invigilators must report to the examination room at least 20 minutes before the examination is due to commence.
- 5.7. Chief Invigilators are required to start and finish examinations in accordance with the instructions issued by the Examinations Office
- 5.8. Chief Invigilators will be required to complete a report form on the conduct of each examination for submission to the Examinations Office.
- 5.9. If the author of an examination paper is not an invigilator for the relevant examination he/she should normally be in attendance 10 minutes before and for the first fifteen minutes of an examination. Where it is not possible for the author to be present he/she should ensure that their contact details are available or another member of the department is present in their place in order that any issues relating to the examination paper can be addressed.

Conduct during Examinations

- 6.1. Invigilators are present at all examinations and are responsible for their proper conduct. Students are required to comply with all instructions issued by an invigilator.
- 6.2. Students will be admitted to the examination room by an invigilator shortly before an examination is due to start. Once admitted to the room examination conditions apply so no talking is permitted.
- 6.3. Students should sit at a desk allocated for the paper they are sitting in accordance with the notices posted outside the examination room.
- 6.4. Students should only bring essential items to examinations as there is limited storage for personal items within examination rooms.

- 6.5. Students must bring their own pens, pencils, rulers and any other required equipment to each examination. These should be kept in a clear plastic pencil case. Cases and other containers are not permitted on examination desks. Additional material may only be used if issued by an invigilator or where it is specifically allowed in the examination paper rubric.
- 6.6. Food and drink are not permitted in the examination room with the exception of water which, if required, should be in a clear plastic bottle with no label.
- 6.7. Students should bring their University ID card to all examinations and display it on their desk throughout the examination. ID cards will be checked by an invigilator once the examination has started.
- 6.8. Students should complete an attendance slip and place it on their desk for collection by the invigilator once the examination has started.
- 6.9. Students should enter their student number, not their name, on the examination booklet. The student number is the nine digit number on the student's University ID card.
- 6.10. Examinations will start and finish on the instruction of the invigilator. Students must not open examination papers or start writing until instructed to do so.
- 6.11. Valuable items such as keys, purses and mobile telephones may be placed in the clear plastic bags provided on each desk and placed under the student's chair. Mobile telephones must be turned off and no items should be touched during the examination.
- 6.12. The use of mobile telephones or other electronic devices is not permitted. If a mobile telephone or other electronic device is not placed in the plastic bag provided and is found on a student during the course of an examination it will be regarded as a disciplinary offence.
- 6.13. Students must write legibly. Students submitting illegible scripts will be required to report to their department so that arrangements can be made to have their work legibly transcribed, under examination conditions. All costs associated with this process will be paid by the student.
- 6.14. Talking or communicating in any other way with other students in the examination room before, during or after an examination is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.
- 6.15. If a student wishes to speak to an invigilator they should raise their hand and stay in their seat.
- 6.16. The University operates a zero tolerance policy in relation to cheating in examinations. Invigilators will announce at the beginning of each examination that it is an offence for students to be in possession of revision notes or other documents relevant to the examination and that anyone with such material should raise their hand. The material will then be collected. If any student is discovered with such material or with information written on any part of their body or clothing after the examination has started it will be automatically assumed that cheating has taken place and the consequence will be the award of a mark of zero to the module.

- 6.17. Any student wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Students permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Chief Invigilator will provide a report to the Examinations Office in such cases.
- 6.18. Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report will be made to the Academic Registrar.
- 6.19. Students who arrive late may be admitted to an examination room during the first 30 minutes of an examination. No additional time will be given.
- 6.20. Students are not permitted to leave an examination during the first 30 minutes or the last 20 minutes. In examination rooms where papers of mixed duration are being taken students are only permitted to leave at the invigilator's discretion.
- 6.21. Students wishing to leave an examination early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination room quietly with minimum disturbance both inside and immediately outside the examination room.
- 6.22. At the end of an examination the invigilator will instruct students to stop writing. Students must remain seated at their desks until all scripts have been collected by an invigilator and they are instructed that they may leave.
- 6.23. No answer book or part of an answer book, whether used or not, may be removed from the examination room.

Alternative Examination Arrangements

- 7.1. Alternative examination arrangements may be made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirement that academic standards should be maintained.
- 7.2. Requests for alternative examination arrangements on the grounds of specific learning difficulties must be notified to the Examinations Office by the AccessAbility Centre. Only recommendations supported by the AccessAbility Centre will be considered. Requests for alternative examination arrangements on the grounds of either short or long term medical conditions must be made to the Examinations Office with the support of a doctor from the Freeman's Common Health Centre.
- 7.3. Alternative arrangements for students may include the following:
 - (a) Additional time – usually a provision of up to an additional 15 minutes per hour for each examination taken
 - (b) Amanuensis
 - (c) Word processors supplied by the University
 - (d) Special location

Use of Calculators and Dictionaries

- 8.1. Except where special arrangements apply the use of programmable calculators is forbidden. Where the use of such calculators is permitted only specified models may be used and any unauthorised calculators will be confiscated. Any suspected misuse of calculators will be reported to the Academic Registrar as a possible disciplinary offence.
- 8.2. English Language dictionaries are available in examination rooms and may be consulted through the invigilator who, upon request, will bring the dictionary to the student's desk. No assistance with the use of the dictionary is permitted. Students are not permitted to bring their own dictionaries or electronic translators into the examination room.

Action in the Event of a Fire Alarm

- 9.1. In the event of a fire alarm during an examination students will be instructed by the invigilator to stop what they are doing, leave all materials on their desk and make their way to the nearest fire exit. Students must not communicate with each other and examination conditions will be maintained.

Approved by Senate March 2011
Supersedes previously issued regulations for 2011 relating to examinations

Academic Discipline: Examinations

1. Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of the University. Taking unauthorised material into an examination (including revision notes or unauthorised equipment) shall be regarded as attempted deception. Talking to another candidate during an examination will also be considered unauthorised behaviour.
2. The Registrar and Secretary has delegated his general powers of jurisdiction to the Academic Registrar in relation to examination offences.
3. First offences of cheating in examinations will be referred to the Academic Registrar to determine penalty. The Academic Registrar may seek advice on any case as s/he sees fit.
4. Multiple instances of cheating or collusion in an examination or test shall always be considered to be repeat offences and will be referred to a Senate Disciplinary Committee regardless of whether the second offence took place in the same examination period.
5. Where a case has been referred to the Academic Registrar, the student shall be notified of the referral and provided with details of the evidence presented against him/her. The student shall be invited to present any statements or evidence in mitigation of his/her actions within a specified period which shall not be less than 7 days.
6. Following receipt of the student's statement of mitigation, or in the absence of any such response, the Academic Registrar shall determine one of the following outcomes:
 - (a) that there is no case for the student to answer;
 - (b) that the case cannot be resolved summarily by the Academic Registrar and should be referred to the Senate Disciplinary Committee;
 - (c) that it is a matter for which a penalty can be determined by the Academic Registrar; penalties available to the Academic Registrar in cases of cheating in an examination are as follows:
 - (i) a mark of zero is assigned to the piece of work in question and to the associated module; a reassessment may be awarded where permitted under the Regulations, for progression purposes only; in modules above level 1, the mark of zero may not be excluded from any calculation for the classification of an award.
7. In determining the penalties for academic and professional offences the Academic Registrar shall take into account mitigating circumstances material to the case submitted by the student. Where the Academic Registrar concludes that mitigating circumstances are relevant and should be taken into account in determining penalty, a penalty shall be applied according to precedent. In determining whether particular circumstances are relevant, the Academic Registrar will take into account whether the circumstances have previously been disclosed in a timely manner, as required under these Regulations.
8. The student shall be informed in writing of the outcome of their case. Students found guilty of an offence shall be warned regarding their future conduct and advised to seek further support to avoid a repeat offence.
9. A student may appeal against the summary decision of the Academic Registrar in examination-related cases. The grounds for appeal are:

- (a) procedural irregularity of a material nature, including the commission of an error during the original decision;
 - (b) new evidence material to the case which the student can demonstrate was for good reason not available previously;
 - (c) the penalty was excessive.
10. An appeal must be submitted in writing, to the Investigating Officers of the Senate Disciplinary Committee, within fourteen days of the imposition of the fine or penalty. In such cases, the decision of the Investigating Officers, shall be regarded as final. At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

Approved by Senate March 2011
Supersedes previously issued regulations for 2011 relating to examinations

Regulations for Matriculation

General Entrance Requirements (Undergraduates)

1. The following are eligible for matriculation:
 - (a) Holders of a degree of a University in the United Kingdom or a degree awarded by the UK Council for National Academic Awards;
 - (b) Holders of the GCSE (General Certificate of Secondary Education) or the VCE (Vocational Certificate of Education) GCE (General Certificate of Education) with:
 - (i) passes in FIVE subjects with at least two at Advanced Level or
 - (ii) passes in FIVE subjects with at least one Advanced Level and at least two at Advanced Supplementary or Subsidiary Level or
 - (iii) passes in FOUR subjects with at least three at Advanced Level or
 - (iv) passes in FOUR subjects provided all are at either Advanced or Advanced Supplementary Level;
 - (c) Holders of the SCE (Scottish Certificate of Education) with:
 - (i) passes in FIVE subjects with at least three at the Higher Grade;
 - (ii) passes in at least THREE subjects at the Ordinary Grade provided the candidate has passes in two subjects at GCE Advanced Level or passes in one subject at GCE Advanced Level and two at Advanced Supplementary or Subsidiary Level;

Note: Passes in Advanced Highers are accepted as the equivalent of passes at GCE Advanced Level.

- (d) Holders of the Irish Leaving Certificate showing passes at Grade C3 or better in five subjects at the Honours Higher Level;
- (e) Holders of a BTEC (Business and Technician Education Council) National Certificate or Diploma with two passes;
- (f) Holders of GNVQ Advanced Level (or double award VCE (Vocational Certificate of Education));
- (g) Holders of the European Baccalaureate;
- (h) Holders of the IB (International Baccalaureate) Diploma;
- (i) Holders of University of Leicester Certificates for courses offered by the University's Institute of Lifelong Learning;
- (j) Holders of an OU (Open University) Foundation Course Credit;
- (k) Those who have passed, at a satisfactory level, the Cambridge Pre-U;
- (l) Those who have passed at a satisfactory standard an Access Programme, with a substantial number of credits at level 3 or equivalent, which is kite marked by an Authorised Validating Agency (AVA) under the Quality Assurance Agency;
- (m) Those who have passed at a satisfactory standard a Foundation Year programme offered by the University, or provided for the University at Wyggeston and Queen Elizabeth I College, or approved by the University and delivered by International Study Centre;

- (n) Holders of other qualifications (including those obtained overseas) which are deemed by the University to be equivalent to the above. (Advice on equivalence can be obtained from the Admissions Office.)

- Notes:*
- (a) *No subject may be counted at more than one level.*
 - (b) *Subjects having a similar content may not be counted together.*
 - (c) *Grades A, B and C only of the GCSE and of the GCE Ordinary Level are accepted as pass grades.*
 - (d) *Grade I in the Certificate of Secondary Education is accepted as equivalent to a pass in the GCSE or GCE Ordinary Level.*
 - (e) *Some subjects are regarded as more suitable than others as a preparation for a University course. Advice on the choice of subjects is given below.*

2. Applicants who, in the judgement of the University, submit satisfactory evidence of previous serious study and of the academic aptitude to pursue the course proposed are also eligible for matriculation.

Note This provision is normally available only to applicants who are at least twenty-one years of age on admission to the University.

3. Matriculation to a Foundation Degree qualification

Qualifications required for matriculation to a foundation degree vary from programme to programme; details can be found in the University prospectus.

General Entrance Requirements (Postgraduates)

The qualifications for admission to read for a higher degree, postgraduate diploma or certificate, as prescribed by the regulations which follow, represent only the minimum requirements for acceptance, and satisfaction of these requirements does not entitle a candidate to admission. This applies particularly to an applicant who wishes to pursue a course of study for a higher degree, postgraduate diploma or certificate in a field different from that of their first degree.

To be registered for a higher degree by course of instruction, a candidate shall hold a degree with first or second class honours or a higher degree of a University of the United Kingdom or of the Council for National Academic Awards, or a qualification recognised by Senate as equivalent thereto, excepting that;

- a) In special cases Senate may waive the requirement that a candidate shall have obtained the qualification stipulated above, but candidates without such a qualification shall be required to satisfy the examiners in a qualifying examination or otherwise be able to satisfy Senate that they are by virtue of previous training and experience or published work, qualified to pursue an advanced course of study.

To be registered for a Postgraduate Diploma or certificate course a candidate shall hold a degree of a University of the U.K. or of the C.N.A.A. or a qualification recognised by the Senate as equivalent thereto.

English Language Requirements (All students)

The following will be deemed to satisfy the University's English language requirement:

- (a) Applicants who are nationals of, and have completed secondary (high school) or tertiary (further and/or higher) education where the medium of instruction was English in one or more of the countries listed below:

Anguilla	Lesotho
Antigua and Barbuda	Malawi
Australia	Malta
Bahamas	New Zealand
Barbados	Nigeria (including WASSCE English C6)
Belize	Niue
Bermuda	Norfolk Islands
Botswana	Papua New Guinea
British Virgin Islands	Sierra Leone
Canada	Singapore
Cayman Islands	South Africa
Christmas Island	Sri Lanka (including Credit in Sri Lankan English O-Level)
Cocos Islands	
Cook Islands	St Kitts and Nevis
Dominica	St Lucia
Falkland Islands	St Vincent and the Grenadines
Fiji	Swaziland
Gambia	Tanzania
Ghana (including WASSCE English C6)	Tonga
Gibraltar	Trinidad and Tobago
Grenada	Turks and Caicos Islands
Guyana	Uganda
India (Including specified English marks in grade XII: See i) below)	UK
	USA
Ireland	Zambia
Jamaica	Zimbabwe
Kenya	

- b) Applicants who are not nationals of countries listed in a) above, but who have completed their secondary education in the national qualification, and/or two years of Bachelor's level education and/or a higher degree in one or more of these countries, and where the medium of instruction was English, provided that not more than three years have elapsed between the date they completed their qualification and the intended start of their studies at the University.
- c) All other applicants are required to provide evidence that they satisfy the University's English Language requirement by offering one the qualifications or tests listed below:
- i) **English Language Qualifications**
- GCE Ordinary Level or GCSE English language: grade B or above for courses in Law, grade C or above for all other courses;
 - Cambridge English Ordinary Level (Syllabus 1119): grade B or above for courses in Law, grade C or above for all other courses;
 - Cambridge International GCSE English as a First Language or English as a Second Language: grade B or above for courses in Law, grade C or above for all other courses;
 - International Baccalaureate: standard level 5 or above in English Language for courses in Law, standard level 4 for all other courses;
 - European Baccalaureate: 80% average or above in English Language courses for courses in Law, 75% for all other courses;
 - 70% or more in the English part of Indian National Board Standard XII examinations (ie ICSE or CBSE) or 80% or more in the English part of Indian State Board Standard XII examinations;
 - HKAL (Hong Kong Advanced Supplementary Level) use of English: Grades A to D for courses in Chemistry, Computer Science, Engineering, Geography, Geology, Mathematics, Physics and Astronomy only. Grades A or B for courses in Law. Grades A to C for all other courses.

Note: Where more than 3 years have elapsed since the completion of secondary (in the case of undergraduate entry) or tertiary (in the case of postgraduate entry) education, the University reserves the right to require applicants to achieve a satisfactory score in a recognised English language test, or pass a test of competence, set and marked by the English Language Teaching Unit.

- ii) **English language tests**
- British Council IELTS (International English Language Testing System): 5.5 or above for the Pre-Masters Diplomas (with English language), 6.0 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy and 7.0 for courses in Law. 6.5 or above for all other courses;
 - TOEFL (Test of English as a Foreign Language): 525 (paper-based) /70 (internet-based) or above for Pre-Masters Diplomas (with English language), 550/80 or above for courses in Chemistry, Engineering,

Geography, Geology, Mathematics and Computer Science, Physics and Astronomy, 600/100 for courses in Law and 575/90 or above for all other courses. The supplementary TWE (Test of Written English) is required, when available, at 3.0 for Pre-Masters Diplomas (with English language) and 4.0 for all other courses;

- UCLES (University of Cambridge Local Examinations Syndicate)/RSA (Royal Society of Arts):
 - CPE (Certificate of Proficiency in English): grade B for courses in Law, Grade C or above for all other courses
 - CAE (Certificate in Advanced English): grade A for courses in Law, grade B or above for all other courses
- TEEP (Test in English for Educational Purposes) set by the University of Reading with a mark of 5.5 for Pre-Masters Diplomas (with English language) and 6.0, 6.5 or 7.0 for degree courses;
- LCCIEB (London Chamber of Commerce and Industry Examinations Board):
 - English for Commerce: third-level pass
 - English for Business: third-level pass
 - Spoken English for Industry and Commerce: third-level pass if offered in combination with a) or b);
- OIBEC (Oxford International Business English Certificate): pass;
- PEI (Pitman Examinations Institute): English for Speakers of Other Languages (ESOL) advanced;
- Warwick English Test (WELT): pass with CCC or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy. BBB or above for all other courses;
- Cambridge ESOL Skills for Life: Pass at Level 2.
- London Test of English (Edexcel), Level 4 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics, Computer Science, Physics and Astronomy; Level 5 or above for all other courses.

Note: Applicants offering one of these tests must have achieved the required standard not more than three years before the intended start-date of their studies.

- iii) **University of Leicester English Language Programme (ELTU)**
 - Pass in Course D or Course E at the appropriate level.
- iv) **International Study Centre foundation course approved by the University**
 - Pass with 60% in English Language skills for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science; 70% for courses in Law; 65% in English Language skills for all other courses.

If there is any doubt about applicants' English language ability, the University reserves the right to require them to achieve a satisfactory score in a recognised English language test, or to pass a test of competence, set and marked by the English Language Teaching Unit. The University may also accept as satisfactory qualifications achieved through study at specified institutions recognised as teaching in the medium of English. A list approved by the Student Recruitment and Admissions Committee will be held by the Admissions Office.

Applicants intending to study on a full-time basis may be required to attend English language classes as a pre-condition of their registration and/or to attend such classes alongside their academic study.

English Language Programme

The English Language Teaching Unit (ELTU) of the University offers a programme of courses designed for international students who need to improve their proficiency in both general and academic English before commencing a degree course. There are five Pre-Sessional courses, A, B, C, D, and E of which the main components are:

- Spoken Language
- Written Language
- Strategies for Vocabulary Building
- English Grammar in Context
- Pronunciation
- British Culture
- Study Skills

Each course builds on the skills already acquired and develops students' proficiency in academic English and study skills. Students are formally assessed by the ELTU, both by continuous assessment and by examination, at the end of each course.

Course A (10 weeks October to December)

Admission Requirement: IELTS 4.0, TOEFL 475/155/45iBT or equivalent

Course B (10 weeks January to March)

Admission Requirement: IELTS 4.5, TOEFL 500/173/53iBT or equivalent

Course C (10 weeks April to June)

Admission Requirement: IELTS 5.0, TOEFL 525/193/61iBT or equivalent (including satisfactory completion of Course B)

Course D (10 weeks July to September)

Admission Requirement: IELTS 5.5, TOEFL 550/213/70iBT or equivalent (including satisfactory completion of Course C)

Course E (6 weeks August to September)

Admission Requirement: IELTS 6.0, TOEFL 575/233/80iBT or equivalent (including satisfactory completion of Course C)

Transfer to Undergraduate and Postgraduate Courses

Students who obtain a satisfactory overall standard in the ELTU formal assessment on completion of Course D meet the University's English Language requirements for admission to courses of study. Students who fail to meet these requirements will not be permitted to proceed until they can meet the requirements for their chosen courses of study.

In-Sessional Support Courses

The ELTU provides free weekly classes for students who are taking degree courses at the University:

Classes open to all Specialist classes

Study speaking and Writing (3 levels)	English for Law
English Pronunciation	English for Economics
Listening Skills	English for Management Studies
English Grammar in Use	English for Museum Studies
Language and Literary Studies	English for Mass Communication Research
Business English	Teaching English to Speakers of other languages

Course Entry Requirements

The general entrance requirements set out above state the minimum standard of educational attainment required for admission to the University. In order to qualify for admission to a particular course candidates may need to attain a higher standard owing to the demand imposed by the course itself and the competition for places. Information about the specific entrance requirements for each undergraduate course is given in the Undergraduate Prospectus which can be obtained from the Admissions Office.

Choice of Subjects for Entrance Qualifications (Undergraduates)

The range of subjects which can be taken in order to gain the qualifications for university entrance is very wide and students may find it difficult to make an appropriate choice. University & College Entrance: The Official Guide (which can be found in most libraries of information about British higher education) gives advice on which subjects are required for entry to particular degree courses and which are preferred. For many courses, however, no specific subjects are required and, for the great majority, only one or two subjects are specified. The following advice about the choice of subjects reflects the general opinion of those responsible for undergraduate admissions at the University of Leicester and is offered as a set of guidelines which may be of assistance.

1. GCSE (and other 16 + examinations):

English Language and Mathematics: these subjects are specified for only a minority of degree courses but it is assumed that most applicants will have taken them. They are required for those wishing to enter certain professions in the UK (including teaching).

Dual Award Science: this qualification is acceptable. If a particular subject (e.g. Chemistry) is specified in course entrance requirements, Dual Award Science will be accepted provided it contains an appropriate component of the subject.

2. Advanced/Advanced Supplementary Level (and other 18 + Examinations):

Subject Overlap

Subjects having a similar content may not be counted together. Possible examples of overlap may be Biology and Human Biology, Classical Studies and Ancient History, Economics and Business Studies etc. Such overlapping subjects may be discounted in assessing whether or not an applicant meets both general and course entrance requirements. Applicants requiring advice about whether two subjects are considered to overlap should consult the relevant Admissions Tutor or the Admissions Office.

General Studies

This subject is accepted for certain courses; candidates should refer to Course Entrance Requirements in the Undergraduate Prospectus for details. Where it is accepted it will be counted towards the entrance qualifications provided that it is offered as part of a group of at least three subjects (e.g. as a third A level or as an AS level).

Other Subjects

Examinations in all subjects governed by a recognised authority (e.g. examination board) are accepted by the University.

GNVQ Advanced Level

The University welcomes applications from students with GNVQ Advanced Level, which is regarded as equivalent to two GCE Advanced Levels. In order to ensure that GNVQ applicants are adequately prepared for university studies, some departments may require students to have taken additional units in specific areas, a GCE Advanced Level, or other credits in addition to the GNVQ Advanced Level. Advice about this may be sought from the relevant Admissions Tutor.

Direct Entry to the Second Year of Undergraduate Programmes

The University is willing in appropriate circumstances to grant advanced standing (i.e. direct entry to the second year of a first degree) to holders of certain qualifications. For example holders of University of Leicester Certificates for courses offered by the University's Institute of Lifelong Learning, Open University qualifications, or qualifications recognised by any national credit accumulation and transfer schemes, BTEC Higher National Diplomas or Diplomas of some overseas Institutions of Higher Education may be granted direct entry to the second year of degree courses (other than those in Law or Medicine) depending on the content of the syllabus which they have followed. The University will also consider, where appropriate, applicants who have successfully completed part of a degree course at another institution of higher education. Advice on direct entry should be sought from the Admissions Tutor of the proposed course.

A student may enter a free standing one year or equivalent programme (120 credits) on the basis of a qualifying foundation degree or other complete qualification.

Honours Degree Programmes: General Regulations

1. The honours degrees awarded by the University are:

Master of Biology (M.Biol), Master of Chemistry (M.Chem), Master of Computing (M.Comp), Master of Engineering (M.Eng), Master of Geology (M.Geol), Master of Mathematics (M.Math), Master of Physics (M.Phys), Bachelor of Arts (B.A.), Bachelor of Engineering (B.Eng), Bachelor of Laws (LL.B.), Bachelor of Medicine and Bachelor of Surgery (M.B.,Ch.B.), Bachelor of Medical Science (B.Med.Sci.), Bachelor of Science (B.Sc.)

2. A first degree may be awarded with honours, as a pass degree, without honours (in the case of the M.B.,Ch.B. degree), as an Ordinary degree (in the case of the B.Med.Sci. degree), or as a Foundation Degree.
3. The following degree classification mark bands apply to all first degrees awarded by the University):

First Class Honours	70% and above
Upper Second Class Honours	60% - 69%
Lower Second Class Honours	50% - 59%
Third Class Honours	40% - 49%
Pass	35% - 39%

4. The names of successful candidates registered for honours degrees will be presented in five divisions - first class honours, second class honours (upper and lower), third class honours, and pass. The M.B.,Ch.B. degrees may in cases of exceptional merit be awarded with honours, which are not classified.
5. Students demonstrating outstanding proficiency in a final-year oral examination in French, German or Italian may be awarded a distinction in Spoken French, Spoken German or Spoken Italian.
6. Students may be required to read one or two supplementary subjects. Except in the case of the B.A. degree in Modern Language Studies, the level of attainment in the supplementary subject examination(s) will not be considered in the final classification.
7. First-degree courses leading to the degree of Bachelor extend over not less than three academic years. First-degree courses leading to the degree of Master extend over not less than four academic years. (Advanced standing may be conferred in accordance with Regulations for Matriculation, p 62.)
8. For all full-time degrees except the degrees of M.B.,Ch.B., students are required to register each year for modules totalling 120 credits. This is deemed to be the equivalent of 900 hours of study, including private study time. The Undergraduate Programme Regulations specify those modules which are core and optional in each semester of each year of course. The Module database, which gives details of module content and workload, is available for consultation on the University website at <http://www.le.ac.uk/ua/ac/modspec/index.html> and should be read in conjunction with these regulations. A similar modular structure applies to the first two or three years (Phase I) of the courses for the M.B.,Ch.B. degrees and is described in the Course Handbook for those degrees.

Note: Where staffing changes or other unavoidable circumstances necessitate any alterations to the courses set out below, students will be notified by their departments. Not all optional modules will necessarily be available in any one year.

9. The teaching year is divided into two semesters (the First and Second Semesters), which are contained within three terms (the Autumn, Spring and Summer Terms). The First Semester comprises an eleven-week teaching period (preceded by a one-week induction period), followed after the Christmas Vacation by two weeks for examination and assessment. The Second Semester comprises a further ten-week teaching period, followed by six weeks for examination, assessment and preparatory study for the next session. Oral examinations for modern language courses may be held in the final week of the Second Semester.
10. Transfers of course must be effected by means of a change of course form, duly approved and submitted to the Registry by no later than the end of the second week of the First Semester. Transfers of module must be effected by means of a change of module form, duly approved and submitted to the Registry by no later than the end of the second week of the semester in which the module is offered. Transfers from a degree programme to a foundation programme must be effected by means of a change of course form, duly approved in consultation with tutors on the relevant foundation programme and submitted to the Registry normally by no later than the end of the second week of the First Semester and in all cases by no later than the end of the Autumn Term.
11. Modules may be examined by written examination, continuous assessment, the completion of a project or dissertation, or through a combination of assessment methods. Details are provided in the Module Handbook and in departmental literature.

First-, Second- and non-finalist Third-Year Assessment (excluding the M.B.,Ch.B. degrees)

12. Students are credited with a module when they have completed the requirements of that module. These requirements include the submission, by the due date, of written assignments, the completion of any field work activities, or of any study abroad requirements, and the attainment of a pass mark in the assessment associated with the module (but see 13 and 14 below).

Note: The attention of students is drawn to the regulations concerning attendance, work and progress on pages 6 and 13-14 of these Regulations. Students who fail to satisfy departmental attendance and workload requirements may be refused the opportunity of resitting module examinations, or in cases of gross neglect, may have their course terminated.

13. In order to be credited with the modules applying to any one academic year, students must:
 - (i) have satisfied the relevant requirements for each module as set out in (12) above
and
 - (ii) have achieved a credit-weighted average mark of 40 per cent or more across all the modules taken in the year
and
 - (iii) have achieved a pass mark in each module complying with the designations of pass/fail set out in (14) below.

14. Subject to the achievement of an overall average of 40 per cent, modules may be passed at a level sufficient for the award of credit (35 to 39 per cent), or at Honours level (40 per cent or above). Exceptionally, for the purposes of satisfying the demands of professional bodies, or for some other specifically approved significant academic reason, some modules may be designated as having to be passed at Honours Level.
15. Feedback on First Semester performance will be provided by departments after the First Semester assessment period and at the latest by 28 February each year. At this stage, the results are regarded as provisional and will normally be provided on a pass/fail basis or as an indication that progress is satisfactory, with information about levels of attainment being offered informally through consultation with personal and academic tutors. Official pass lists will be issued after the end of the Second Semester, and departments are at this stage authorised to release the marks obtained for both First and Second Semester modules.
16. Students who have not satisfied the module requirements set out in (13) above will have their performance reviewed by the relevant Board of Examiners in June in the light of the results obtained in both the First and Second Semesters. Boards of Examiners will determine the following rules relating to the determination of pass or fail in individual modules.
 - (a) Students with a credit-weighted average of less than 40 per cent overall will be deemed to have failed all modules in which a mark of less than 40 per cent has been obtained;
 - (b) Students with a credit-weighted average of 40 per cent or more overall will be deemed to have failed all modules in which a mark of less than 35 per cent has been obtained unless the University has determined that a specific module must be passed at 40 per cent (see 14 above), in which case in that module only a mark of 39 per cent or less will be deemed to be a fail mark.

The Boards of Examiners will then present to the University's Quality Office the names of those students who are deemed to have failed one or more modules in the course of the academic year. It will be the responsibility of the Quality Office to ratify and communicate all decisions taken by Boards of Examiners, and the responsibility of the University Registry to issue official results, transcripts and certificates.

17. Students who are declared in June to have failed any modules taken during the year may be allowed to present themselves in September of the same year for re-examination in any written examinations associated with those failed modules. Students who have failed or have not completed any elements of assessed course work may be provided by their department with the opportunity of (re) submitting the work before the end of the academic year or by a date specified by their department. Laboratory work, however, must normally be completed within the time allotted for it in the relevant semester. In most laboratory-based subjects, the opportunity for repeating practical work cannot be provided, and any failure in practical elements of the course may lead to termination of course in June. The maximum mark which can be obtained in an examination deemed to be a resit is 40 per cent.

18. Students who fail to satisfy the examiners in September will be considered by the relevant Board of Examiners. In the light of their overall performance, the Board may recommend that such students should:
- have their registration terminated;
 - be permitted to resit either failed modules or all modules in January and June of the following year without returning into residence in the meantime;
 - in exceptional circumstances be permitted to repeat all or part of the failed section of the course;
 - be permitted to proceed to the next year of the course taking, in addition to the standard 120 credits for the year, new modules in place of those failed or, where core modules are involved, repeating failed modules.

Note: In reaching decisions on students who have failed examinations, Boards of Examiners will comply with University Regulations and agreed guidelines, and will take account of medical evidence or other special circumstances. Repeat periods of study will be granted only where evidence exists which demonstrates that such special circumstances have significantly interrupted, through no fault of the student's own, the opportunity to benefit from the teaching programme in a particular semester or academic year. The scale of the interruption must be such that it would be unreasonable to expect a student to take the examination relating to that part of the programme without repeat attendance.

Where a department has given advance notice to its four-year degree students they must achieve a threshold average mark for progression within the four-year degree, any student who does not achieve the threshold level will normally be required to transfer to the equivalent three-year degree. If at the end of the third year a student does not meet the threshold requirement for progression to the final year, they will be considered as a finalist for the three-year degree.

Final Assessment (excluding the M.B.,Ch.B. degrees)

19. Final-year modules may be assessed in January and/or June, or in June alone (see Module database or course literature for details). Departments will be in a position to offer feedback on First Semester performance by 28 February each year (see 15 above), but the final assessment of performance in relation to the award of degree classes is undertaken by Boards of Examiners in June.
20. Students who fail to satisfy the examiners in the Final Examinations may be allowed to present themselves for re-examination on one subsequent occasion only, which will be in the following year (January and/or June), and they will be considered for the award of a classified degree in June of that year. The relevant Board of Examiners will recommend whether such students are required to resit all final-year modules or only those failed.
21. Any students may, at the discretion of the examiners, be required to attend an oral examination.

Additional general regulations governing the LL.B. degree, the degrees of M.B.,Ch.B., and the non-modular B.A. Humanities degree are incorporated into the relevant course regulations.

Course Regulations for each programme of study can be found at the following web page:

<http://www.le.ac.uk/academic/Regs/>

Postgraduate Taught Programmes: Assessment Conventions, Schemes of Assessment and Degree Classifications

In these cases the appropriate degree, Postgraduate Diploma or Certificate will be awarded to candidates who have attended the relevant course in full and completely satisfied the Examiners in the examinations prescribed. Candidates may be awarded the degree, Postgraduate Diploma or Certificate, may be failed, or may be referred. The degrees M.A., M.B.A., LL.M., M.Res and M.Sc., the Postgraduate Diploma and the certificate may be awarded with distinction in cases of exceptional merit. A candidate who fails an assessed element of the programme, including a dissertation, may be allowed to resubmit for re-examination where appropriate on one subsequent occasion only. Not all of the courses or syllabuses will necessarily be available every year. Courses of instruction begin in September unless otherwise stated.

1. Assessment Conventions, Classifications and Schemes of Assessment

Distinction

To be awarded a distinction, a candidate will have achieved the specific learning outcomes of the programme to an excellent or very high standard, displayed a very high command of the subject and technical and analytical skills and demonstrated independence of thinking and excellent research potential.

Merit

To be awarded a pass with merit, a candidate will have achieved the specific learning outcomes of the programme to a very good standard, displayed a high command of the subject and technical and analytical skills and demonstrated independence of thinking and very good research skills.

Pass

To be awarded a pass, a candidate will have achieved the specific learning outcomes of the programme to a satisfactory standard and displayed a sound command of the subject and technical and analytical skills and demonstrated independence of thinking and sound research skills.

2. Schemes of Assessment

Schemes of assessment for all courses should follow scheme A or B described below.

Schemes describe the criteria that normally apply in assessing performance. Boards of Examiners retain the right to make decisions notwithstanding the published schemes in exceptional circumstances providing it is to a student's advantage and notes of any such decisions are made in the minutes of the Exam Board's proceedings.

The Following assume that all work is marked using percentage grades and that this information is recorded in student transcripts. Where percentage grades are not employed the department should devise a clear description of percentage equivalents.

Scheme A

Scheme A is based on a paper count and has two variants determined by the structure of the course. Courses with a 60 credit dissertation follow i) and those with a 90 credit dissertation follow ii):

(i) Master's

To be awarded a master's degree a candidate must:

- (i) obtain at least 90 credits at 50% or above in the taught modules and no more than 15 credits below 40%;
- (ii) have satisfactorily completed all coursework requirements in the taught modules; and
- (iii) achieved a mark of 50% or above in the dissertation.

To be awarded a master's degree with merit a candidate must:

- (i) obtain at least 60 credits at 60% or more in the taught modules;
- (ii) achieve a mark of 60% or above for the dissertation; and
- (iii) have no fail marks.

To be awarded a master's degree with distinction a candidate must:

- (i) obtain at least 90 credits at 70% or above in the taught modules and a mark of 60% or above in the dissertation; or
- (ii) obtain at least 60 credits at 70% or above in the taught modules and a mark of at least 70% in the dissertation; and
- (iii) have no fail marks.

Postgraduate Diploma

To be awarded a Postgraduate Diploma a candidate must:

- (i) obtain at least 90 credits at 50% or above with no more than 15 credits below 40%, and
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a Postgraduate Diploma with merit a candidate must:

- (i) obtain at least 60 credits or more at 60% or above; and
- (ii) have no fail marks.

To be awarded a Postgraduate Diploma with distinction a candidate must:

- (i) obtain at least 90 credits or more at 70% or above; and
- (ii) have no fail marks.

Postgraduate Certificate

To be awarded a Postgraduate Certificate a candidate must:

- (i) obtain at least 45 credits at 50% or more in the taught modules and no marks less than 40%; and
- (ii) have satisfactorily completed all coursework requirements.

OR

(ii) Master's

To be awarded a master's degree a candidate must:

- (i) obtain at least 60 credits at 50% or above in the taught modules and no more than 15 credits below 40%; and
- (ii) have satisfactorily completed all coursework requirements in the taught modules; and
- (iii) achieved a mark of at least 50% or above in the dissertation.

To be awarded a master's degree with merit a candidate must:

- (i) obtain at least 60 credits at 60% or more in the taught modules;
- (ii) achieve a mark of 60% or above for the dissertation; and
- (iii) have no fail marks.

To be awarded a master's degree with distinction a candidate must:

- (i) obtain at least 90 credits at 70% or above in the taught modules and a mark of at least 60% in the dissertation; or
- (ii) obtain at least 30 credits at 70% or above in the taught modules and a mark of at least 70% in the dissertation; and
- (iii) have no fail marks.

Scheme B

Master's

To be awarded a master's degree a candidate must:

- (i) obtain a credit weighted average from 180 credits of not less than 50%;
- (ii) have satisfactorily completed all coursework requirements, including obtaining a mark of 50% or more in the dissertation.

To be awarded a master's degree with merit a candidate must:

- (i) obtain a credit-weighted average from 180 credits of not less than 60%, including obtaining a mark of 60% or more in the dissertation;
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a master's degree with distinction a candidate must:

- (i) obtain a credit-weighted average from 180 credits of not less than 70%, including obtaining a mark of 70% or more in the dissertation;
- (ii) have satisfactorily completed all coursework requirements.

Borderline candidates may be awarded a distinction at the discretion of the Board of Examiners. Borderline candidates are defined as those with a credit-weighted average of between 67.5% and 70%.

Postgraduate Diploma

To be awarded a Postgraduate Diploma a candidate must:

- (i) obtain a credit weighted average from 120 credits of not less than 50%;
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a Postgraduate Diploma with merit a candidate must:

- (i) obtain a credit-weighted average from 120 credits of not less than 60%;
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a Postgraduate Diploma with distinction a candidate must:

- (i) obtain a credit-weighted average from 120 credits of not less than 70%;
- (ii) have satisfactorily completed all coursework requirements.

Borderline candidates may be awarded a distinction at the discretion of the Board of Examiners. Borderline candidates are defined as those with a credit-weighted average of between 67.5% and 70%.

Postgraduate Certificate

To be awarded a Postgraduate Certificate a candidate must

- (i) obtain a credit weighted average from 60 credits of no less than 50%;
- (ii) have satisfactorily completed all coursework requirements.

Scheme of Assessment for M.Res Degree Programmes *

- (i) To be awarded the degree of M Res a candidate must pass the taught components of the programme and the dissertation with a mark of 50% or above;
- (ii) To be awarded the degree of M Res with merit a candidate must pass the taught components of the programme with a mark of 50% or above and the dissertation with a mark of 60% or above;
- (iii) To be awarded the degree of M Res with distinction a candidate must pass the taught components of the programme with a mark of 50% or above and the dissertation with a mark of 70% or above.

Notes to Scheme of Assessment

- a) All Postgraduate programmes must follow one of the above schemes of assessment and descriptions of schemes of assessment in course handbooks must conform to one of these schemes.
- b) Departments can supplement the schemes of assessment by designating specific modules as 'necessary to pass', meaning that a mark of at least 50% has to be achieved in the module for the qualification to be awarded. The use of these supplements to schemes is at the department's discretion but should be clearly identified in course handbooks and can only relate to core/compulsory modules.
- c) In exceptional circumstances modification of a scheme of assessment may be permissible in those cases where external accreditation requires it, subject to the approval of the Academic Policy Committee.

Re-sits and Resubmissions

Course regulations should allow for candidates to re-sit examinations or resubmit coursework in relation to an individual module on one occasion only. The number of modules where re-sits or resubmissions are allowed may be detailed in regulations or may be at the discretion of the Board of Examiners. The mark obtained for resubmitted work or a re-sit is capped at 50%.

* *Not M.Res by ISS (See Page 75)*

Master's Degrees by Individually Supervised Study: General Regulations

1. Master of Research (MRes) (College of Medicine, Biological Sciences and Psychology)

Period of registration

12 months full-time.

Curriculum

A negotiated and flexible programme, equivalent to 180 credits, comprising taught elements and research project, designed to develop the candidate as an independent research scientist. The programme will comprise:

- (a) Taught modules occupying a maximum of 25% of the total time;
 - (i) Induction and Programme of Training in Transferable and Generic Research Skills (equivalent to 20 credits).
 - (ii) Taught modules from existing courses or specifically designed research project to increase the breadth of scientific knowledge (equivalent to 20 credits).
 - (iii) A programme of research seminars, spread throughout the year, relevant to the field of study.
- (b) An individually supervised research project occupying at least 75% of the total time (equivalent to 140 credits) *(see addendum below).

Assessment

- (a) Candidates will be required to keep a written record of all training taken, which must be presented at the oral examination.
- (b) At commencement of their studies candidates will be assigned a Review Panel of two, normally comprising the departmental postgraduate tutor plus one member of academic staff or senior independent research fellow, in addition to the supervisor. This panel will monitor progress of the candidate, and prepare the report to be presented to the Examiners at the oral examination, based on the following exercises:
 - (i) A research project proposal, maximum of 1000 words, to be submitted within one month of commencement, that will form the basis of a discussion about the project* (see addendum below).
 - (ii) A research progress report, to be submitted by the end of month 7 and not exceeding 1500 words, that will form the basis of a discussion about the project *(see addendum below).
 - (iii) A research seminar, given to the department before the end of month 9, that will be assessed for content and presentation* (see addendum below).
 - (iv) An extended essay of 3000 to 4000 words on a subject covered by the taught module, to be marked by a panel member or another appropriate member of academic staff.
- (c) A dissertation of not less than 10,000 words and not exceeding 15,000 words (excluding tabulated data, diagrams and reference list) on the research project, to be submitted within one calendar year of commencement of studies* (see addendum below).
- (d) Candidates will be required to undergo an oral examination with External and Internal Examiners, to assess both the research dissertation and taught elements.

Qualifications Awarded

- (a) The examiners may recommend that a candidate shall pass, or shall fail, or shall be referred with a view to resubmission and/or re-examination as appropriate. The examiners may recommend the award of the degree with distinction in cases of exceptional merit.
- (b) Candidates who accumulate 180 credits, satisfactorily complete the assessment requirements for each of the modules, and submit a satisfactory research project will be awarded the degree of Master of Science.

***Addendum**

Under certain circumstances a candidate may be permitted to undertake two independent research projects, eg. To fulfil the stipulations of a Grant Awarding Body. In these cases the projects will be carried out consecutively and each will occupy a shorter period of time, (together equivalent to 140 credits). These projects will be carried out in different laboratories, with different supervisors, in order to broaden the research training of the candidate.

In these cases the candidate will submit a single outline and progress report (1500 words) on each project, approximately half way through the project. These reports will form the bases of discussions about the projects between the candidate and the Review Panel.

In cases where a candidate undertakes two consecutive research projects, a shorter dissertation (up to 7500 words) shall be submitted for each one and the two together shall not exceed 15,000 words in length.

The candidate will be required to give one research seminar that will be assessed for content and presentation, and to undergo an oral examination with an External and Internal Examiner.

2. Degrees of M.A. and MSc. by Individually Supervised Study

On the recommendation of the department concerned a candidate may undertake a Master's programme by individually supervised study with the approval of the Graduate Dean. Such programmes will consist of 120 credits of taught modules selected from modules offered on existing University postgraduate programmes and a 60 credit dissertation on an approved topic. Approval for the programme should be sought by the department concerned from the Graduate Dean through the submission of an outline of the programme which will include details of the modules to be taken.

Period of Registration

One year full-time or two years part-time.

Curriculum

A negotiated programme agreed by the relevant departments consisting of 120 taught credits selected from the approved modules offered as part of existing postgraduate programmes or M degrees and a 60 credit dissertation on an approved topic.

Assessment

Each module will be assessed in accordance with the standard assessment requirements for that module.

A dissertation of not less than 10,000 words and not more than 20,000 words (length to be stated by the department in accordance with standard requirements for the subject) to be submitted within 50 weeks of the commencement of studies for full-time students and within two years for part-time students.

Qualifications Awarded

Candidates who complete all elements of the programme and the associated assessment will be awarded the degree of M.A. or M.Sc. as appropriate. The degree may be awarded with distinction or merit in accordance with the postgraduate schemes of assessment. A candidate who successfully completes the taught modules and the associated assessment, but who fails to submit or fails the dissertation, may be awarded a Postgraduate Diploma.

Fees: Session 2010/2011

Full-Time Courses

The sessional fees set out below include the fees for registration, matriculation, tuition, examination, graduation and fees for re-assessment. The fees payable by occasional students depend on the period of attendance and the courses taken. Fees are chargeable for each academic year of study.

Students who fail to pay the second instalment of their tuition fees by the due date may have their registration cancelled or suspended.

Students paying the overseas rate of tuition fee (see below) will receive a discount of £200 if they pay the fees for the academic year in full by registration. If such payment is not honoured by the students' sponsor, bank or credit card provider, the discount will be withdrawn and the full fee applied.

Tuition Fee Refunds (for all students)

If a student chooses to withdraw permanently or temporarily (please refer to General Regulations concerning Undergraduate and Postgraduate students) part way through the academic year, any tuition fee refund will be made as appropriate.

If a student has their course terminated or whose registration is deemed to have lapsed part way through the academic year, the date of leaving is determined by the date the decision is taken by the relevant University Committee.

If a student is excluded from the University there is no tuition fee refund.

Scholarship/bursary refunds (undergraduate home full-time 'variable fee' paying students only)

If a student leaves the University permanently or temporarily after receipt of payment of a University Scholarship or bursary, then a reclaim of any monies over paid will be collected.

Home/EU undergraduate Students

All students paying 'variable fees'	£3,290
Sandwich Year/Compulsory year abroad	£1,640

Note: Any student under old tuition fee rules should contact the Cashiers Office for payment details

Overseas Students

Arts	£9,825
Science ¹	£13,150
Clinical ²	£23,820
Sandwich Year/Compulsory Year Abroad	£3,287.50

Notes: ¹ £11,025 for B.Sc. Geography, B.Sc. Geography and Archaeology and B.Sc. Geography and Geology

² First- and second-year medical students are charged the Science fee. Third-, fourth- and fifth-year Medical students are charged the Clinical fee.

Foundation Science and Engineering	£9,200
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Foundation Economics and Social Sciences	£7,590
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Overseas students studying the LLB Maîtrise programme will pay the standard arts international fee (see above) for the two years of the programme spent studying in Leicester. For the two years spent studying in Strasbourg, students will pay a quarter of the standard overseas arts fee per year.

Loyalty Discounts for International students are also available as follows:

Family Discount

A tuition fee discount of 10% is given to an international student registering for a full-time course if a close family member, (i.e. spouse, sibling or parent), has also taken, or is currently taking, a full-time course at the University.

Continuing Studies Discount

International students who have taken one full-time course at the University and subsequently take a further full-time course will receive a discount of 10% on the fees for the second course.

Full details of these schemes are available from the Reception Desk, Fielding Johnson Building

Channel Island Fees (new system)

Classroom-based	£6,574
Science, engineering and technology	£10,529
Clinical	£23,523

Postgraduate Taught Students

Home/EU Students

All full-time programmes	£4,345
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Except:

M.Sc. in Bioinformatics	£4,890
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M.Sc. in Business Analysis and Finance	£5,880
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M.Sc. in Finance	£7,590
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M.Sc. in Financial Economics	£5,880
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M.Sc. in Financial Mathematics and Computation	£7,020
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M.Sc. in Forensic Psychology	£4,890
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M.Sc. in Management	£7,590
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M.Sc. in Marketing	£7,590
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M.B.A.	£9,825
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M.Sc. in Banking and Finance	£5,880
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M.Sc. in Money and Banking	£5,880
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M.Sc. in Public Sector Economics	£5,880
M.Sc. in Accounting and Finance	£7,590
M.Sc. in Management, Accounting and Finance	£7,590
M.A. in Social Work	£3,440
M.Sc. in Geographical Information Systems	£3,466

Overseas students

Arts, Law, Education, Health Sciences and Social Sciences	£9,825
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Includes: Archaeology; Criminology; Media and Mass Communications; Politics and International Relations; Museum Studies; M.Sc. in Economics; Human Geography; Medical Statistics

Economics	£10,295
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M.Sc. in: Banking and Finance; Business Analysis and Finance; Money and Banking Public Sector Economics

Science	£11,025
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M.Sc. in: Environmental Informatics; Geographical Information Systems (GIS); Global Environmental Change; Sustainable Management of Natural Resources, GIS and Human Geography, Research in Human Geography

Mathematics	£11,960
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M.Sc. in: Financial Economics; Financial Mathematics and Computation;

Laboratory-Based Science and Engineering	£13,150
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Includes: Biosciences; Chemistry; Computer Science; Engineering, Medicine; Psychology

Business and Management	£13,150
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M.Sc. in: Accounting and Finance, Management, Management Finance and Accounting, Marketing, Finance

MBA	£15,750
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Pre-Masters degrees	£9,825
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Includes: Communications, Media and English as a Foreign Language, Economics, Economics with English as a Foreign Language

Re-Examination Fees

<i>September Re-assessment fee:</i>	£60
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These charges are not applicable to students whose re-assessments are all classified as first attempts ('sits' or 'submits'). Students taking a mixture of sits/submits and re-sits/re-submits must pay the relevant re-assessment fee.

Students permitted to take examinations overseas must pay the direct costs associated with the examinations, together with an administration fee of £200.

Examinations taken without residence:

As above, but with a supplementary fee of £50 for 6 months and £100 for up to 12 months, per student, covering the following entitlements:

The licensing costs of providing access to the University's computer system for study, study support and revision purposes

External reader status in the University Library – maximum borrowing limit of four books

Support from the AccessAbility Centre, for students with special needs

Advice from the Careers Service if required

Advice from the Welfare and Counselling Services if required

Advice from the student's academic department(s) on:

- any minor changes to the curriculum which might have an impact on the re-sit paper (where major changes have taken place a special re-sit paper will be set)
- any planned changes to the format of the examination paper(s)
- amended reading lists if applicable

Advice from the personal tutor, such advice normally to be limited to the arrangements for the examinations, any decisions to be taken about progression to the next year of the course, and any procedural issues relating to the departmental treatment of medical or special circumstances.

- Notes:*
1. *Students taking examinations without residence do not pay the standard tuition fee, are not classed as registered students and, if of undergraduate status, do not qualify for student loans. The package of support outlined above is designed to ensure that such students can have access to University facilities and support for the purposes of assisting with examination preparation, at a level appropriate to those who have already had the benefit of a year in residence. On the rare occasions when students are sitting (not resitting) examinations without residence, or where a mixture of sits and resits appears to justify special treatment, academic departments and pastoral support services may offer supplementary help and advice.*
 2. *Students who have temporarily withdrawn from the University without any associated requirement to resit examinations may request access to the facilities outlined subject to the payment of the appropriate charge.*
 3. *Postgraduate taught students who have been granted an extension to submit the outstanding requirements to complete their programme of study may request access to facilities outlined above subject to payment of an appropriate charge.*

Replacement Certificate and Transcript Charges

Degree certificate issued upon the award of the degree No charge

Replacement degree certificate £40

Note: Replacement certificates are issued only in the most exceptional circumstances. Further information can be obtained from the Registry.

End-of-year transcript (undergraduate students 1996 onwards)	
first copy	No charge
additional copy	£5
Full course transcript (graduates 1998 onwards)	
first copy	No charge
additional copy	£15
Full course transcript (graduates up to 1997)	
first copy	£15
additional copy	£5
Confirmation of award of degree	No charge*
Authorisation of transcript as a true record	No charge*
Authorisation of photocopied certificates	No charge*

**Where multiple copies are required, the Registry reserves the right to apply a charge.*

No charge will be made for first class postage within the U.K. or for Swiftair deliveries. Any additional delivery costs must be met by the applicant.

Vacation Study

Vacation study (such as fieldwork) is prescribed as an integral part of certain degree courses. Although the University offers financial support in respect of such study, students are normally required to make a contribution towards subsistence costs (food, accommodation, travel etc) from their own resources.

Other Charges

Students may be required to pay for certain services or facilities (including printing from computers in the open-access computer laboratories and photocopying), and for some supplementary course material. Details are provided at the point of service or in departmental literature as appropriate.

The Librarian and the Director of IT Services are authorised by Senate to apply such fines and penalties as are necessary to ensure the efficient operation of the services for which they are responsible.

Parking Regulations

1 Intention

- 1.1 The following regulations are applicable to all visitors, employees and students of the University, except where any regulation specifies the particular category or categories of person to which it alone applies.
- 1.2 The restrictions imposed by the regulations are necessary to:
 - (i) manage and control vehicles on University property;
 - (ii) mitigate the risk of injury to pedestrians from vehicle movements;
 - (iii) reduce congestion and assist the movement of traffic about the site;
 - (iv) ensure the best use of the limited space available for parking
 - (v) create unimpeded access for emergency services to all buildings at all times; and
 - (vi) maintain the campus's pedestrian routes.

2. Interpretation

Unless the context requires otherwise, the following expressions shall have the meanings given to them below:

- 2.1 *Members of the University*
 - (i) All full-time and part-time employees of the University
 - (ii) All full-time, part-time and distance learning undergraduate and postgraduate students of the University.
- 2.2 *University Sites*

These are all properties and other spaces owned, leased or rented by the University, including:

 - (i) Oadby Student Village;
 - (ii) Vaughan College;
 - (iii) Hospital sites.
- 2.3 *Academic Sites*

The sites classed as 'academic' for the purpose of these regulations include all University sites except those managed by the Catering and Residential Services, University Hospitals Leicester, or external companies.
- 2.4 *Visitors*

These are persons (other than students) who have cause to attend University property on business, and require short term parking. They include:

 - (i) invited guests of the University at departmental discretion;
 - (ii) casual workers who are not University employees;
 - (iii) VIPs;
 - (iv) contractors/consultants retained by the University (while they are working on University premises); and
 - (v) conference organisers and delegates.
- 2.5 *Essential Users*

These are employees of the University who require through their terms and conditions of employment to have available at work, and at their disposal, a fully-insured (for Business Use) vehicle to carry out their duties as and when necessary.

2.6 *Parking Permit*

This is a permit issued under these Regulations to enable the holder permission to look for a parking space in designated areas of University property; it is not a guarantee of a place.

2.7 *Emergency Access Routes*

All entrances to, and exits from, University Academic Sites and roadways marked with red road-line markings are designated emergency access routes.

3. Classes of vehicles and drivers permitted to use University sites.

3.1 *Legal Requirements*

Any motor vehicle brought onto University property must:

- (i) display a valid Vehicle Excise License (Tax disc);
- (ii) have a valid MOT test certificate which must be in force for the vehicle;
- (iii) have third party insurance cover required by law in respect of vehicles used on public roads;
- (iv) be in a roadworthy condition;
- (v) be a registered vehicle in accordance with Regulations 4.1 to 4.8 below; and
- (vi) be capable of being parked in one parking space only.

In the event that the vehicle does not comply with any of the above requirements, the University may either directly, or through its agents, immobilise the vehicle solely for the purpose of identifying the driver and/or the owner of the vehicle, should it choose to report any disciplinary or criminal offences disclosed to the relevant authority. No fee will be levied for the release of the vehicle; it will be released on proof of identity of the driver and/or owner.

3.2 *Learner Drivers*

Learner drivers are not permitted to drive within University sites, whether accompanied by an instructor or not.

3.3 *Students*

(i) No student may bring a vehicle onto any part of the University's Academic Sites, except by special permission. Such permission will be given only on exceptional grounds, such as those arising in connection with a disability.

(ii) Subject to Regulation 4.7 below, students are not permitted to park adjacent to University residential accommodation except where this is allowed under the Road Traffic Acts, or in circumstances where the normal statutory requirements may be temporarily set aside (e.g. in the event of an emergency).

3.4 *Types of Vehicle*

These regulations apply to vehicles that are;

- (i) privately owned;

- (ii) on loan or hired;
- (iii) owned by departments; or
- (iv) company-owned, including those associated with contractors.

3.5 *Pedal Cycles*

Pedal cycles must comply with traffic signs on campus and use designated roads and cycles routes.

Pedal cycles must not be secured to University property other than designated cycle racks.

Any pedal cycles left abandoned will be removed by security staff. These will be retained for 3 months and dealt with as found property.

3.6 *Skateboards*

Skateboarders are not permitted on University property.

4. Registration with the University

4.1 Members of the University must apply to the Security Office for permission to register their vehicle by completing the appropriate form, before bringing a vehicle onto a University site.

4.2 Any permission granted will be subject to compliance with these Regulations.

4.3 Permission to use a vehicle on University property will not be given unless the person wishing to register it possesses a full driving license. Divers of motor cycles with a provisional license must have been driving for at least three months.

4.4 Applicants may be asked at the time of registration to produce documents relating to the vehicle.

4.5 Parking spaces will not normally be allocated to, or reserved for, members of the University.

4.6 *Prioritisation*

There are two categories of prioritisation for the issue of permits to park:

(i) 4.6.1 Level 1: High

(a) Those who are registered disabled or whom the University will be expected to support under the requirements of the Disability Discrimination Act (DDA) 2005 and subsequent amendments

(b) Essential Users (see 2.5, above)

(ii) 4.6.2 Level 2: Low

(a) Those who are not required to use their car as part of their employment.

4.7 Members of the University and students of the University wishing to park vehicles at Halls of Residence or at other University residential accommodation must obtain the prior permission from the Director of the Residential and Commercial Services.

4.8 Certain regular visitors who are not Members of the University may, nevertheless, be issued with a permit at the discretion of the Head of Security and, subject to their agreement in writing to comply with these Regulations, shall thereafter be deemed 'Members of the University' for these purposes only.

5. The Parking Permit

- 5.1 The number of permits that are issued is limited by the capacity of the available parking spaces. If the capacity of the University sites has been reached, applications for a permit will be placed on a waiting list. Priority will be given to those who fit the criteria at Regulation 4.6.1.
- 5.2 If permission to bring a motor vehicle onto, or park a motor vehicle on, University sites is granted, a permit will be issued on payment of the appropriate fee. This must be displayed on the front windscreen of the vehicle to which it relates so that it is clearly visible. A Member of the University may register more than one vehicle, but only one permit will be issued, and this must be displayed on the vehicle in use.
- 5.3 The permit does not guarantee a parking space; it only gives the holder permission to look for a space. No refund will be given, or financial compensation made, for days on which a space is not available. However, permits may be returned for a refund of the cost of unexpired full months if payment in advance has been made.
- 5.4 Permits are valid for a maximum of twelve months.
- 5.5 All permits will expire on 31 December, whatever date of issue, and must be renewed from 1 January.
- 5.6 *Fees*
The University reserves the right to charge users for parking at the current rates. Parking fees are reviewed annually and published on the Estates' website.
- 5.7 *Annual Renewal*
5.7.1 The annual renewal process takes place in December each year.
5.7.2 Where parking fees are deducted direct from staff salary, a new parking permit will be provided each December for the forthcoming year.
5.7.3 Non-salaried staff will be sent a reminder to apply for a permit for the next year.
5.7.4 Regular visitors will need to apply each year, no reminder will be sent.
- 5.8 *Change of Vehicle*
When registered drivers change their vehicles, they must report the fact to the Security Office in writing, providing full details about the new vehicle. The old permit must accompany any application for a new one. Where the old permit has been lost or accidentally destroyed, a brief statement of the circumstances will need to be made on the letter of application.
- 5.9 *Cancellation*
When a permit holder wishes to cancel the permit, this must be done in writing to the Security Office. Cancellation of salary deductions will not take place until notification in writing is received. The old permit must be sent to the Security Office.

6. Driving within University Sites

The roads within University sites, although private property, may be used by the public, and therefore come within the definition of ‘roads’ in the Road Traffic Act 1960.

- 6.1 A speed limit of 10 miles per hour must be observed on all roads within University sites.
- 6.2 Drivers must observe all road signs and markings and are required to conform to the Highway Code.
- 6.3 All drivers must comply with any form of barrier control. ‘Tailgating’ is dangerous and may cause injury and/or damage to vehicles and the barrier system. It is not permitted to ‘Tailgate’ and the University will not be liable for any damage caused by tailgating.
- 6.4 Drivers must comply with directions given by Security or other University officials, or by temporary restrictions displayed on signs.

7. Parking

- 7.1 A permit will allow the holder to park the registered vehicle on the car parking site indicated by the permit, and in other car parks temporarily, only when the holder is on University business.
- 7.2 The car park at the front of the Hodgkin Building will be restricted to Hodgkin permit holders only, and to authorised visitors to the Hodgkin Building.
- 7.3 Holders of permits for the Welford Road car park will not be allowed to park on other sites without the specific prior authority of the Security Office.
- 7.4 Access to most car parks is by barrier-controlled entrances. Barrier access cards are issued by the Security Office only to named individuals who are in receipt of a valid permit. The access card remains the property of the University and must not be lent, given or otherwise disposed of temporarily or permanently to anyone else. It must be surrendered to the Head of Security or their nominee on demand.
- 7.5 Barrier access cards are available from the Security Office for departmental vehicles.
- 7.6 With the exception of the Hodgkin and Henry Wellcome car parks, Regulation 3.3 restrictions on students of the University parking on Academic sites may be lifted between the hours of 5.30pm and 5.30 am, Monday to Friday, and at any time on Saturday and Sunday, unless parking spaces are required for University business during these hours.
- 7.7 Parking along the roads of University sites is not permitted. This includes those areas marked with yellow lines.
- 7.8 Roads marked with red lines indicate emergency access routes which must be kept clear at all times. Cars parked in such areas may be liable to immediate removal (see Section 10.4).
- 7.9 From time to time, specified stretches of road may be exempted from this prohibition, either for regular periods or on particular occasions.

- 7.10 Limited short-stay parking for visitors other than students of the University is available in the Visitors Car Park accessible via Entrance No.1.
- 7.11 Motor vehicles must not be parked in such a way as to
 - (i) cause danger to other University users or the public; or
 - (ii) cause unnecessary obstruction; or
 - (iii) be inconsiderate to others.
- 7.12 Parking spaces must not be used as permanent places either in term or during the vacation, and no repairs should be carried out on University sites except in an emergency, and after notice has been given to the Security Office.
- 7.13 Prior permission from the Security Office must be obtained before any motor vehicle is left in a University car park overnight.
- 7.14 The parking of private caravans and trailers on University property is strictly prohibited.

8. Enforcement of Regulations

In compliance with the SIA 2001 Act, the vehicle immobilisation operation at the University to ensure compliance with these Regulations may be managed and supervised by external licensed personnel. The personnel carrying out the immobilisation or release process will be required to possess SIA Front Line Licenses, will clearly display their license while carrying out their duties, and will have undergone an SIA approved training course. The external company will also collect and administer enforcement fines under these Regulations.

- 8.1 All these Regulations shall apply, according to the circumstances of the case, to:
 - (i) the legal owner of the vehicle; or
 - (ii) the persons in whose name it is registered with the University; or
 - (iii) the Head of the Department in whose name it is registered with the University, or
 - (iv) the person in charge of it at the time.

A vehicle will not be immobilised if any one of the following criteria is present:

- (j) A valid disabled badge is displayed.
- (ii) It is a marked 'Emergency Vehicle', and is in use as such.
- (iii) The engine is running and the driver is present.
- (iv) It has had a clamp removed within the last two hours.

Any vehicle displaying a valid disability parking badge will not under any circumstances be immobilised.

- 8.2 For breaches of Regulations 3 to 7, the following sanction(s) may be imposed:

8.2.1 First Offence

A warning notice will be issued and affixed to the vehicle.

8.2.2 Second Offence

A warning notice will be issued and affixed to the vehicle, and, if within 12 months of the first infringement, a warning letter will be sent to the person identified in Section 8.1.

- 8.3 In addition to the sanctions imposed in paragraph 8.2 above, breaches of regulations 6.3, 6.4, 7.2, 7.3, 7.4, 7.7, 7.8, or 7.11, or persistent infringement of any of these Regulations, will incur the withdrawal or withholding, for an appropriate period, of permission to have a vehicle on the University site, including the suspension of any barrier control access already granted.
- 8.4 In the interest of Health and Safety, careless or dangerous driving will be treated a serious offences. When so required by law, such offences will be reported to the police; otherwise, they will be dealt with by the Head of Security or their nominee. Drivers found, in the sole opinion of the security staff on duty, to be driving dangerously, will have their permission to use a vehicle on University sites withdrawn and their barrier access suspended indefinitely, and may face disciplinary charges.
- 8.5 Drivers found, in the opinion of the security staff on duty, to be driving carelessly and without due consideration for other users, or to be driving dangerously, will have their permission to use a vehicle on University sites withdrawn and their barrier access suspended indefinitely.
- 8.6 University employees, visitors and students have the right of appeal to the Director of Estates in writing within 7 days of a sanction being imposed under Regulations 8.4 to 8.5, other than formal discipline procedures (normal University disciplinary policy applies). The written statement of appeal must specify the grounds on which the appeal is being made. The person considering the appeal may remit or vary the penalty at their discretion in light of a review of the evidence and the grounds of appeal.

9. Vehicle Immobilisation

- 9.1 A vehicle may be temporarily fitted with an immobilisation device (wheel clamp) where it is parked on a University site:
- (i) in a dangerous position; or
 - (ii) inconsiderately; or
 - (iii) causing an unnecessary obstruction; or
 - (iv) without permission.
- 9.2 *Clamp removal*
- 9.2.1 No charge will be made for the removal of the clamp. A clamp will be removed as soon as possible by security staff when the person responsible for the vehicle at the time informs the Security Office that they have returned to their vehicle.
- 9.2.2 Warning signs will be prominently displayed at all vehicular entrances to the University Campus, and at points throughout the campus to reinforce the awareness of drivers that wheel clamping is in operation for offences against the University's Parking Regulations.

10. Removal of Vehicles

Vehicles left on an Academic site without prior permission may be removed, stored or disposed of, and the individuals responsible will be required to pay the cost.

- 10.1 Vehicles parked on sites at or adjacent to residential accommodation after the end of term and without the permission of the Director of the Residential and Commercial Services will be removed, stored or disposed of, and the individual responsible will be required to pay the cost.
- 10.2 The Security staff who supervise the parking of cars are authorised to ask the driver to remove a vehicle which they regard as being improperly parked. Where they consider any vehicle is in a dangerous position or causing an unnecessary obstruction, they are authorised to cause the removal of the vehicle in the absence of the driver. This will include, but will not be limited, to:
- (i) parking in a space without displaying a valid ticket or permit;
 - (ii) parking in a non-designated space;
 - (iii) parking on double yellow lines;
 - (iv) parking on a route with red road lines;
 - (v) parking in loading bays or on grass verges;
 - (vi) parking in a space designated for disabled drivers; or
 - (vii) parking overnight without authorisation.
- 10.3 *Abandoned Vehicles*
- 10.3.1 Abandoned vehicles are provided for under legislation amended by sections 10-17 of the Clean Neighbourhoods and Environment Act 2005.
- 10.3.2 Section 2 of the Refuse Disposal (Amenity) Act 1978 (RDAA) makes it a criminal offence to abandon a motor vehicle on any land in the open air or on any other land forming part of a highway.
- 10.3.3 Any vehicle found abandoned on a University site will be reported to the relevant Local Authority for removal. The Local Authority may dispose of a vehicle in 'such a manner as they think fit'.
- 10.3.4 All possible attempts will be made to contact the owner of a vehicle which has apparently been abandoned. If all attempts fail to identify the registered owner, or to result in the removal of the vehicle from University property by its owner, steps will be taken to arrange for its removal in accordance with the statutory regulations.
- 10.4 *Tow Away Zones*
- 10.4.1 Vehicles parked in areas designated as Emergency Access Routes are liable for immediate removal.
- 10.4.2 Emergency Access Routes are clearly marked with red road lines and 'Tow Away' signs.
- 10.4.3 The removal of vehicles will be undertaken by a professional contractor. The owner/driver of the removed vehicle will be liable for all recovery costs and a fee to the contractor for release of the vehicle. Standard documentation will be used at all times for the processes of immobilisation and release of vehicles. This documentation will provide the owner/driver with all relevant information about the processes relating to the offence notice and release details.

- 10.4.4 The contractor has the right to charge an additional fee for each subsequent day's storage.

11. Closure of Car Parks

- 11.1 Car parks or parts of car parks on any University Site may be closed in an emergency at the sole discretion of security staff.
- 11.2 Where a known event or conference is to take place on an Academic Site, car parking may be provided to support the event or conference by the closure or part-closure of one or more car parks to normal users.
- 11.3 Permission to close or part close a car park in the circumstances outlined in Section 11.2 can only take place with the authority of the office of the Registrar and Secretary, or of an appointed nominee.
- 11.4 When delegates are expected to attend pre-arranged conferences, seminars, or other special events, organising departments should liaise with security staff well in advance of the event. Special parking arrangements can then be considered and agreed in order to ensure that the resulting impact on the University's normal activity is mitigated.
- 11.5 Where possible, a full week's (7 days) notice will be required for any closure or part closure outlined in Section 11.2. The form of notice will be at the sole discretion of the Head of Security. No refunds or compensation payments will be available for parking permit holders temporarily inconvenienced by the closure or part-closure of a car park.

Appeals

- 12.1 *Warning notices and letters*
There will be no appeal against warning notices and letters.
- 12.2 An external body may be charged with the implementation and enforcement of the University's Traffic and Parking Regulations, and, as such, members of their staff will be registered with the Security Industry Authority in accordance with the Private Security Industry Act 2001.
- 12.3 A formal complaints and appeals procedure has been established, and can be viewed under Traffic and Parking Complaints in Appendix A, which can be accessed at http://www.le.ac.uk/estates/facilities_&_services/security/word_documents/car_parking_regulations.pdf

Communication

- 13.1 A copy of these Regulations is available on the Estates' Web site.
- 13.2 New employees of the University will be informed of these Regulations as part of their induction process.
- 13.3 New permit holders will be issued with a copy of the Regulations with their parking permit.
- 13.4 All members of the University will be deemed to be aware of the Regulation and any infringement will be treated as a breach of University Regulations, rendering the member liable to the penalty without further warning.

Liability

Every reasonable effort has been made to safeguard vehicles left in the car parks, but all vehicles with permits that have been parked on University property are regarded as being there at their owners' risk. The University accepts no responsibility for any loss or damage to vehicles or to any contents therein. In addition, the University does not accept any liability for any perceived contravention of these Regulations that results in the immobilisation and/or removal of a vehicle.

The Students' Union

The Education Act 1994 regulates the operation of students' Unions and their relationships with the university authorities and students. It requires universities to publicise the arrangements for implementing the Act by means of a Code of Practice. For the University of Leicester, the Code of Practice is made up of the following two documents, both of which are printed in full below:

- Ordinance 22 of the University
- Other Regulations Concerning the Students' Union

Ordinance 22

1. There shall be a Students' Union of the University (hereinafter called the Union) for the promotion of the general interests of students and to afford a recognised channel of communication between students and the University authorities.
2. The members of the Union shall be:
 - (a) All registered students of the University.
 - (b) Such members of staff of the University as may elect to become Associate members of the Union.
 - (c) Such persons as the Union in accordance with its Regulations may from time to time admit or elect as Associate, Life, Honorary or External Members, provided that any registered student shall have the right not to be a member of the Union if he/she so wishes, and shall not be unfairly disadvantaged by reason of having exercised that right. Students wishing not to be members of the Union must indicate this wish in writing to the Registrar and Secretary (or such officer as he may designate for the purpose), and this decision will remain effective for the duration of their registered student membership of the University unless they take specific action to resume membership. Students who have opted out may not resume membership of the Union during the session in which they have opted out, but they may take up membership in any subsequent session, provided that they indicate a wish to do so in writing to the Registrar and Secretary or his designated officer.
3. Members under 2(b) and 2(c), other than Honorary Members, will be required to pay such subscription as may be required by the Regulations of the Union.
4. The Constitution of the Union shall consist of the provisions of the University's Statutes concerning the Students' Union, this Ordinance, any other Regulations of the University concerning the Union, and the Regulations of the Union prepared and approved in accordance with section (6) below. This Constitution shall comply with the terms of the Education (No.2) Act 1986 and the Education Act 1994, and shall be presented to the Council of the University for review annually. Copies of the Constitution shall be made freely available for inspection by any member of the University in the offices of the Union, the office of the Registrar and Secretary, the Library of the University, and in such other places as the Executive Committee of the Union may designate.
5. The Union shall designate an officer or an employee who shall have overall responsibility for the implementation of the financial aspects of this Ordinance and of any Regulations of the University concerning the Union. This person shall also have a duty to advise the Union if at any time any action or policy under consideration by the Union appears to be in conflict with any statutory requirements, the terms of this Ordinance, the Regulations of the

University, or any other agreement between the Union and the University. The designated person shall be required to inform the Vice-Chancellor in writing should the Union decide to proceed contrary to that advice.

6. Regulations shall be prepared by the Union for the furtherance of the objects of the Union which regulations and any alterations or abrogation thereof shall be of effect and binding on all members of the Union immediately upon receiving the approval of the Registrar and Secretary, whose decision in each such case shall be reported subsequently to the Council of University. The Regulations shall provide *inter alia* for the election of officers by secret ballot, for the conduct of all elections by democratic process, for the publication of an Annual Report and Accounts, for the appointment of a Union Council, an Executive Committee and Standing Committees, for the affiliation of Students' Societies and Athletic Clubs to the Union, for the allocation of resources to affiliated societies and clubs, for the affiliation of the Union to external organisations, and for appropriate procedures governing these activities.
7. Students shall be permitted to participate in elections of the Union by postal ballot under such circumstances and according to such procedures as shall be defined in the Regulations of the Union.
8. The conduct of the elections of officers shall be subject to inspection by a person appointed by the Council of the University, who shall be required to satisfy himself on behalf of the Council that the Elections have been fairly and properly conducted, and without whose certificate any election shall be void.
9. No person shall hold sabbatical office, or paid elected office, in the Union for more than two years in total.
10. The election of the representatives of the Union on the University Court under Ordinance 11, Section 1, Class 1(f) shall be in accordance with the Regulations of the Union.
11. The functions of the Executive Committee, subject to the Regulations of the Union, shall be to represent the Union in all matters affecting its interests. The Board of Trustees shall be accountable to the Union Council for the administration of the finances of the Union.
12. The accounts of the Union shall at the end of each financial year be audited by a public accountant in the active practice of his profession, and copies of the account, with the signed report of the auditor, shall be subject to the approval of the Board of Trustees. The audited accounts shall be presented to the Council of the University, and copies shall be made freely available for inspection by any member of the University in the offices of the Union, the office of the Registrar and Secretary, the Library of the University, and in such other places as the Executive Committee may designate.
13. The Annual Report and Accounts of the Union shall contain:
 - (a) a list of any external organisations to which the Union has made donations in the period to which the report relates, and details of those donations
 - (b) a list of any external organisations to which the Union has been affiliated in the period to which the report refers, and details of the subscriptions or fees paid to such organisations in the same period.

14. The budget of the Union for the forthcoming financial year shall be prepared in accordance with the Regulations of the Union, shall be subject to discussion with the Registrar and Secretary and other appropriate officers of the University, and shall be presented to the Council of the University for approval.
15. The Union shall make a quarterly report on its income and expenditure against the approved budget to an appropriate committee of the Council of the University.
16. The Union shall incur no expenditure, and take no other action, which is inconsistent with the law relating to charities.
17. The Executive Committee shall have the authority to affiliate the Union to outside organisations, subject to legislation, the provision of Ordinances, and the Regulations of the Union. Any such new affiliation shall be announced by means of a notice stating the name of the organisation, and details of any subscriptions or donations made or proposed. The notice shall be prominently displayed in the Students' Union, and shall be made available for display in the University Library and the office of the Registrar and Secretary.
18. The Regulations of the Union shall include procedures for the review of affiliations to external organisations annually. 5% of the members of the Union under 2(a) above may, on provision of a signed requisition, call for a ballot of all members on the continuation of affiliation to a specified external organisation or organisations, provided that no organisation may be the subject of such a ballot more than once in any Academic Year.
19. The Regulations of the Union shall include procedures for the consideration of any complaints by students (whether members or not) who are dissatisfied in their dealings with the Union. Complainants shall have a right of appeal to an independent person appointed by the Council of the University. Students who, not being members of the Union, claim to have been unfairly disadvantaged as a consequence, may have their complaints considered by the Registrar and Secretary, and shall have a right of appeal thereafter to an independent person.

Other Regulations concerning the Students' Union

1. The Union shall:
 - (a) keep proper accounts and accounting records.;
 - (b) maintain a sound system of internal financial management and control;
 - (c) plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, taking one year with another, to meet its total expenditure and that its financial solvency is maintained;
 - (d) obtain the proper written consent of the University to any transaction involving land, buildings or equipment in excess of an amount determined from time to time by the Council of the University;
 - (e) obtain the prior written consent of the University to the borrowing of any money for a period in excess of twelve months;
 - (f) not give any guarantees or indemnities incurring contingent liabilities other than in the normal course of business;
 - (g) maintain such levels of insurance cover as may be deemed appropriate by the University's Director of Estates.

2. Failure to comply with the Ordinances and Regulations of the University or any statutory requirements may require the repayment in whole or in part of funds paid by the University to the Union, together with interest in respect of any period during which a sum due to the University under this or any other condition remains unpaid.
3. Procedures for allocating resources to groups or clubs affiliated to the Students' Union shall be included in the Regulations of the Union and shall therefore be freely available in writing to all students. All such procedures are required to be fair.
4. The Union is a registered charity and a company regulated by the various Companies and Companies House. Advice may be issued from time to time by the Charity Commissioners and by the Law Officers of the Crown. As a charitable institution, the Students' Union may not carry out political activity as deemed by the Charity Commission. It must not advocate policies on subjects and issues which do not bear on the purposes of the Union; nor may it seek to organise public opinion to support or oppose a political party which advocates a particular policy favoured or opposed by the Union. The Union may, however, seek to influence opinion through well-founded reasoned argument on issues directly related to the Union's stated purposes.
5. Students bring forward complaints under Ordinance 22(19) are entitled to expect that their cases will be dealt with promptly and fairly, and where a complaint is upheld, to be given an effective remedy. Details of the Union's complaints procedure are included in the Regulations of the Union. Students who are not members of the Union and who believe they have been unfairly disadvantaged as a consequence may submit a case in writing to the Registrar and Secretary. The Registrar and Secretary will formally acknowledge the complaint, will institute an enquiry, and will respond to the complaint with his conclusions within 21 days of receipt of the case.

A student wishing to appeal against the decision arising from the Union's complaints procedures or the decision of the Registrar and Secretary should express this desire in writing to the Vice-Chancellor within 14 days of receipt of the decision. An independent person shall be appointed by the Chair of the Council of the university, and the appointment shall be reported to the next meeting of the Council. The independent person shall carry out such enquiries as he deems appropriate, and shall normally be expected to submit his conclusions within 21 days of appointment. The independent person's decision shall be final, and shall be delivered to the Chairman of Council and to the complainant in writing.

6. The Education (No 2) Act 1986 makes provisions for the maintenance of freedom of speech in universities. A Code of Practice is published in the University's Undergraduate and Postgraduate Regulations [Regulations Concerning Freedom of Speech].
7. By agreement between the University and the Union, students who choose to opt out of membership of the Union may use the facilities and services of the Union listed below, and will not be liable to pay any membership subscription or supplementary charge in order to do so:
 - (i) Catering services
 - (ii) Shopping facilities
 - (iii) Access to Banks and other commercial services operating within the Students' Union
 - (iv) Membership of the Sports Association and affiliated clubs

- (v) Membership of other clubs and societies affiliated to the Union, except that non-members may not be elected as officers of such clubs and societies
 - (vi) Welfare advice and accommodation services. (All students additionally have access to welfare services provided by the University).
8. Non-members shall not have access by right to bars, discotheques, etc., organised by the Union where the terms of the Union's licence do not extend to non-members.
 9. Non-members of the Union may not serve on any University Committee with student membership, where the terms of reference of the committee specify that the positions are to be held by members or officers of the Union.
 10. The University has made no special arrangements for the provision of services or facilities specifically for non-members of the Union, since it is satisfied that the range of services provided by the University and the Union for all students (whether members of the Union or not) are sufficient to ensure that non-members are not unfairly disadvantaged within the meaning of the Education Act 1994.

Annex A: Use of Student Data

I Notification by the University to applicants

1. The University of Leicester holds information about students in order to manage student recruitment, admission, registration, study, examination, graduation and other student services such as accommodation and careers. Information is passed between various sections of the University for operational reasons (for example, the Registry notifies changes of address to departments, the Library, the Computer Centre and other units on a 'need to know' basis). Also, it may be disclosed to external agencies to which the University has obligations; for example: Council Tax Registration Officers; Higher Education Funding Council for England; Higher Education Statistical Agency; Student Loans Company; Research Councils and the UKBA

If, at the end of your course, you have unpaid debts to the University, the University may, at its discretion, pass this information to debt collecting agencies.

2. The University also uses student information as follows:
 - providing contact details to the Students' Union to enable it to offer appropriate services to students
 - providing progress reports to sponsors of students (except relatives)
 - providing references to education institutions and potential employers
 - publication of the names of graduating students in the degree ceremony graduation programme
 - informing schools of the degree awards made to their former pupils
 - disclosing information about students to their former schools for the purposes of schools liaison
 - for the purposes of plagiarism detection, utilising the on-line *Turnitin* plagiarism detection service
 - subject to review on a case-by-case basis by the University's Data Protection Officer, providing contact details to third party companies and organisations formally engaged by the University to provide enhanced levels of service to support core activities (an example would be the provision of contact details in order to allow careers information to be distributed by employers or their agents).

If you do not want the University to use your information for such purposes you must inform the Academic Office in writing. In most cases you can do this at any time. However, if you do not want your degree award details published in newspapers or in the graduation booklet, or if you do not want your former school to be informed of your award, you must give written notice to the Academic Office within seven days of completing your final examinations.

3. On graduating, all students automatically become members of Alumni Association (the formal title for the University's Graduates' Association). They receive the alumni magazine and other information offering the opportunity to remain in touch with fellow graduates and the University. If you do not wish to receive these

communications you must notify the Graduate Relations Office – this can be done at any time after you graduate.

4. If you have any queries about data protection please contact the University's Data Protection Officer.

II Student Collection Notice

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This information forms your HESA record, which does not include your contact details.

Your contact details may be passed to survey contractors to carry out the National Student Survey and surveys of student finances, on behalf of the education organisations listed below. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them.

If you do not want to take part in these surveys, please let us know.

The HESA record is used for three broad purposes:

1. Statutory functions

The HESA record is used by the organisations listed below, or agents acting on their behalf, to carry out their public functions connected with education in the UK.

- Department for Business, Innovation and Skills
- Welsh Assembly Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Training and Development Agency for Schools
- Department for Education
- General Social Care Council
- Research Councils

The HESA record may also be used by the Office for National Statistics and the National Audit Office to fulfil their statutory functions of measuring population levels and monitoring public expenditure.

Equivalent and Lower Qualifications - This applies only to students enrolling at institutions in England: We and the Higher Education Funding Council for England may compare your

data to educational records from previous years to help determine the levels of your current qualifications.

Your HESA record will not otherwise be used in any way that affects you personally.

2. HESA publications

HESA use the HESA record to produce anonymised data in annual statistical publications. These include some National Statistics publications and online management information services.

3. Research, equal opportunity, journalism, other legitimate interest/public function

HESA will also supply anonymised data to third parties for the following purposes:

- Equal opportunities monitoring - Your HESA record may contain details of your ethnic group and any disabilities you have. For students domiciled from Northern Ireland and attending an institution in Northern Ireland it may also contain information about religion. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins, religious beliefs or different states of physical or mental conditions
- Research. This may be academic research, commercial research or other statistical research into education where this is of benefit to the public interest.
- Journalism, where the relevant publication would be in the public interest e.g. league tables

Anonymised data for the above purposes is supplied by HESA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Journalists

HESA will take precautions to ensure that individuals are not identified from the anonymised data which they process.

Your rights

Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk

For students on Initial Teacher Training courses at institutions in England only:

If you are on an ITT course at an institution in England, HESA will also pass some or all of your HESA record to the General Teaching Council for England (GTC).

GTC is a data controller under the terms of the Data Protection Act 1998. GTC will process your personal data in order to fulfil its remit and its statutory obligations, including the administration of provisional registration. Except where there is a legal obligation, GTC will not share your data with any third party, except those fulfilling a service on their behalf and under their expressed instructions.

III Destinations of Leavers from HE (DLHE) Collection Notice

We will send information from this form to the Higher Education Statistics Agency (HESA). This data will be linked to other information held about you as a student, including similar information you gave when you enrolled, and details of the qualification you gained. **Your HESA record will not be used in any way that affects you personally.**

The HESA DLHE Record is used for three broad purposes:

1. Statutory functions

The HESA record is used by the organisations listed below, or agents acting on their behalf, to carry out their public functions connected with education in the UK.

- Department for Business, Innovation and Skills
- Welsh Assembly Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Training and Development Agency for Schools
- Department for Education
- General Social Care Council
- Research Councils

The HESA record may also be used by the Office for National Statistics and the National Audit Office to fulfil their statutory functions of measuring population levels and monitoring public expenditure.

2. HESA publications

HESA use the HESA record to produce anonymised data in annual statistical publications. These include some National Statistics publications and online management information services.

3. Research, equal opportunity, journalism, other legitimate interest/public function

HESA will also supply anonymised data to third parties for the following purposes:

- Equal opportunities monitoring - Your HESA record may contain details of your ethnic group and any disabilities you have. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different

racial or ethnic origins, religious beliefs or different states of physical or mental conditions

- Research. This may be academic research, commercial research or other statistical research into higher education where this is of benefit to public interest.
- Journalism, where the relevant publication would be in the public interest e.g. league tables

Anonymised data for the above purposes is supplied by HESA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Journalists

HESA will take precautions to ensure that individuals are not identified from the anonymised data which they process.

Your rights

Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk

Annex B: Student Charter

Students and staff of the University are members of a single community, working in partnership within available resources to provide a research and learning environment in which all members are given the opportunity to realise their full potential.

The University's commitment to the development of the intellectual, cultural and social lives of its members is embodied in general terms in its Charter of Incorporation and its Statutes and Ordinances, and is re-affirmed in its Strategic Vision. This Student Charter sets out in detail how the University and its students are expected to work together to meet their respective obligations and responsibilities.

The Charter is applicable to full-time students, and to part-time students engaged in campus-based study.

Equality of opportunity

The University is committed to an equal opportunities policy which is designed to enable all its students to derive the maximum benefit from their studies.

The University will:

- operate a policy of equal opportunities in admissions to ensure that applicants are selected solely on the basis of their potential to succeed on their chosen course of study
- provide clear, accurate information about its courses and postgraduate research opportunities, including entry requirements, application procedures, course structures, tuition fees and costs, to ensure that all applicants are able to make an informed choice about their future programme of study
- ensure that all applications are treated fairly and processed efficiently, and monitor procedures in order to secure this outcome
- offer, through its AccessAbility Centre, advice to applicants with special needs
- operate an admissions policy which takes such account of prior learning and work experience as is permitted by regulations and is appropriate to the proposed course of study
- strictly enforce regulations concerning discrimination, intolerance and freedom of speech

Applicants are expected to:

- provide full, accurate, relevant and timely information about themselves

Students are expected to:

- treat all University staff and fellow students with respect and consideration and refrain from any action which may cause offence to others

Teaching and Learning

The University is committed to providing the best teaching and learning experience for its students within the resources available.

The University will:

- offer teaching programmes which benefit from the research environment in which they are offered and which encourage the development of critical thought and the ability to evaluate and communicate information
- have in place modular taught courses which are designed to regulate workload and encourage periodic feedback on performance
- take account, as appropriate, of the needs of employers and professional bodies
- through the design of its courses, encourage the acquisition of transferable skills to enhance employment prospects, taking into account the range of careers entered into by its students
- have in place a Staff Development Programme which provides development and training activities related to teaching and learning, in which staff are strongly encouraged to participate
- promote the use of learning and teaching methods which are appropriate to the subject matter and to students' needs

Students are expected to:

- take full advantage of the opportunities provided for intellectual development and the acquisition of knowledge

Academic Support

The University will provide students with the information and support they need to pursue their programmes of study and with an appropriate environment in which to work.

The University, either centrally or through its departments, will provide students with:

- induction appropriate to their programme of study
- relevant training in study skills
- study support through the Student Support and Development Service (SSDS)
- copies of regulations, codes of practice and guidelines on matters relevant to their study
- full details, through departmental handbooks, of the requirements of their programme of study
- a transcript of each year's academic record
- a safe environment which is conducive to study
- suitably equipped laboratories for experimental work

The University requires each department to:

- allocate a personal tutor to all undergraduate and taught postgraduate students
- ensure that students have access to their subject tutors to discuss and resolve any queries or problems
- appoint a postgraduate tutor with responsibility for research students
- provide transparent schemes of assessment

- give clear deadlines for the submission of assessed work
- ensure that staff mark and return assessed work within a reasonable period of time after its submission, and adhere to dates for the return of work which have been previously announced
- have procedures in place which provide students with the opportunity of obtaining information about their academic progress
- monitor student progress and report students who have failed to meet their academic obligations

Students are expected to:

- seek such study support as is necessary for their programme of study
- familiarise themselves with the information provided to them by the University and by their department
- accept responsibility for pursuing their studies diligently
- comply with University regulations and procedures
- meet University and departmental deadlines
- keep appointments with University staff
- refer problems promptly to their academic/personal tutors
- manage their time sensibly, giving priority when necessary to their academic work
- understand that academic staff have research and administrative responsibilities which may sometimes limit their availability
- observe such health and safety regulations as are currently in force
- use University facilities with care and consideration for others

Academic Quality

The University will have in place procedures to monitor and review its academic provision and to ensure that quality is maintained.

The University will:

- have internal quality assurance mechanisms which are designed to ensure the maintenance of standards and to encourage improvement and the promotion of good practice
- undertake a continuous process of review of teaching and learning methods
- seek student opinion to inform departmental and course reviews and obtain students' views through written questionnaires

Students are expected to:

- participate in reviews of University or departmental provision if requested to do so
- complete questionnaires which are designed to monitor provision

Academic and Administrative Support

The University will offer a range of academic and administrative support services to underpin its teaching and learning activities.

The University will:

- aim to achieve a balance between the needs of teaching and research in the provision of its academic services
- offer appropriate library facilities and other learning materials in support of taught courses and research
- offer introductory courses and guides to the library to help students to make the best use of the facilities
- have in place library lending arrangements which are designed to ensure the fairest distribution of resources to the widest possible number of users
- provide a general computing service to support the teaching, learning and research activities of the University
- equip lecture theatres and seminar rooms with suitable facilities, including audio visual aids
- provide efficient, responsive and flexible administrative services to support staff and students
- have in place regulations governing the use of its facilities to ensure that standards are maintained
- take appropriate disciplinary action against those found responsible for damaging, defacing or misusing University property
- require adherence to procedures and deadlines relating to registration, examinations, graduation and other centrally-administered activities

Students are expected to:

- use computing and library services and teaching rooms with respect and with consideration for other users, in compliance with appropriate regulations and legislation
- comply with administrative procedures

Student Support Services

The University will provide an accommodation service and a network of welfare services to support its students.

The University will:

- offer a range of University-owned accommodation for students, including self-catering accommodation
- guarantee a place in University-managed accommodation to new full-time undergraduate students and new international students who accept and confirm the offer of a place at the University by specified dates

- provide pastoral support through the Wardens, Sub-Wardens and Residential Advisors to students in University-owned accommodation
- provide, through the Students' Union, an Accommodation Information Service to advise students on private accommodation
- provide a Careers Service which offers guidance and information to help students to identify their abilities, interests and values, to investigate the range of opportunities open to them and to make career decisions
- support and encourage Personal Development Planning (PDP)
- provide a confidential counselling service
- work with the Freeman's Common Health Service to ensure that students and their families are offered primary health care which meets their needs
- offer a comprehensive Welfare Service
- provide an English Language Teaching Unit for those international students whose first language is not English and who require such support
- support the spiritual needs of its students through the Chaplaincy and other religious advisers, and provide facilities for worship, contemplation and discussion

Students are expected to:

- comply with regulations governing University accommodation to ensure that all residents live in a peaceful and harmonious atmosphere
- be sensitive to the needs of local residents living adjacent to University accommodation or private accommodation occupied by students
- use the network of support services with consideration for the need of others
- take responsibility for consulting advisers in a timely and efficient manner

Non-Academic Facilities

The University will provide facilities to support students' non-academic activities.

The University will:

- provide, in association with the Students' Union where applicable, a range of social, cultural, recreational and sporting facilities
- ensure that undergraduate students have sufficient opportunity to pursue such activities by providing a lecture-free period on Wednesday afternoon
- provide a range of catering facilities at different locations on campus

Students are expected to:

- ensure that they maintain the University's good name when they participate in extra-curricular activities

Student Representation

The University will work in partnership with its students to ensure that they are given the opportunity to express their views on their experiences at the University and to participate in the University's decision-making processes.

The University will:

- allow for and encourage student representation on, and attendance at, University committees
- provide the opportunity for the Sabbatical Officers of the Students' Union to meet regularly with senior officers of the University to discuss matters of mutual interest
- encourage, promote and monitor the operation of departmental Student/Staff-committees
- seek feedback from students about academic services through their representation on relevant committees
- ensure that students are informed of the response to the feedback they give to the University

Students are expected to:

- attend the meetings of the committees of which they are members
- provide feedback to those they are representing

Complaints and Appeals

The University will operate fair and efficient complaints and appeals procedures.

The University will:

- publish information in its Undergraduate and Postgraduate Regulations on its appeals procedures and ensure that appellants are informed about how they can obtain advice
- have a clear complaints procedure which will explain how, and to whom, students may make complaints on any matters relevant to them
- deal with all complaints in confidence
- keep students informed of the progress of any complaint made

Students are expected to:

- familiarise themselves with the appropriate regulations
- follow agreed procedures

Any queries regarding the operation or interpretation of this Charter should be addressed in writing to the Academic Registrar, Fielding Johnson Building. Complaints about any aspect of the University's provision should be pursued in accordance with the complaints procedures set out in Undergraduate and Postgraduate Regulations and displayed on departmental notice boards.

Appendix C: Student Code of Social Responsibility

The preamble to the University's Student Charter states that '*Students and staff of the University are members of a single community, working in partnership within available resources to provide a research and learning environment in which all members are given the opportunity to realise their full potential*'. In the Charter, the University undertakes to provide equality of opportunity, quality monitoring and enhancement, academic, administrative and student support, a range of non-academic facilities, and the opportunity of student representation, all contributing to the overall teaching and learning experience.

For the University to be successful in its undertakings, it must have not only the co-operation of its student members, but their active participation in creating a productive social and learning environment. The Charter therefore includes a number of expectations of students, some of which relate to student behaviour.

When the Charter was approved, it was agreed that more detailed service level agreements and 'mini-charters' might be proposed with the aim of elaborating the Charter provisions, and that this would be a desirable development, provided that these lower level statements did not conflict with the main Charter. In relation to student behaviour, a view has emerged, articulated by the student members of the Staff/Student Council (December 1998), that the Charter provisions set out above required reinforcement in the form of a Student Code of Social Responsibility.

The Student Code of Social Responsibility which follows is in three sections; the first is a statement of the formal regulatory position, the second is an explanation of University membership, and the third provides clarification and guidance on what constitutes good behaviour in a University context.

Regulatory Framework

The Student Charter requires students to:

- treat all University staff and fellow students with respect and consideration and refrain from any action which may cause offence to others
- accept responsibility for pursuing their studies diligently
- comply with University Regulations and procedures
- meet University and departmental deadlines
- keep appointments with University staff
- observe such health and safety regulations as are currently in force
- use University facilities with care and consideration for others
- use computing and library services and teaching rooms with respect and with consideration for other users, in compliance with appropriate regulations and legislation
- comply with regulations governing University accommodation to ensure that all residents live in a peaceful and harmonious atmosphere
- be sensitive to the needs of local residents living adjacent to University or private accommodation occupied by students
- use the network of support services with consideration for the needs of others

- take responsibility for consulting advisers in a timely and efficient manner
- ensure that they maintain the University's good name when they participate in extra-curricular activities
- attend the meetings of committees of which they are members
- provide feedback to those they are representing

In addition to the Student Charter, the University has a number of regulations and formal statements which set out its expectations in relation to student behaviour. These are:

- Regulation on Personal Conduct
- Regulations Concerning Residential Accommodation
- Statement on Harassment
- Regulations Concerning Freedom of Speech
- Race Equality Policy

Where student behaviour fails to meet the University's expectations, the Code of Student Discipline may be invoked.

Membership of the University

A current view of higher education is that the relationship between universities and their students can be defined in commercial terms. Students are therefore 'clients', 'customers' or 'stakeholders'. This view obscures the position in traditional universities established by Royal Charter, in which students and staff are defined in Statutes as 'members' of the university. This membership commences with matriculation (i.e. initial registration) and extends for life to those who graduate.

The position of students as members of the institution is intuitively understood by those who deal with the University's students in a social and domestic context. Landlords and neighbours automatically complain to the University about anti-social behaviour, the police expect the University to use its own disciplinary powers when minor offences are committed, and when cases involving students are reported in the press, the University's name is inevitably mentioned. This is not because the University has any quasi parental or family relationship with its students, but because members of the University 'society' are expected to adhere to the society's rules, and the general public expects the University to be able to take action when it observes breaches of those rules.

The main issue, then, is one of reputation, and this is why 'behaviour which brings the University into disrepute' is specifically listed as an offence in the Code of Student Discipline. An anti-social act committed by a member of the University might possibly have no adverse consequence at all for that individual, but could damage the University's reputation as an institution and also by implication have a negative impact on the general reputation of all the other members. University membership therefore carries with it certain moral obligations, and the purpose of this code is to remind students of these. In addition, more serious acts of violence or harassment committed by one student upon another undermine the fabric of the society of which both are members. These are the facts of University life which underpin the following precepts.

Precepts of Behaviour

The following summarises the University's expectations of its student members. It is intended as a reminder to all students of their responsibilities and of the impact of their actions should they fail to meet expected standards of behaviour.

In a social context, the University expects students to:

- remember that their behaviour outside the University reflects on the institution and on the reputation of all its students and to act accordingly
- treat fellow members of the University and members of the general public with courtesy at all times
- be sensitive to the right to a peaceful existence of those living in and adjacent to student residences (both University-owned and in the private sector)
- refrain, in particular, from noisy or uncontrolled behaviour at night or in any circumstances where this would cause offence to neighbours or, in University residences, would prevent other students working or revising
- respect the cultural diversity of the University and the local community
- maintain University property and premises in good order
- refrain from causing damage to public or private property
- be aware of environmental issues by disposing of litter and waste responsibly and minimising use of paper and other consumables

In an academic context, the University expects students to:

- play their part in creating a suitable environment for study by refraining from talking, using mobile phones, or making any other unnecessary noise, eating or drinking in the Library, in lectures or in open access computer areas
- use computers in open access areas for legitimate academic purposes and with consideration for others' needs
- attend classes on time so as not to interrupt other students' concentration
- attend meetings with University staff when asked to do so.

Annex D: Race Equality Policy (extract)

Commitment to Race Equality

1. The University recognises the unique role which higher education has in breaking down the barriers around ‘social exclusion’ and in promoting racial equality within both the University and the wider community. The University is fully committed to the promotion of the values, principles, and procedures articulated in this Race Equality Policy and to the elimination of racial discrimination and disadvantage so that students, staff, visitors, contractors and other partners, such as the NHS, can have confidence in and support the teaching, learning and research mission of the University.
2. The Mission Statement of the University sets out the obligation of the institution to ‘nurture its human resources’ in order to further its academic purposes. The Race Equality Policy should be read in this context and also in the context of the University’s Single Equality Scheme, Human Resources Strategy and the Widening Participation Strategy regulating key areas relevant to the promotion of racial equality throughout the University.
3. The Vice-Chancellor and senior colleagues, including those with direct operational responsibilities, recognise that it is the responsibility of every member of the University to behave in a manner which promotes equality, diversity and harmonious race relations. All major committees, especially the Staffing Committee, the Academic Policy Committee and the Equal Opportunities Committee, have clear responsibilities for the regulation and monitoring of the practical application of this policy throughout the institution. This commitment to racial equality will be embedded in the policies, procedures and practices of the University.
4. The above Schemes and Strategies and the Race Equality Policy are reinforced by the other policy statements and guidelines referred to within the body of this document (the full text of which is on CWIS at <http://www.le.ac.uk/personnel/docs/racequality.html>).
5. In fostering an inclusive and supportive environment for the promotion of racial equality and diversity, the University seeks to consult and work collaboratively with the local community, minority groups and other social groups and public bodies to promote and disseminate ‘good practice’, and to promote measures designed to widen the ‘pool of applicants’ for jobs and for undergraduate and postgraduate courses and research places.

Race Equality Policy

6. Aim

The University of Leicester aims to ensure that students, staff and applicants to the University are treated solely on the basis of merit, ability and potential and are not subjected to discrimination, whether directly or indirectly, on grounds of race, nationality, ethnic or national origins.

7. Objective

The objective is a University open to all sections of society within which staff and students participate fully and equally and where there is recognition of the benefits arising from and support given to cultural diversity within the institution.

8. Principles

The commitment to race equality, within an overarching equal opportunities policy, is embodied in the following principles:

No member of the University shall be subject to discriminatory treatment, either directly or indirectly, on grounds of race, ethnicity or nationality.

Racial discrimination is unacceptable within the University community in that it represents a denial of individual rights and opportunity and a waste of human resources.

The University is committed to ensuring that the principles of this Race Equality policy permeate effectively all aspects of University life.

9. Definitions

The following definitions of direct and indirect discrimination are derived from the Race Relations legislation of 1976 and 2000 and from the European Race Directive.

Direct Discrimination occurs when a person is treated less favourably than others (in the same or similar circumstances) on the grounds of race.

Indirect discrimination can occur when an apparently neutral condition or requirement puts persons of a given group at a particular disadvantage compared with other persons and which cannot be objectively justified in terms of the requirements for performing the job.

10. Particular attention is drawn to the following aspects of the policy:

Racial Discrimination covers discrimination on grounds of race, nationality, ethnic or national origins. Race covers some religious groups.

Racial Harassment is an attack on the dignity of the individual person. It may cover hostile or offensive acts or expressions aimed at the racial or ethnic origins of the recipient, or incitement to commit such an act. Racial harassment can include derogatory name-calling, insults, racist jokes and graffiti, verbal abuse, threats, physical attack and ridicule of individuals for cultural differences. Such unwanted behaviour may create an intimidating working environment. Harassment often tends to be an offence of a repetitious nature, although even one incident may constitute harassment if sufficiently serious.

Bullying or intimidating behaviour may also be considered as racial harassment. It arises when an individual is made to feel threatened, patronised or humiliated on grounds of race, ethnicity or nationality. It can involve an abuse of power, threats relating to work success, promotion prospects, pay or intimidation by means of an aggressive or offensive manner. Such behaviour may be either verbal or physical.

