

University of Leicester

**GENERAL REGULATIONS FOR TAUGHT PROGRAMMES**

2011/2012

## **General Regulations for Taught Programmes**

**2011/12**

These regulations apply to undergraduate and taught postgraduate students registered on full- and part-time campus based or distance learning programmes for the duration of their studies, including any periods of suspension, or any extension of access to University property (including accommodation), facilities or activities applicable after the official end of their programme. 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.

Copies of these regulations are available for consultation in the Library, the Education Unit in the Students' Union and in academic departments, or can be viewed on the University website

Student and Academic Services  
Fielding Johnson Building  
University Road  
Leicester  
LE1 7RH

---

# Contents

---

---

1. Dates of Terms.....	1
2. Minimum Entry Qualifications and Language Requirements.....	2
3. Admission and Registration Regulations for Taught Programmes.....	11
4. General Regulations Concerning Students on Taught Programmes.....	17
5. Examination Regulations.....	20
6. Illness and Mitigating Circumstances.....	25
7. General Regulations for Honours Degree Programmes.....	27
8. Undergraduate Examination Conventions and Scheme of Assessment.....	31
9. Undergraduate Rules of Progression.....	39
10. Taught Postgraduate Programmes: Schemes of Study, Assessment and Award.....	45
11. Regulations Concerning Masters Degrees by Individually Supervised Study.....	51
12. Regulations Concerning Academic Appeals.....	54
13. Regulations Concerning Student Complaints.....	57
14. Regulations Concerning Student Responsibilities.....	60
15. Code of Student Discipline.....	64
16. Academic Discipline: Examinations.....	75
17. Fees and Charges 2011/12.....	77
18. Regulations Concerning Freedom of Speech.....	82
19. Statement Concerning Harassment and Discrimination.....	86
20. The Students' Union.....	88
21. Additional Regulations.....	93
Appendix A: Data Protection and Use of Student Data.....	94
Appendix B: Student Charter.....	100
Appendix C: Student Code of Social Responsibility.....	106
Appendix D: Race Equality Policy (extract).....	109

---

# 1. Dates of Terms

---

---

## 2011/2012

---

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

## 2012/2013 (subject to confirmation)

---

Autumn Term:	30 September	—	13 December
(First Semester:	30 September	—	24 January)
Spring Term:	13 January	—	28 March
(Second Semester:	27 January	—	27 June)
Summer Term:	5 May	—	27 June

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

---

## 2. Minimum Entry Qualifications and Language Requirements

---

### General Entrance Requirements (Undergraduates)

2.1. 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.*

- 2.2 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.*

- 2.3. 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)**

- 2.4 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.

- 2.5 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.

- 2.6 To be registered for a Postgraduate Diploma or Postgraduate 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)**

- 2.7 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	Niue
Belize	Norfolk Islands
Bermuda	Papua New Guinea
Botswana	Sierra Leone
British Virgin Islands	Singapore
Canada	South Africa
Cayman Islands	St Kitts and Nevis
Christmas Island	St Lucia
Cocos Islands	St Vincent and the Grenadines
Cook Islands	Swaziland
Dominica	Tanzania
Falkland Islands	Tonga
Fiji	Trinidad and Tobago
Gambia	Turks and Caicos Islands
Gibraltar	Uganda
Grenada	UK
Guyana	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:

**English Language Qualifications**

- (i) GCE Ordinary Level or GCSE English language: grade B or above for courses in Law, grade C or above for all other courses;
- (ii) Cambridge English Ordinary Level (Syllabus 1119): grade B or above for courses in Law, grade C or above for all other courses;
- (iii) 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;
- (iv) International Baccalaureate: standard level 5 or above in English Language for courses in Law, standard level 4 for all other courses;
- (v) European Baccalaureate: 80% average or above in English Language courses for courses in Law, 75% for all other courses;
- (vi) 80% or more in the English part of Indian National Board Standard XII examinations (i.e. ICSE or CBSE) or 90% or more in the English part of Indian State Board Standard XII examinations for courses in Law; 70% or more in the English part of Indian National Board Standard XII examinations (i.e. ICSE or CBSE) or 80% or more in the English part of Indian State Board Standard XII examinations for all other courses;
- (vii) WASSCE English; at grade C4 or above for courses in Law, at grade C6 or above for all other courses;
- (viii) Sri Lankan GCE O Level: English language at Distinction for courses in Law; English language at credit or above for all other courses;
- (ix) 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.
- (x) HKDSE (Hong Kong Diploma of Secondary Education) English language at Grade 5 for Law and Grade 4 for all other courses.

**English language tests**

- (i) 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;

- (ii) 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;
- (iii) UCLES (University of Cambridge Local Examinations Syndicate)/RSA (Royal Society of Arts):
  - CPE (Certificate of Proficiency in English): Grade C or above
  - CAE (Certificate in Advanced English): grade B or above
- (iv) 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 for Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy, 7.0 for Law and 6.5 or above for all other courses;
- (v) 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 2.1 a) or b);
- (vi) OIBEC (Oxford International Business English Certificate): pass;
- (vii) PEI (Pitman Examinations Institute): English for Speakers of Other Languages (ESOL) advanced;
- (viii) Cambridge ESOL Skills for Life: Pass at Level 1 for courses in Law, Pass at Level 2.
- (ix) PTE Academic: 46 or above for the Pre-Masters Diplomas (with English Language), 54 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy, and 68 or above for courses in Law. 61 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.*

**University of Leicester English Language Programme (ELTU)**

- (i) Pass in Course D or Course E at the appropriate level.

**International Study Centre foundation course approved by the University**

- (ii) 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.

- 2.8 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.
- 2.9 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**

- 2.10 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
- 2.11 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**

- 2.12 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**

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

### **Classes open to all Specialist classes**

- 2.14 The following classes are available:

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**

- 2.15 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)**

- 2.16 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.

- a) GCSE (and other 16 + examinations):
  - (i) **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).
  - (ii) **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.
- b) Advanced/Advanced Supplementary Level (and other 18 + Examinations):

### **Subject Overlap**

- 2.17 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**

- 2.18 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**

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

### **GNVQ Advanced Level**

- 2.20 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**

- 2.21 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.

- 2.22 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.

---

## 3. Admission and Registration Regulations for Taught Programmes

---

### General

- 3.1. These regulations apply to all students registered at the University on a taught programme of study and to associate students, registered on one or more modules.
- 3.2. All students are required as a condition of their registration to abide by the General Regulations and all other regulations and procedures approved and amended from time to time by the University throughout the period of their registration as a student.
- 3.3. These regulations conform with the requirements stipulated in Ordinances 14 and 15 relating to admission and registration as a student member of the University.

### Associate Students

- 3.4. Students, including those on exchange programmes, may be permitted by the University to register as an associate student for individual modules offered as part of a degree programme or other course of study. Associate students will not be registered for a qualification of the University.
- 3.5. Students who successfully complete the assessment for individual modules may be granted exemptions from parts of a programme of study and assessment of a named award of the University in recognition of prior achievement while registered as an associate student. Such requests will be considered in accordance with the regulations relating to the accreditation of prior learning. Departments may specify a limit on the amount of credit which may be recognised in this way and this will be detailed in the relevant programme specification.

### Admission to programmes of Study and Assessment

- 3.6. Students will be registered for a programme of study and assessment leading to an award approved by Senate.
- 3.7. Students will be registered to undertake a programme of study and assessment by one of the following modes of study: full-time or part-time either of which may be by distance learning.
- 3.8. The modes of study available for each programme will be stated in the relevant programme specification.
- 3.9. The entry qualifications required for a programme of study, as approved by Senate are detailed in the section of the General Regulations entitled 'Minimum Entry Qualifications and Language Requirements'.
- 3.10. Students may normally only be recommended for one award for each period of registration for a programme of study and assessment completed under these regulations.
- 3.11. Students registered on a full-time programme of study at the University may not be registered on another full-time programme either at the University or another institution.
- 3.12. Students studying on a part-time basis, including distance-learning may be registered for more than one programme with the permission of the University, providing there is no substantial overlap in content between programmes. However, where such permission is

granted academic pressure resulting from dual or multiple registration will not be accepted as mitigating circumstances.

### **Registration Procedures**

- 3.13 Students are required to complete a registration process when they commence their studies with the University and will only be formally admitted to the University as registered students on satisfactory completion of this process.
- 3.14 At the time of first registration students receive a card of membership of the University. Full-time and part-time students studying on campus should carry their student card with them at all times and produce it on request for inspection by any member of the University staff or official of the Students' Union.
- 3.15 The use of a card of membership is personal to the individual to whom it is issued and students must not allow it to be used by another person, whether registered at the University or not. If it is lost or stolen this should be reported to the Registry in order that a replacement card can be issued. A charge will be applied.
- 3.16 Students undertaking any programme of study of more than one year's duration will be required to complete an annual re-registration process. Registry will notify students when and how they should register and will state any associated deadlines. Failure to complete the annual re-registration process by the specified deadline will result in students being withdrawn from their programme of study.
- 3.17 Students who are in a period of suspension of studies at the normal re-registration time will be required to re-register at the point they return to their studies.
- 3.18 Each programme of study will have a normal and maximum period of registration. These periods of registration will be stated in the relevant programme specification.
- 3.19 The normal period of study is the minimum period of time in which a programme of study and assessment has been designed to be completed and includes no additional periods of time.
- 3.20 The maximum period of registration is the period of time after first registration in which a student must complete the programme of study and assessment for the highest award to which their programme leads.
- 3.21 The maximum period of registration is inclusive of all periods of study, any additional periods of time permitted for reassessment or delayed assessment, and any periods of agreed suspension of study. This includes any periods of suspension due to accepted mitigating circumstances agreed before the maximum period of registration is reached.
- 3.22 The normal period of registration for a full-time bachelors degree is three years and the maximum period is five years.
- 3.23 The normal period of registration for a part-time bachelors degree is five years and the maximum period is seven years.
- 3.24 The normal period of registration for a campus-based masters degree programme is one year full-time or two years part-time and the maximum period is two years full-time and four years part-time.

- 3.25 The normal and maximum periods of registration for distance learning programmes are specified in programme specifications. In the case of masters programmes the normal period of registration will usually be specified as two years and the maximum as no more than four years.
- 3.26 The maximum period of registration may only be exceeded where a student has experienced severe mitigating circumstances which are accepted by the University. An extension will only be granted where it is deemed to be reasonable and will not compromise the standard or integrity of any award achieved as a result.
- 3.27 Progression points apply in some programmes, which require students to have completed successfully a minimum number of credits within a specified period of time. Where such progression points apply they are stated in programme specifications.

### **Transfers between Programmes, Changes to Modes of Study and Individual Variations to Programmes**

- 3.28 After registration students may only change or vary their programme of study with the permission of the University.
- 3.29 Full-time and part-time campus-based students may apply to change the programme, modules or mode of study for which they are registered by completing a programme change form or a module change form. Changes to programme forms must be submitted by the end of the second week of the first semester and module change forms must be submitted by the end of the second week of the semester in which the module is offered. Requests require the approval of the relevant department and Registry.
- 3.30 Distance-Learning students should apply for any changes to their programme in accordance with guidance specified in their programme handbook.
- 3.31 Transfers between programmes will be approved by the relevant department subject to the student meeting the entry requirement and there being available space on the programme. The department may determine what contribution previous achievement should make towards fulfilling the requirements of the new programme and to determine and notify the student of the normal and maximum period of their remaining study on the new programme.
- 3.32 Transfer from a degree programme to a foundation programme is considered a change of programme.
- 3.33 Departments may approve a transfer between modes of study specified in the programme specification for the relevant programme of study and assessment.

### **Suspension of Studies**

- 3.34 A suspension of studies is an approved period of absence from the normal programme of study and assessment for an award. Students wishing to apply for a period of suspension should notify their department. Requests for suspension require the approval of the relevant department and Registry.
- 3.35 Students will be notified by their department of the next or most appropriate point for return to the programme following a period of suspension. The University will not



normally agree to period of suspension of more than one year in the first instance. The University will also not normally agree to a period of suspension which does not permit the completion of the programme within the maximum period of registration, unless it is accepted that the student has severe mitigating circumstances.

- 3.36 Students studying on a full-time or part-time basis, including by distance learning may be granted a period of suspension where it is accepted that they have personal mitigating circumstances. The Department will approve an appropriate point for the student to return to the programme.
- 3.37 A student accepted for admission to a programme with a stated start date may not suspend studies before commencing the first module(s) of the programme but may request deferral of entry to a later start date. Deferral of entry may be allowed for a period of up to one calendar year, subject to availability of space on the programme. Applicants will receive a new offer letter detailing the new start date and will retain their applicant status. Applicants who defer the start of their programme in this way for more than one calendar year will be required to reapply for the programme.
- 3.38 Once a student has registered for a programme they may not request a deferral of studies. In such cases they must apply for a suspension of studies.

#### **Withdrawal of Students and Eligibility for Awards**

- 3.39 Students wishing to withdraw from their programme before the end of the normal period of study should notify their Department and Registry.
- 3.40 Where appropriate, the relevant examination board will consider a student's eligibility for an interim award at its next scheduled meeting.
- 3.41 In cases where, due to non-attendance, the University considers that a student has withdrawn from a programme the student will be contacted at their registered addresses and requested that they contact the University by a specified date. If a student fails to respond by the specified date it will be assumed that they have withdrawn from the University and, where appropriate, the relevant examination board will consider a student's eligibility for an interim award at its next scheduled meeting.
- 3.42 If the maximum period of registration is reached before a student has fulfilled all the requirements for the highest named award to which their programme leads, the relevant board of examiners will consider their eligibility for an interim award.
- 3.43 Students who have not yet reached the final year of their programme but who will be unable to complete all the requirements for the highest named award to which their programme leads within the maximum registration period will normally be required to withdraw from the University. Where appropriate the relevant board of examiners will consider their eligibility for an interim award.

#### **Accreditation of Prior Learning**

- 3.44 Accreditation of prior learning is the term used for the award of credits on the basis of demonstrated learning which has taken place prior to a student's admission to a programme of study at the University.

- 3.45 Students are responsible for applying for recognition of prior learning and for providing all required evidence at the time of application to the University.
- 3.46 The University may recognise certificated or experiential learning for the purpose of exemption from the requirement of programmes of study and assessment whether it has been undertaken at the University or elsewhere.
- 3.47 Exemptions from any assessment requirements of a programme will be made on the basis of evidence of prior achievement of the learning outcomes associated with the relevant module(s) and currency of the prior learning.
- 3.48 Departments may determine the currency of prior learning on a case by case basis within an overall requirement that, at the time of application, any prior learning which is more than five years old will not normally be considered current for this purpose.
- 3.49 Requirements for the evidence of prior learning to be submitted and other details regarding arrangements for the assessment of applications will be set out in a policy approved by the relevant department and University and made available to applicants.
- 3.50 Exemption for prior learning may be granted on either a 'graded' or 'ungraded' basis.
- 3.51 Where students are granted exemptions on a graded basis the relevant department will assign a mark to assessments within a module to which exemption has been granted and this will be used in profiles and calculations when determining progression and award decisions.
- 3.52 Exemptions may be applied to no more than half of the taught credits which lead to an award as specified in programme specifications. In no case may students be exempt from the dissertation.
- 3.53 If a student is admitted to a programme with recognition for prior achievement undertaken at the University, any award previously made to the student on the basis of that prior achievement will be rescinded by the University prior to the commencement of the new period of study.
- 3.54 Where appropriate, the normal and maximum duration of their remaining study on the new programme may be reduced pro rata for students granted exemption from study and assessment in recognition of prior learning.
- 3.55 A formal record will be made of exemptions granted to students when they were admitted and any marks assigned for the purposes of determining progression or the outcome of awards. Students will be notified in writing of all decisions.

### **Readmission and Resumption of Studies**

- 3.56 A student who has exited a programme of study with an interim award for reasons other than academic failure may apply to be readmitted to the same programme of study within two years of the interim award being made.
- 3.57 Students who have exited a programme with an interim award because they have not fulfilled the requirements of a higher award, or whose studies have been terminated on the grounds of academic failure of that programme, will not be readmitted to that programme and will not normally be admitted to another programme leading to an award of the University.

- 3.58 Any subsequent admission of a student to a different programme of study will be wholly at the discretion of the member of academic staff authorised to make offers of admission to that programme and will take full account of a student's previous performance at the University.

---

## 4. General Regulations Concerning Students on Taught Programmes

---

### **Attendance and Religious Observance**

- 4.1 Attendance is an essential requirement for all campus-based 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.
- 4.2 Departments are empowered to authorise short absences for personal reasons from campus-based programmes of study, 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.
- 4.3 Where there is a requirement for attendance at a specified learning and teaching session associated with a programme when it is offered in a distance-learning mode of attendance, this will be set out in the programme documentation, together with the policy concerning student absence and the completion of outstanding work. Where a student studying in a distance-learning mode wishes to seek absence from attendance at a specified learning and teaching session or special arrangements relating to the timing of assessment for religious reasons, they should follow the same procedure.

### **Term-Time and Vacation Employment (Full-Time Students only)**

- 4.4 The calculation of module workload which underpins the University's course structure is based on the assumption that full-time 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.
- 4.5 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.
- 4.6 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.

### **Medium of Instruction**

- 4.7 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.

## **Residence**

- 4.8 Accommodation is provided in Halls of Residence and Self-Catering Accommodation for over fifty per cent of undergraduate students.
- 4.9 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.
- 4.10 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.
- 4.11 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.

## **Ethical approval of student work**

- 4.17 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**

- 4.18 Returning taught 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. If required, students may purchase an official end of year transcript from the Registry. Final-year undergraduate students and full-time taught postgraduate students are issued with a full academic transcript after graduation, further copies of which may be purchased from the Registry (this excludes graduates of the School of Medicine, lifelong learning courses and Education PGcert and PGCE courses - applications for these transcripts should be made directly to the department).

---

## 5. Examination Regulations

---

The following regulations apply to all examinations.

### **Registration for Examinations**

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

### **Examination Timetable**

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence from an examination.
- 5.6 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.
- 5.6 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.
- 5.7 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**

- 5.8 The Academic Registrar will publish annually deadlines for the submission of examination question papers.
- 5.9 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**

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

**Invigilation**

- 5.11 There will be a prescribed number of invigilators in each examination room.
- 5.12 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.
- 5.13 Invigilation arrangements for examinations are set out in the guidance notes issued by the Examinations Office.
- 5.14 Training for invigilators will be provided on an annual basis by the Examinations Office.
- 5.15 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.
- 5.16 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.
- 5.17 Chief Invigilators are required to start and finish examinations in accordance with the instructions issued by the Examinations Office
- 5.18 Chief Invigilators will be required to complete a report form on the conduct of each examination for submission to the Examinations Office.
- 5.19 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**

- 5.20 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.
- 5.21 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.
- 5.22 Students should sit at a desk allocated for the paper they are sitting in accordance with the notices posted outside the examination room.
- 5.23 Students should only bring essential items to examinations as there is limited storage for personal items within examination rooms.



- 5.24 **Students are not permitted to wear coats, scarves, hats or outdoor wear, except where exemption applies for religious reasons, during examinations. Invigilators will request students to remove any clothing of this type and to place it in the area reserved for storage of personal items for the duration of the examination.**
- 5.25 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.
- 5.26 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.
- 5.27 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.
- 5.28 Students should complete an attendance slip and place it on their desk for collection by the invigilator once the examination has started.
- 5.29 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.
- 5.30 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.
- 5.31 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.
- 5.32 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.
- 5.33 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.
- 5.34 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.
- 5.35 If a student wishes to speak to an invigilator they should raise their hand and stay in their seat.
- 5.36 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 **any** notes or other documents or to have **any** information written on their body or clothing. The invigilators will ask anyone with such material to raise their hand. The documentary material will then be collected and the opportunity

provided for information on the body or clothing to be removed. After this point, if any student is discovered with such material or with **any** information written on any part of their body or clothing in the examination room 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.

- 5.37 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.
- 5.38 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.
- 5.39 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.
- 5.40 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.
- 5.40 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.
- 5.41 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.
- 5.42 No answer book or part of an answer book, whether used or not, may be removed from the examination room.

### **Alternative Examination Arrangements**

- 5.43 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.
- 5.44 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.
- 5.45 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**

- 5.46 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.
- 5.47 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**

- 5.48 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.

---

## 6. Illness and Mitigating Circumstances

---

### **Reporting Illness and Mitigating Circumstances:**

#### **Full-Time and Part-Time Campus-Based Students**

- 6.1 Full-time and part-time campus-based 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.
- 6.2 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.
- 6.3 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 arranging the collection of medical certificates and supplying a copy to their department and to the Medical School Office (for M.B., Ch.B students).
- 6.4 The seven-day ruling is suspended by the Freeman's Common Health Centre during the First and Second Semester and September re-sit 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.
- 6.5 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.
- 6.6 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.
- 6.7 In these more severe cases of illness, a student may need to apply for a period of suspension of studies (see General Regulations relating to the registration of students). Students who may require a suspension of studies are advised to consult with their department about this before making a request.

#### **Distance-Learning Students**

- 6.8 Distance-learning students who suffer a minor illness for a period of less than seven days should report this to their departments:
  - a) if the illness leads to absence from teaching and learning sessions 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.
- 6.9 Where the illness is of more than seven days' duration or is of a non-minor nature and has impact on attendance either at compulsory teaching and learning sessions, meeting course deadlines or performance in any assignment, medical advice should be sought and a medical certificate submitted to the University.

- 6.10 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.
- 6.11 General practices may charge for providing reports and such charges must be borne by the student.
- 6.12 In these more severe cases of illness, a student may need to apply for a period of suspension of studies (see General Regulations relating to the registration of students). Students who may require a suspension of studies are advised to consult with their department about this before making a request.

#### **Overseas Students (Health Care)**

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

#### **Notification of Mitigating Circumstances**

- 6.14 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 above). 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.
- 6.15 Appeals against degree classification, termination of course or other academic decisions 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.

---

## 7. General Regulations for Honours Degree Programmes

---

7.1 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.)

7.2 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.

7.3 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%

7.4 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.

7.5 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.

7.6 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.

7.7 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 Entry Qualifications and Language Requirements, p.10.)

7.8 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. Programme specifications 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.*

- 7.9 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.
- 7.10 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.
- 7.11 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)**

- 7.12 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 17 and 62-63 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.*

- 7.13 In order to be credited with the modules applying to any one academic year, students must:
- a) have satisfied the relevant requirements for each module as set out in (7.12) above  
and
  - b) have achieved a credit-weighted average mark of 40 per cent or more across all the modules taken in the year  
and
  - c) have achieved a pass mark in each module complying with the designations of pass/fail set out in (7.14) below.

- 7.14 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.
- 7.15 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.
- 7.16 Students who have not satisfied the module requirements set out in (7.13) 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.

- 7.17 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.



- 7.18 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)**

- 7.19 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 7.15 above), but the final assessment of performance in relation to the award of degree classes is undertaken by Boards of Examiners in June.
- 7.20 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.
- 7.21 Any students may, at the discretion of the examiners, be required to attend an oral examination.

Where additional general regulations apply (e.g. LL.B. degree, the degrees of M.B.,Ch.B.) these will be detailed in the relevant programme specification.

*Course Regulations for each programme of study can be found in the relevant programme specification, accessible via the following web page: <http://www.le.ac.uk/ua/ac/progspec/index.html>*

---

## 8. Undergraduate Examination Conventions and Scheme of Assessment

---

### Degree Classifications

- 8.1 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%

### Degree Class Descriptors

- 8.2 The following descriptors relate to a student's average performance across all the modules which contribute to the final degree classification. The learning outcomes specified for each degree programme reflect the University's Learning and Teaching Strategy, which outlines, within the appropriate subject context, the key skills and attributes of the Leicester Graduate.

*Note: For all degree classes, it is not a requirement that the student should achieve all the learning outcomes at the required level. However, for first and second class degrees, students are expected to achieve at least a majority of the specified learning outcomes at the specified level.*

- 8.3 **First Class:** Overall has achieved the specified learning outcomes to an excellent or very high standard; has demonstrated a very high level of command of the subject matter and of technical and analytical skills; has demonstrated a high level of achievement in the development of intellectual and personal skills.
- 8.4 **Upper Second Class:** Overall has achieved the specified learning outcomes to a good standard; has demonstrated a high level of command of the subject matter and of technical and analytical skills; has demonstrated a good level of achievement in the development of intellectual and personal skills.
- 8.5 **Lower Second Class:** Overall has achieved the specified learning outcomes to a competent standard; has demonstrated a moderate level of command of the subject matter and of technical and analytical skills; has demonstrated a satisfactory level of achievement in the development of intellectual and personal skills.
- 8.6 **Third Class:** Overall has achieved the specified learning outcomes to the minimum acceptable honours level; has demonstrated an adequate level of command of the subject matter and of technical and analytical skills; has demonstrated a satisfactory level of achievement in the development of intellectual and personal skills.
- 8.7 **Pass Degree:** Overall has achieved the specified learning outcomes to the minimum acceptable level; has demonstrated a limited level of command of the subject matter and of technical and analytical skills; has demonstrated some achievement in the development of intellectual and personal skills.

## Scheme of Assessment

- 8.8 There are two approved variations of the scheme of assessment: the version given here applies to all new students and students who entered their second year in the 2010/11 academic year.
- 8.9 The previous version of the scheme which applies to students who entered their second year before the 2010/11 academic year; is available in the Code of Practice on Examining via the following link:  
<http://www.le.ac.uk/academic/quality/Codes/examining/index.html>
- 8.10 **The following scheme is applicable to all new students and students who entered their second year in the 2010/11 academic year.** The rules should be applied in descending order, starting at the Pass/Fail threshold, so that fail students are excluded from further consideration.

**Pass/Fail threshold for the programme** (*at the first attempt an overall failure entails a resit; at the second attempt it entails course termination*)

Students who fail modules to the value of 45 credits or less may be considered for the award of a degree under the rules below, unless the department has specifically required a pass in a given module, in which case the student will fail the programme.

Students who fail modules to the value of 50 credits, or have a weighted average mark of less than 35%, will fail the programme.

### First

Modules to the value of at least 120 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth less than 40 credits

Or Weighted average mark greater than or equal to 70%

### 2.1

Modules to the value of at least 120 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth less than 40 credits

Or Weighted average mark greater than or equal to 60%

[Or: Weighted average mark greater than or equal to 67% and

modules to the value of at least 120 credits at 70% or better, and modules to the value of 40 or 45 failed credits

*(Dropped class from 1st because of failures)*

### 2.2

Modules to the value of at least 120 credits at 50% or better, a weighted average mark greater than or equal to 47%, and failed modules worth less than 40 credits

Or Weighted average mark greater than or equal to 50%

[Or: Weighted average mark greater than or equal to 57%,  
modules to the value of at least 120 credits at 60% or better, and modules to the  
value of 40 or 45 failed credits  
(*Dropped class from 2.1 because of failures*)]

### **Third**

Weighted average mark greater than or equal to 40%

[Or: Modules to the value of at least 120 credits at 50% or better, a weighted average  
mark greater than or equal to 47%, and 40 or 45 failed credits  
(*Dropped class from 2.2 because of failures*)]

### **Pass**

Weighted average mark greater than or equal to 35%

## **Additional Rules:**

### **Calculating the weighted average**

- 8.11 **For three year programmes** the weighted average is to be calculated on the basis of all second and third year marks. In order to calculate the weighted average, the scheme fixes the relative weighting of the third-year and second-year marks in all three-year programmes at 60:40. An exception to this is the School of Biological Sciences where for all new students and students who entered their second year in 2010/11 the relative weighting will be 70:30. The second year and third year averages are calculated first, and then combined with a weighting of 60:40 in favour of the final year average. If the modules in a year have different credit values (e.g. some 10 and some 20) then they are weighted by their credit value in calculating the year average. If all modules in a year have the same credit value then the average for the year is a simple average.
- 8.12 For the purposes of identifying students' best performances on a module-by-module basis in order to meet the 120 credit threshold for a particular class, all second and third year modules are equal (only differentiated by their credit value where applicable). Differential weighting is only for the purposes of calculating the average mark between the two years.
- 8.13 **For integrated four year programmes** the same general principles apply to the calculation of the weighted average as for three-year programmes, but the second, third and fourth years are included, with a relative weighing of 20:30:50. For the purposes of identifying students' best performance on a module-by-module basis, all second, third and fourth year modules are equal, but the credit threshold for a particular class is 180 rather than 120 credits.
- 8.14 **In the case of four-year programmes in which the year out does not count towards the final classification**, the second and fourth years are used in determining the degree class, according to the standard scheme for three-year programmes.

## Borderlines

8.15 External examiners will be involved in the consideration of borderline cases, and of those just below the borderline with special/mitigating circumstances. *Viva voce* examinations may still be permitted where there is a genuine need to substantiate the information available to a Board of Examiners.

8.16 Candidates will be considered for promotion to the next higher degree class under the following borderline rules:

### *First*

Modules to the value of at least 120 credits at 68% or better, including modules to the value of at least 90 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth less than 40 credits.

### 2.1

Modules to the value of at least 120 credits at 58% or better, including modules to the value of at least 90 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth less than 40 credits

### 2.2

Modules to the value of at least 120 credits at 48% or better, including modules to the value of at least 90 credits at 50% or better, a weighted average mark greater than or equal to 47%, and failed modules worth less than 40 credits

*Notes:* (a) *For students who entered the second year of their programme before the 2010/11 academic year different weighted average mark requirements apply. See the Code of Practice on Examining at:*  
<http://www.le.ac.uk/academic/quality/Codes/examining/index.html>

(b) *For four-year integrated programmes, the requirement is 180 credits at the 68/58/48% and 150 at the 70/60/50% level*

8.17 The consideration of borderline students should be undertaken with a view to arriving at a positive outcome wherever this is commensurate with the application of appropriate academic standards, but in reaching a judgement, Boards of Examiners are permitted to take account of whichever of the following are applicable to the discipline or to the circumstances of the student:

- a) the design of the curriculum and any special features
- b) the year in which the results were achieved
- c) the profile of marks, and in particular any distorting elements
- d) performance in substantial pieces of work (dissertations, projects)
- e) the outcome of vivas, where these are held
- f) the outcome of any review by an External Examiner of a student's whole corpus of work or parts of this

- g) individual and mitigating circumstances
- h) the impact of marks obtained elsewhere (for example, from a year abroad).

**Limits on the number of failed modules**

8.18 A student cannot graduate with more than 45 failed credits. A fail mark is a mark below a pass for credit: i.e. 34 or less.

**Logic Table for Three Year Programmes**

8.19 The rules should be applied **in the following order** until an outcome is reached:

Credits in band		Weighted Average		Failed modules	Outcome
1		In the range 0-100%	and	failed modules worth 50 credits or more:	= <b>Fail and resit</b> (or if resits already taken then course termination)
2		In the range 0-34%			= <b>Fail and resit</b> (or if resits already taken then course termination)
3		In the range 70-100%			= <b>First</b>
4	Modules to the value of at least 120 credits at 70% or better	and	in the range 67– 69%	and	failed modules worth less than 40 credits = <b>First</b>
5	Modules to the value of at least 120 credits at 68% or better, including modules to the value of at least 90 credits at 70% or better	and	in the range 67– 69%	and	failed modules worth less than 40 credits = <b>Borderline first - refer to external examiner. Award first only with the agreement of the external examiner otherwise 2.1.</b>
6		In the range 67– 69%	and	failed modules worth 40 or 45 credits	= <b>2.1</b>
7	Less than 120 credits of modules at 70% or better	and	in the range 67– 69%		= <b>2.1</b>
8		In the range 60– 66%			= <b>2.1</b>
9	Modules to the value of at least 120 credits at 60% or better	and	in the range 57– 59%	and	failed modules worth less than 40 credits = <b>2.1</b>

## Undergraduate Examination Conventions and Scheme of Assessment

---

10	Modules to the value of at least 120 credits at 58% or better, including modules to the value of at least 90 credits at 60% or better	and	in the range 57– 59%	and	failed modules worth less than 40 credits	=	<b>Borderline 2.1 - refer to external examiner. Award 2.1 only with the agreement of the external examiner otherwise 2.2.</b>
11			In the range 57– 59%	and	failed modules worth 40 or 45 credits	=	<b>2.2</b>
12	Less than 120 credits of modules at 60% or better	and	in the range 57– 59%			=	<b>2.2</b>
13			In the range 50– 56%			=	<b>2.2</b>
14	Modules to the value of at least 120 credits at 50% or better	and	in the range 47– 49%	and	failed modules worth less than 40 credits	=	<b>2.2</b>
15	Modules to the value of at least 120 credits at 48% or better, including modules to the value of at least 90 credits at 50% or better	and	in the range 47– 49%	and	failed modules worth less than 40 credits	=	<b>Borderline 2.2 - refer to external examiner. Award 2.2 only with the agreement of the external examiner otherwise 3<sup>rd</sup>.</b>
16			In the range 47– 49%	and	failed modules worth 40 or 45 credits	=	<b>3rd</b>
17	Less than 120 credits of modules at 50% or better	and	in the range 47– 49%			=	<b>3rd</b>
18			In the range 40– 46%			=	<b>3rd</b>
19			In the range 35– 39%			=	<b>Pass</b>

### Logic Table for Integrated Four Year Programmes

8.20 The rules should be applied **in the following order** until an outcome is reached:

Credits in band		Weighted Average	Failed modules	Outcome
1		In the range 0-100%	and failed modules worth 50 credits or more:	= <b>Fail and resit</b> (or if resits already taken then course termination)
2		In the range 0-34%		= <b>Fail and resit</b> (or if resits already taken then course termination)
3		In the range 70-100%		= <b>First</b>
4	Modules to the value of at least 180 credits at 70% or better	and in the range 67– 69%	and failed modules worth less than 40 credits	= <b>First</b>
5	Modules to the value of at least 180 credits at 68% or better, including modules to the value of at least 150 credits at 70% or better	and in the range 67– 69%	and failed modules worth less than 40 credits	= <b>Borderline first - refer to external examiner. Award first only with the agreement of the external examiner otherwise 2.1.</b>
6		In the range 67– 69%	and failed modules worth 40 or 45 credits	= <b>2.1</b>
7	Less than 180 credits of modules at 70% or better	and in the range 67– 69%		= <b>2.1</b>
8		In the range 60– 66%		= <b>2.1</b>
9	Modules to the value of at least 180 credits at 60% or better	and in the range 57– 59%	and failed modules worth less than 40 credits	= <b>2.1</b>
10	Modules to the value of at least 180 credits at 58% or better, including modules to the value of at least 150 credits at 60% or better	and in the range 57– 59%	and failed modules worth less than 40 credits	= <b>Borderline 2.1 - refer to external examiner. Award 2.1 only with the agreement of the external examiner otherwise 2.2.</b>



Undergraduate Examination Conventions and Scheme of Assessment

---

11			In the range 57– 59%	and	failed modules worth 40 or 45 credits	=	<b>2.2</b>
12	Less than 180 credits of modules at 60% or better	and	in the range 57– 59%			=	<b>2.2</b>
13			In the range 50– 56%			=	<b>2.2</b>
14	Modules to the value of at least 180 credits at 50% or better	and	in the range 47– 49%	and	failed modules worth less than 40 credits	=	<b>2.2</b>
15	Modules to the value of at least 180 credits at 48% or better, including modules to the value of at least 150 credits at 50% or better	and	in the range 47– 49%	and	failed modules worth less than 40 credits	=	<b>Borderline 2.2 - refer to external examiner. Award 2.2 only with the agreement of the external examiner otherwise 3rd.</b>
16			In the range 47– 49%	and	failed modules worth 40 or 45 credits	=	<b>3rd</b>
17	Less than 180 credits of modules at 50% or better	and	in the range 47– 49%			=	<b>3rd</b>
18			In the range 40– 46%			=	<b>3rd</b>
19			In the range 35– 39%			=	<b>Pass</b>

---

## 9. Undergraduate Rules of Progression

---

### Guidelines on Undergraduate Progression and Completion

- 9.1 These guidelines apply for undergraduate programmes in the following Colleges:
- College of Arts, Humanities and Law
  - College of Science and Engineering
  - College of Social Science
  - College of Medicine, Biological Sciences and Psychology (programmes in Biological Sciences and Psychology only)
- 9.2 Individual departments may implement further requirements for progression in addition to those outlined here, subject to approval. Where additional rules are in place these will be specified in the relevant programme handbook.
- 9.3 The University's Code of Practice on Examining, the Scheme of Assessment and other related information can be found on the Student and Academic and Services website at the following link: <http://www.le.ac.uk/academic/quality/Codes/examining/index.html>

### Degree Class Bands

- 9.4 The University awards bachelors level degrees with the following classifications:

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%

### Finalist Students

- 9.5 The Board of Examiners will consider the marks of each final year student in accordance with the scheme of assessment.

### Failure in Final Assessments

- 9.6 For details of the treatment of failures, please refer to the Scheme of Assessment.

### Final-Year Results

- 9.7 Students who fail to satisfy the examiners in the final year examinations may be allowed to retake each failed module in January or June of the following year.

### Aegrotat Degrees

- 9.8 If candidates who have completed their full course are prevented by illness or other sufficient cause from beginning or completing a final assessment, they may be considered by the Board of Examiners for the award of an unclassified (aegrotat) degree. Before making a recommendation of this nature examiners are invited to consider whether it might not be in a candidate's best interest to adopt the alternative possibility of allowing a re-sit in the final assessment if the candidate is eligible to do so.

**Consider of Results for Non-Finalists at the First Attempt, normally Midsummer**

- 9.9 Responsibility for the consideration of the marks of candidates taking modules outside the main subject department (including full 40-credit supplementary subjects) lies with the main subject Board of Examiners. It is the responsibility of the main department to obtain from the subsidiary department one percentage mark in respect of each first and second semester module taken by each of its candidates. The main subject Board of Examiners will examine the full range of each candidate's first and second semester marks and will determine which candidates should be regarded as having passed the year and be allowed to proceed without the need to resit modules.
- 9.10 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.
- 9.11 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). Exceptionally, for the purposes of satisfying the demands of professional bodies, or for some other significant academic reason specifically approved by the relevant Academic Director, some modules may be designated as having to be passed at Honours Level (40 per cent or above).
- 9.12 Students who have not satisfied the module requirements set out 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 apply 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 percent has been obtained unless the University has determined that a specific module must be passed at 40 percent (see above), in which case in that module a mark of 39 per cent or less will be deemed to be a fail mark.
- 9.13 In order to be credited with the modules applying to any one academic year and therefore to be able to progress to the next year of their programme, students must:
- a) have satisfied the relevant requirements for each module as set out above  
and
  - b) have achieved a credit-weighted average mark of 40 per cent or more across all the modules taken in the year  
and
  - c) have achieved a pass mark in each module complying with the designations of pass/fail set out in 9.11 above.

- 9.14 The names of those students who are deemed to have failed one or more modules in the course of the academic year will be referred by the Registry to relevant academic advisors in the Quality Office.
- 9.15 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-assessment in any written assessments 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. In certain modules there may be provision for alternative methods of re-assessment. 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.
- 9.16 The maximum mark which can be obtained in an assessment deemed to be a resit is 40 per cent overall.
- 9.17 Students with a module mark in the range 35 – 39 who nevertheless meet the criteria for passing the year as set out in 9.10 and 9.11 above will not be permitted to retake the assessments for the module in an attempt to improve their performance up to a mark of 40 at resit. This can be taken into account when considering borderline cases at the point of determining the degree classification.
- 9.18 **For Integrated Masters Degrees** - where departments have given advance notice to four-year degree students that they must achieve a threshold average mark for progression within the four year degree, then a student who does not achieve the threshold level will normally be required to transfer to the equivalent three-year degree. Such students who are at the end of their third year will be considered as finalists.

### **Scrutiny of Recommendations**

- 9.19 The names of those students who have failed one or more modules in the course of the academic year will be referred by the Registry to relevant academic advisors in the Quality Office. Recommendations which appear to be out of line with regulations or these guidelines will be referred back to departments for additional information. The academic advisors will also be responsible for ensuring that there is consistency of decision-making across departments and programmes, and may therefore also query recommendations on these grounds.
- 9.20 Cases which fall outside the normal application of the guidelines and on which further guidance is sought, following consultation between the department and an academic advisor, will be referred to the Exceptional Cases Panel comprising the College Academic Directors/Director of Education which will meet in July 2012, if required.
- 9.21 Examination Officers are encouraged to contact an academic advisor in the Quality Office to seek advice on any issue that is of concern to them.

**Treatment of Failures at Resit, Normally in September**

- 9.23 Students who have not passed all their assessments in September, following the application of the criteria set out in 9.11 and 9.12 above as applied to the students' overall mark profile incorporating the September marks, will be considered by the relevant Board of Examiners. In the light of their overall performance, the Board may determine an outcome for such students by applying the options below in descending order:
- (a) The normal expectation is that a student who, without mitigating circumstances, fails more than 40 credits at resit will have their course terminated;
  - (b) A student may 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. In order to be permitted to proceed and substitute modules, students will normally have failed no more than 30 credits (i.e. with marks below 35) and have gained a credit weighted average mark for the year of at least 40.
  - (c) Where modules are involved which cannot be substituted a student may be permitted to proceed to the next year of the course repeating the assessments for the failed modules alongside the standard 120 credits for the year. In order to be permitted to proceed and resit modules, students should normally have failed no more than 30 credits, have failed marks no lower than 30 and have a credit weighted average for the year of at least 40.
  - (d) A student may be permitted to have one final attempt to resit failed modules in January and June of the following year without returning into residence in the meantime.
  - (e) A student may be permitted, in exceptional circumstances, a repeat year or semester (see paragraph 9.26 below).
- 9.24 Normally only two attempts at a module will be permitted, a first sit and one resit, except in cases where (b), (c) or (d) above apply. The award of further attempts under these criteria is at the discretion of the Board of Examiners. In such cases three attempts at a module is the maximum that a student will be permitted, unless severe mitigating circumstances apply.

*Note: In Law the convention is that students must successfully complete all 120 credits of first year modules in order to proceed to the next year of the degree course. Normally no student will be allowed more than two opportunities to take the first year examinations. However, where the failure at a resit is in single module (or co-requisite modules with a single combined assessment) totalling 25 credits or less the student may be permitted one further resit attempt without residence in the failed module(s). Failure at this further attempt will result in the student's course being terminated.*

**Return of Results for Non-Finalists**

- 9.25 Student and Academic Services issue detailed instructions on the method and timing of the submission of marks and results with which departments are required to comply.

**Granting of Repeat Years or Periods of Study**

- 9.26 A repeat year is normally granted only for medical or other special reasons. In reaching decisions on students who have failed assessments, Boards of Examiners 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 assessment relating to that part of the programme without repeat attendance. Students granted a repeat period of study who are unable, for financial reasons, to take up their place at the University will be allowed to sit or re-sit the relevant assessments. They will in that case be required to withdraw from the University until the date of the examinations.

### **Students who Withdrew Pending (Re-) Taking Assessments (Resits without Residence)**

- 9.27 Students who are allowed to (re-) take assessments at a future date but who are required to withdraw from the University in the meantime are not regarded as fully-registered students or members of the University, nor do they pay tuition fees. They are required to pay re-assessment fees as specified in Section 17 (17.19-17.21) and notified separately to each student, and through the payment of a small charge resit students may gain an appropriate level of access to library and computing facilities (see 17.22).

### **Proceeding to the Following Year of a Course with Special Assessments**

- 9.28 In exceptional cases (such as absence from the assessments through illness or other sufficient cause), students may be allowed to proceed to the following year of their course without sitting or completing the prescribed assessments by, notwithstanding the regulations, substituting a special departmental examination in lieu of the prescribed University examination, provided that the relevant Academic Director has given his/her prior approval to this course of action at the department's request. The Registry must be notified of any special assessments so that the student record can be updated.

### **Disclosure of Results**

- 9.29 At the end of the First Semester and at the latest by 28 February, departments are required to provide students with feedback on performance in first semester modules. 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.
- 9.30 At the end of the second semester, unofficial pass lists either on a module or a subject basis may be issued by departments in advance of the publication of the official results, but after the list of successful candidates has been approved by the relevant Board of Examiners, as specified in Ordinance 17(6). Particular care should be taken to ensure that the results of B.A. Combined Studies students are not released until after the meeting of the Board of Examiners responsible for the degree.
- 9.31 The module marks obtained by an individual student are regarded as confidential to that student, and should therefore not be displayed on official or unofficial pass lists, but should be disclosed on an individual basis by tutors or other designated members of staff.

**Conditions of the Re-Entry of Course Terminated Students to other University Programmes**

9.32 Where students have had their course terminated, they may be permitted to re-enter a different degree programme on fulfilment of the following conditions:

- (a) The student must obtain the permission of both the original department and the receiving department, by obtaining the signatures of the two heads of department on a Change of Degree Course form. The original department should indicate on the form that the student's course has been terminated. The student should then submit the form to the Registry in the normal way.
- (b) The receiving department should not base its decision to accept the student on A-level performance alone, but should take into account the student's module marks during the failed degree programme.
- (c) The receiving department must obtain an account of why the student's course was terminated. If the termination was directly or indirectly the result of a neglect of academic obligations, then the student should not be permitted to re-enter a new programme. If the termination was the result of academic failure owing to an unsuitable choice of degree programme, then the student may be permitted to re-enter a new programme, provided that the receiving department is confident that the same mistake is not being repeated.
- (d) The receiving department must write an explanatory note which should be sent to the Academic Advisor to the College within which the department responsible for the new programme resides. The note should give an account of who has been consulted in the original department and explain why the receiving department judges that the student will be successful if given a further opportunity.
- (e) It should be made clear to the student that it is their responsibility to ensure that they have funding for a repeat period of study.

*Note: Transfers of course following a course termination will not normally be approved when the termination of the original registration falls at the end of the final year.*

---

## 10. Taught Postgraduate Programmes: Schemes of Study, Assessment and Award

---

### Introduction

- 10.1 These regulations apply to the schemes of study, assessment and award of the following postgraduate qualifications: MA, MSc, LLM, MBA, M Res, Postgraduate Diploma and Postgraduate Certificate. Separate regulations apply to the Postgraduate Certificate in Education (PGCE).
- 10.2 Each programme of study and assessment will have an approved programme specification which will include information on the following aspects of the programme:
  - a) approved modes of study
  - b) the normal and maximum periods of registration for each mode
  - c) details of compulsory and optional modules
  - d) details of any formal progression points
  - e) titles of any intermediate awards available
- 10.3 Any variations to the provision set out in these regulations and any additional regulations will be approved by Senate and detailed in the relevant programme specification.
- 10.4 Programmes of study offered under these regulations will comprise taught modules and a dissertation or research project totalling 180 credits. Where 0-credit modules have been approved as part of a programme these will be detailed in the relevant programme specification.
- 10.5 Not all modules approved as part of a programme will necessarily be available every year.
- 10.6 Taught campus-based programmes usually begin at the start of the Autumn term unless otherwise stated in programme specifications.
- 10.7 For the purposes of progression and recommendation for an award the pass mark for programmes offered under these regulations is 50%.
- 10.8 Masters degrees offered under these regulations will include a dissertation or research project of 60 credits, unless otherwise approved.
- 10.9 All programmes will follow one of the schemes of assessment detailed in these regulations. The scheme of assessment followed will be specified in the relevant programme specification.
- 10.10 Departments are permitted to supplement the scheme of assessment followed by designating compulsory modules as 'necessary to pass', meaning that a mark of at least 50% must be achieved in the modules for the qualification to be awarded. Such modules should be clearly identified in programme specifications and handbooks.
- 10.11 In exceptional circumstances and with the approval of the Academic Policy Committee modification of a scheme of assessment may be permissible where external accreditation requires it.
- 10.12 Where required by the relevant professional, statutory or regulatory body, Senate may approve procedures for the consideration of allegations of professional suitability and/or fitness to practise. The University may determine that a student found professionally



unsuitable and/or unfit to practise shall not be awarded a degree or other qualification, irrespective of their performance in assessments.

### **Progression Points**

- 10.13 Formal progression points for individual programmes may be specified in the relevant programme specifications. A progression point defines the number of modules and level of attainment which a student must achieve in a specified time to progress to the next stage of their studies. The programme specification will specify whether, or in what circumstances, any periods of approved suspension may be taken into account when determining whether a student has completed the requirements at a particular progression point.
- 10.14 At each formal progression point the department will review the progress of each student and determine whether they have met the requirements to progress to the next stage of the programme. In cases where a student has failed to meet the requirements to progress the department will determine that the student will be required to withdraw from the University and will make a recommendation to the Board of Examiners for an intermediate award where appropriate.

### **The award of Masters Degrees, Postgraduate Diplomas and Postgraduate Certificates**

- 10.15 The appropriate degree, postgraduate diploma or postgraduate certificate will be awarded to students who have completed the relevant course in full and satisfied the examiners in the prescribed examinations and assessment.

### **Classification Conventions**

- 10.16 **Distinction:** To be awarded a distinction, a student 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.
- 10.17 **Merit:** To be awarded a pass with merit, a student 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.
- 10.18: **Pass:** To be awarded a pass, a student 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.

### **Schemes of Assessment**

- 10.19 The following two schemes of assessment have been approved for all postgraduate taught awards (except M Res)

## **Scheme A**

10.20 Scheme A 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 student 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 completed all taught modules and their associated assessment requirements; and
- iii) achieve a mark of 50% or above in the dissertation.

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

- i) obtain at least 90 credits at 50% or above with no more than 15 credits below 40%, and
- ii) have completed all taught modules and their associated assessment requirements.

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

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

**OR**

**ii) Master's**

To be awarded a master's degree a student 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 completed all taught modules and their associated assessment requirements; and
- iii) achieve a mark of at least 50% or above in the dissertation.

To be awarded a master's degree with merit a student 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 student 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**

10.21 Scheme B is as follows:

**Master's**

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

- i) obtain a credit weighted average from 180 credits of not less than 50%;
- ii) have completed all taught modules and their associated assessment requirements and obtained a mark of at least 50% in the dissertation.

To be awarded a master's degree with merit a student 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 completed all taught modules and their associated assessment requirements.

To be awarded a master's degree with distinction a student 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 completed all taught modules and their associated assessment 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 student must:

- i) obtain a credit weighted average from 120 credits of not less than 50%;
- ii) have completed all taught modules and their associated assessment requirements.

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

- i) obtain a credit-weighted average from 120 credits of not less than 60%;
- ii) have completed all taught modules and their associated assessment requirements.

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

- i) obtain a credit-weighted average from 120 credits of not less than 70%;
- ii) have completed all taught modules and their associated assessment 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 student must

- i) obtain a credit weighted average from 60 credits of no less than 50%;
- ii) have completed all taught modules and their associated assessment requirements

### **Scheme of Assessment for M.Res Degree Programmes**

10.22 The following scheme applies to all M.Res degree programmes with the exception of M.Res by individually supervised study, the scheme of assessment for which can be found on pp.51-52 of these regulations

- a) 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;
- b) 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;
- c) 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.

### **Re-sits and Resubmissions**

10.23 A student who fails to reach the pass mark in any assessed element of the programme, including the dissertation, may be allowed to re-submit or re-sit assessments where appropriate on one occasion only.

- 10.24 A student may re-sit examinations or re-submit coursework in relation to an individual module on one occasion only. The number of modules where re-sits or re-submissions are allowed may be detailed in programme specifications or may be at the discretion of the Board of Examiners.
- 10.25 The mark obtained for re-submitted work or a re-sit is capped at 50%.
- 10.26 Where a student re-submits or re-sits an examination but does not reach the pass mark the highest of the two marks obtained at first submission/resubmission or sit/re-sit will be applied.

---

# 11. Regulations Concerning Masters Degrees by Individually Supervised Study

---

## **Master of Research (MRes) (College of Medicine, Biological Sciences and Psychology)**

### **Period of Registration**

11.1 The period of registration is 12 months full-time.

### **Curriculum**

11.2 The MRes is 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**

11.3 Candidates will be required to keep a written record of all training taken, which must be presented at the oral examination.

11.4 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:

- a) 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).
- b) 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).
- c) A research seminar, given to the department before the end of month 9, that will be assessed for content and presentation\* (see addendum below).
- d) 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.
- e) 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).

- 11.5 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**

- 11.6 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.
- 11.7 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, e.g. 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.*

### **Degrees of M.A. and M.Sc. by Individually Supervised Study**

- 11.8 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**

- 11.9 The period of registration is one year full-time or two years part-time.

### **Curriculum**

- 11.10 Candidates for an MA or MSc by Individually Supervised Study study 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 integrated masters degrees and a 60 credit dissertation on an approved topic.

### **Assessment**

- 11.11 Each module will be assessed in accordance with the standard assessment requirements for that module.
- 11.12 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**

- 11.13 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.



---

## 12. Regulations Concerning Academic Appeals

---

### Academic Appeals Regulations

- 12.1 These Regulations apply to all students who wish to appeal against the decision of a Board of Examiners or another academic body responsible for decisions on student progression, assessment and award.
- 12.2 A student may only appeal on the following grounds:
- that there are or were circumstances materially affecting the student's performance, for which supporting evidence exists, which were not known to the Board of Examiners or other academic body at the time its decision was taken and which it was not reasonably practicable for the student to make known beforehand;
  - that there were procedural irregularities in the conduct of examination or assessment procedures of such a nature as to create a reasonable possibility that the result may have been different if it had not occurred;
  - that there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.
- 12.3 An appeal which questions the academic or professional judgement of those responsible for assessing a student's academic performance or professional competence will not be permitted.
- 12.4 Where a student's appeal is based on mitigating circumstances as in a) above medical certificates from a qualified medical practitioner or other independent documentary evidence must be provided to support the claim. The evidence supplied must be in English and where the original is in another language a certified copy in English must be submitted. Medical certificates or other documentary evidence should normally be submitted at the time of the illness or other circumstances. Retrospective evidence will be considered at the discretion of an Appeals Panel and students must provide an explanation as to why it was not possible to submit the evidence at the time. Panels will only accept evidence where it considers there was a good reason for it not to have been submitted at the appropriate time.
- 12.5 A student must submit an appeal on his or her own behalf. An appeal form with supporting evidence must be submitted to the Quality Office by published deadlines.
- 12.6 Students wishing to appeal against a degree classification must submit notice of their intention to appeal to the Quality Office before the degree congregation at which their degree will be conferred.
- 12.7 It is a student's responsibility to submit an appeal by the given deadline. Appeals submitted after the deadline will be deemed to be out of time and will not be considered unless there is clear documentary evidence to demonstrate that a student was prevented from submitting the appeal by the deadline.
- 12.8 On receipt of an appeal the Quality Office will initially consider whether it has been made on the grounds specified in paragraph 12.2 above. If no eligible grounds have been cited the student will be advised accordingly and the appeal will either be turned down or a request for further information or evidence made. Where an appeal is turned down there will be no opportunity for a student to appeal against the decision within the University

- but the right of recourse to the Office of the Independent Adjudicator will be advised to the student via a Completion of Procedures letter.
- 12.9 If the appeal has been made on the grounds specified in paragraph 12.2 above the Quality Office will obtain a report on the appeal from the relevant Head of Department or their nominee. This report, along with the student's appeal form and supporting evidence will be considered by the next available appeals panel. A copy of the departmental report will be supplied to the student on request.
- 12.10 If on receipt of a copy of an appeal, a department considers that there is new evidence of either mitigating circumstances or a procedural irregularity in light of which a Board of Examiners would have been likely to have reached a different decision it may request the opportunity to refer the student's case back to the Board of Examiners.
- 12.11 An appeals panel will comprise three members of the academic staff of the University drawn from the annual list nominated by Colleges and approved by the Academic Policy Committee. No member of the panel will be drawn from the student's own department(s) or have had previous involvement with the student. Postgraduate appeals panels will be Chaired by the Graduate Dean or her nominee. For undergraduate appeals there will be a pool of named staff approved as Chairs by the Academic Policy Committee.
- 12.12 A member of the Quality Office will serve as Secretary to each appeal panel. The student and department will be notified of the date on which an appeal will be considered.
- 12.13 Students are not required to attend panel meetings. Their case will be considered on the basis of documentation submitted.
- 12.14 A record of the appeals panel meeting will be kept by the Secretary.
- 12.15 After considering the evidence an Appeals Panel may decide in the case of undergraduate or taught postgraduate students:
- a) To dismiss the appeal
  - b) To uphold the appeal and require the Board of Examiners or appropriate academic body to reconsider its decision taking into account such information or findings that the Appeals Panel deems appropriate
- 12.16 After considering the evidence an Appeals Panel may decide in the case of a research student:
- a) To dismiss the appeal
  - b) To uphold the appeal and recommend that the student be permitted to re-submit for the degree for which he/she was registered
  - c) To uphold the appeal and recommend that the student be permitted to re-submit for a master's degree
  - d) With respect to (b) and (c) above the Panel may choose to recommend the appointment of new examiners
- 12.17 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.

- 12.18 Each year an annual report on the number and nature of appeals will be prepared by the Quality Office for consideration by the Academic Policy Committee.

---

## 13. Regulations Concerning Student Complaints

---

### **Student Complaints Procedures**

- 13.1 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.
- 13.2 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, student staff 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).
- 13.3 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.
- 13.4 Senior officers comprise:
- a) 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
  - b) The Librarian (in relation to the Library)
  - c) The Director of IT Services (in relation to computing facilities)
  - d) The Director of Residential and Commercial Services (in relation to student accommodation and the University's catering and conference services)
  - e) The Registrar and Secretary (in relation to any aspect of the University's administration and the operation of its Corporate Services)
  - f) 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).
- 13.5 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>

- 13.6 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.
- 13.7 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.
- 13.8 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.
- 13.9 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.
- 13.10 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**

- 13.11 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.

- 13.12 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.
- 13.13 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.
- 13.14 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](mailto: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

---

## 14. Regulations Concerning Student Responsibilities

---

### **Personal Conduct**

14.1 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 (Section 15), and the University's Student Charter (Appendix B) and Student Code of Social Responsibility (Appendix C).]

### **Ordinance 23: Discipline**

14.2 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**

14.3 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.
- 14.4 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
- 14.5 Students will be informed of the University's decision in writing.

### **Academic Dishonesty**

- 14.6 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.
- 14.7 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.
- 14.8 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                              |

- 14.9 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 downgrading of the degree class, if not occurring automatically, should be considered.
- 14.10 The appeals procedures for students whose registrations are terminated because of plagiarism will be as for termination on the grounds of failure.
- 14.11 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.
- 14.12 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.

---

## 15. Code of Student Discipline

---

### **Basis of Jurisdiction**

- 15.1 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.
- 15.2 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.
- 15.3 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.

### **Definition of Misconduct**

- 15.4 The University requires students to conduct themselves with propriety, both in and around University buildings and also in public places.
- 15.5 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.
- 15.6 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.
- 15.7 The following shall constitute misconduct and render a student liable to disciplinary action:
- a) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
  - b) 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;

- c) 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;
- d) 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;
- e) action likely to cause injury or impair safety on University premises;
- f) sexual, racial or religious harassment of any student, member of staff of the University, or visitor to the University;
- g) use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work;
- h) 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;
- i) falsification, misappropriation or misuse of University documents or records or other data, including those held on a computer or word processor;
- j) conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence:
  - i) takes place on University premises, or
  - ii) affects or concerns other members of the University community, or
  - iii) damages the good name of the University, or
  - iv) itself constitutes misconduct within the terms of this Code, or
  - v) is an offence of dishonesty, where the student holds an office of responsibility in the University, or
  - vi) is such as to render the student unfit to practise any particular profession or calling to which that student's course leads directly;
- k) notwithstanding paragraph 14.5 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);
- l) behaviour which brings the University into disrepute;
- m) 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;

- n) breach of the provisions of any University Code or Regulation which provides for breaches to constitute misconduct under this Code;\*
- o) failure to comply with a previously-imposed penalty under this Code or imposed under Regulations enforced through this Code.

15.8 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.*

### **Summary Procedures**

15.9 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.

15.10 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.

15.11 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:

- a) choose to deal with the offence by summary procedure;
- b) choose to refer the case to the Senate Disciplinary Committee.

15.12 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.

15.13 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.

- 15.14 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.
- 15.15 In imposing a penalty on a student pursuing courses leading to a professional qualification (see 15.7 k) 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.
- 15.16 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.
- 15.17 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.
- 15.18 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:
- 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;
  - invite the student to attend the meeting, accompanied by a friend if so wished;
  - invite the student to submit a written statement prior to the meeting;
  - 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.

- 15.19 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.

### **Senate Disciplinary Committee**

- 15.20 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:

- a) The Vice-Chancellor (in the Chair)

*Note: Where the Vice-Chancellor delegates the Chairmanship (see 15.3 above), this may only be to an authorised officer who has not previously been involved in the case under consideration.*

- b) Three members of Senate, two of whom shall serve on each occasion upon which the Committee is convened.
- c) 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 (b) shall serve for three years and shall retire for at least one year before being eligible for reappointment.

- 15.21 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.

### **Investigating Officers of the Senate Disciplinary Committee**

- 15.22 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:

- a) to conduct at the request of the Vice-Chancellor an enquiry into allegations against a student or students;
- b) to inform alleged offenders of the nature of the allegations against them;
- c) to invite injured parties, alleged offenders, witnesses and other interested persons to submit written statements concerning the offence;
- d) 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.

### **Proceedings of the Senate Disciplinary Committee**

15.23 A hearing by the Senate Disciplinary Committee shall comply with the following procedure:

- a) 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.
- b) 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.
- c) 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:
  - i) to notify members of the date and time of the hearing, and to send them a copy of the Investigating Officer's report;
  - ii) 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;
  - iii) 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.
- d) 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:

- i) 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;
  - ii) the Vice-Chancellor shall invite any witnesses to the misconduct to give evidence;
  - iii) the Vice-Chancellor shall invite the student to question any witnesses to the misconduct;
  - iv) the Vice-Chancellor shall invite the student and any witnesses he/she may have called to give evidence;
  - v) all persons giving evidence may then be questioned by any member of the Committee;
  - vi) the Vice-Chancellor shall invite the Academic Affairs Officer of the Students' Union (if present) to comment on any part of the proceedings;
  - vii) the Vice-Chancellor shall invite the student to make a final statement;
  - viii) 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;
  - ix) 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.
- e) 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.
- f) 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.

**Appeals against decisions of the Senate Disciplinary Committee** (excluding those decisions referred to in 15.35)

- 15.24 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.
- 15.25 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.
- 15.26 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).
- 15.27 The appellant and any witnesses he/she may wish to call shall be invited to give evidence.
- 15.28 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)
- 15.29 The appellant and the Vice-Chancellor shall be invited to question the witnesses.
- 15.30 All persons giving evidence may then be questioned by any member of the Committee.
- 15.31 The Vice-Chancellor and the appellant (in that order) shall be invited to make a final statement.
- 15.32 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.
- 15.33 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.
- 15.34 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.

### **Appeals against decisions of the Disciplinary Committee of the Students' Union**

15.35 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:

- a) 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;
- b) 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);
- c) the Vice-Chancellor shall invite the appellant to question the Academic Affairs Officer of the Students' Union and his or her witnesses;
- d) all persons giving evidence may then be questioned by any member of the Committee;
- e) the Academic Affairs Officer of the Students' Union and the appellant (in that order) shall be invited to make a final statement;
- f) 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;
- g) 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.
- h) 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.

### **Reports and Records**

15.36 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.

- 15.37 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.
- 15.38 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.

**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.*

- 15.39 The following procedures apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a court of law:
- a) 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;
  - b) In the case of all other offences under the criminal law, no action (other than suspension or exclusion pursuant to 15.40 to 15.49 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;
  - c) 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.

**Suspension and exclusion pending a hearing**

- 15.40 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.
- 15.41 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.

- 15.42 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.
- 15.43 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.
- 15.44 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.
- 15.45 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.
- 15.46 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.
- 15.47 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 15.46 above are provided and the matter reviewed within five days.
- 15.48 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.
- 15.49 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.

---

## 16. Academic Discipline: Examinations

---

### Academic Discipline: Examinations

- 16.1 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.
- 16.2 The Registrar and Secretary has delegated his general powers of jurisdiction to the Academic Registrar in relation to examination offences.
- 16.3 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.
- 16.4 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.
- 16.5 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.
- 16.6 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.
- 16.7 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.
- 16.8 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.

- 16.9 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.
- 16.10 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.

---

## 17. Fees and Charges, 2011/12

---

### **Payment of Fees and Other Dues**

- 17.1 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".
- 17.2 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.
- 17.3 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.

### **Full-Time Courses**

- 17.4 The sessional fees set out below include the fees for registration, matriculation, tuition, examination, graduation and fees for re-assessment. The fees payable by associate students depend on the period of attendance and the courses taken. Fees are chargeable for each academic year of study.
- 17.5 Students who fail to pay the second instalment of their tuition fees by the due date may have their registration cancelled or suspended.
- 17.6 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)**

- 17.7 If a student chooses to withdraw from their programme or request a suspension of their studies (please refer to Admission and Registration Regulations for Taught Programmes, pp.11-16) part way through the academic year, any tuition fee refund will be made as appropriate.
- 17.8 If a student has their course terminated due to academic failure, academic dishonesty or neglect of academic obligations part way through the year, the date of leaving is determined by the date the decision is taken by the relevant University Committee.
- 17.9 Where a student is withdrawn from their programme due to non-attendance, in accordance with regulations, part way through the academic year, the date of leaving is determined by the date the decision is taken by the relevant University Committee.
- 17.10 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)**

- 17.11 If a student withdraws from their programme or requests a suspension of studies 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**

- 17.12 Details of the fees for Home/EU students undertaking undergraduate programmes, including foundation programmes, at the University are available on the Finance Division website via the following link:

[http://www.le.ac.uk/finance/studentfees/studentfeeshomeeuundergraduate\\_2011\\_12.html](http://www.le.ac.uk/finance/studentfees/studentfeeshomeeuundergraduate_2011_12.html)

### **Overseas Undergraduate Students**

- 17.13 Details of the fees for overseas students undertaking undergraduate programmes, including foundation programmes, at the University are available on the Finance Division website via the following link:

[http://www.le.ac.uk/finance/studentfees/studentfeesinterfees\\_2011\\_12.html](http://www.le.ac.uk/finance/studentfees/studentfeesinterfees_2011_12.html)

- 17.14 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.

### **Channel Islands Undergraduate Students**

- 17.15 Details of the fees for students from the Channel Islands undertaking undergraduate programmes at the University are available on the Finance Division website via the following link:

[http://www.le.ac.uk/finance/studentfees/studentfeeshomeeuundergraduate\\_2011\\_12.html](http://www.le.ac.uk/finance/studentfees/studentfeeshomeeuundergraduate_2011_12.html)

### **Home/EU Taught Postgraduate Students**

- 17.16 Details of the fees for Home/EU students undertaking taught postgraduate programmes at the University are available on the Finance Division website via the following link:

[http://www.le.ac.uk/finance/studentfees/studentfeeshomeeupostgraduate\\_2011\\_12.html](http://www.le.ac.uk/finance/studentfees/studentfeeshomeeupostgraduate_2011_12.html)

### **Overseas Taught Postgraduate Students**

- 17.17 Details of the fees for overseas students undertaking undergraduate programmes, including foundation programmes, at the University are available on the Finance Division website via the following link:

[http://www.le.ac.uk/finance/studentfees/studentfeesinterfees\\_2011\\_12.html](http://www.le.ac.uk/finance/studentfees/studentfeesinterfees_2011_12.html)

### **Fee Discounts**

- 17.18 Loyalty Discounts for International students are also available as follows:
- a) 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.

b) 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

### Re-Assessment Fees

17.19 The September Re-assessment fee is £60

17.20 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.

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

### Assessments taken without residence:

17.22 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:

- a) The licensing costs of providing access to the University's computer system for study, study support and revision purposes
- b) External reader status in the University Library – maximum borrowing limit of four books
- c) Support from the AccessAbility Centre, for students with special needs
- d) Advice from the Careers Service if required
- e) Advice from the Welfare and Counselling Services if required
- f) Advice from the student's academic department(s) on:
  - i) any minor changes to the curriculum which might have an impact on
  - ii) the re-sit paper (where major changes have taken place a special re-sit paper will be set)
  - iii) any planned changes to the format of the examination paper(s)
  - iv) amended reading lists if applicable
- g) 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 undertaken an approved suspension of studies 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**

17.23 The following charges are applicable:

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	£5 per copy
Full academic transcript (graduates 1998 onwards)	
first copy	No charge
additional copy	£15
Full academic transcript (graduates up to 1997)	
first copy	£15
additional copy	£5
Confirmation of award of degree	No charge*
Certification of transcript as a true record	No charge*
Certification of photocopied certificates	No charge*

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

17.24 Delivery costs for additional/replacement copies must be met by the applicant.

### **Vacation Study**

17.25 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**

- 17.26 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.
- 17.27 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.

---

## 18. Regulations Concerning Freedom of Speech

---

### **Introduction**

- 18.1 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**

- 18.2 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**

- 18.3 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.
- 18.4 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.
- 18.5 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.
- 18.6 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.
- 18.7 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**

- 18.8 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.
- 18.9 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.
- 18.10 These Administrative Procedures may include, inter alia:
- a) details of the arrangements required for booking rooms or arranging other activities on University premises;
  - b) appointing of Officers responsible for the receipt of bookings;
  - c) 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 18.17 below.
- 18.11 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**

- 18.12. Any meeting or activity taking place on the premises of the University, shall, whether it has been "designated" or not, comply with paragraphs 18.1 and 18.4 above, and with paragraphs 18.13 to 18.16 below.
- 18.13. 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.
- 18.14. 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.
- 18.15 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.

- 18.16 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**

- 18.17 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.
- 18.18 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.
- 18.19 The organisers of such a Designated Event shall ensure that a single person is appointed as principal organiser of the event.
- 18.20 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.
- 18.21 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.
- 18.22 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.
- 18.23 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.
- 18.24 The conditions prescribed by the Registrar may include conditions concerning admission or exclusion of press, television or broadcasting personnel.
- 18.25 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.
- 18.26 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**

- 18.27 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.
- 18.28 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.



---

## 19. Statement Concerning Harassment and Discrimination

---

- 19.1 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.)
- 19.2 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.
- 19.3 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 The Equality Act 2010. It is strongly recommended, however, that advice is taken from an appropriate University official before such action is taken.

- 19.4 The University's Equal Opportunities Statement is as follows:

*The University of Leicester will positively promote equality of opportunity for all current and potential students, staff and its other stakeholders. It will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.*

The above list of characteristics are known as protected characteristics.

- 19.5 The following definitions are only intended to provide broad guidelines:

Harassment is defined as unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Unwanted conduct of a sexual nature

Treating a person less favourably than another person because they either submitted to, or did not submit to, sexual harassment or harassment related to sex or gender reassignment.

Harassment can include vexatious or offensive oral or written comments and can extend to physical abuse.

Discrimination occurs when an individual or groups of individuals on the grounds of gender are treated less favourably than others would be treated, on the grounds of any of the protected characteristics as outlined in the University's Equal Opportunities Statement (above).

### **Complaints procedures**

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

- 19.6 Informal procedures

- a) If possible, the offender should be asked to discontinue the activity which has caused distress.
- b) If a direct approach is not possible, or has had no effect, the offence can be referred to one or more of the following:
  - i) Personal Tutor

- ii) Academic Affairs Officer or Welfare and International Officer of the Students' Union
  - iii) Students' Union Part-Time Student Officers or Association Presidents
  - iv) Student Welfare Service
  - v) Counselling Service
  - vi) Freeman's Common Health Centre
  - vii) Chaplain
  - viii) Warden of Accommodation
  - ix) Nightline
  - x) Departmental Equality Officers
- c) The following senior officials can also be consulted on an informal basis:
- i) Heads of Departments
  - ii) Academic Registrar
  - iii) 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.

#### 19.7 Formal Procedures

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

*See also: Regulation relating to Personal Conduct, p.60*

*Student Complaints Procedure, pp.57-59*

*Code of Student Discipline, pp.64-74*

*Extract from Race Equality Policy (Appendix D)*

---

## 20. The Students' Union

---

- 20.1 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:
- a) Ordinance 22 of the University
  - b) Other Regulations Concerning the Students' Union

### **Ordinance 22**

- 20.2 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.
- 20.3 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.
- 20.4 Members under 19.3(b) and (c), other than Honorary Members, will be required to pay such subscription as may be required by the Regulations of the Union.
- 20.5 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.
- 20.6 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.

- 20.7 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.
- 20.8 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.
- 20.9 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.
- 20.10 No person shall hold sabbatical office, or paid elected office, in the Union for more than two years in total.
- 20.11 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.
- 20.12 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.
- 20.13. 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.
- 20.14. 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.
- 20.15 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.
- 20.16 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.
- 20.17 The Union shall incur no expenditure, and take no other action, which is inconsistent with the law relating to charities.
- 20.18 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.
- 20.19 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 20.3 (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.
- 20.20 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**

- 20.21 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.
- 20.22 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.
- 20.23 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.
- 20.24 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.
- 20.25 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.
- 20.26 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].

- 20.27 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:
- a) Catering services
  - b) Shopping facilities
  - c) Access to Banks and other commercial services operating within the Students' Union
  - d) Membership of the Sports Association and affiliated clubs
  - e) 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
  - f) Welfare advice and accommodation services. (All students additionally have access to welfare services provided by the University).
- 20.28 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.
- 20.29 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.
- 20.30 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.

---

## 21. Additional Regulations

---

### **Academic Dress**

- 21.1 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.

### **Residential Accommodation**

- 21.2 All students are required to be familiar with the University's regulations regarding residential accommodation, available on the Accommodation Services website:

<http://www2.le.ac.uk/offices/accommodation/terms>

### **Library**

- 21.3 All students are required to be familiar with the University's regulations regarding use of the library, available at the following link:

<http://www2.le.ac.uk/library/about/strategypoliciesandregulations/library-regulations>

### **University Computing Facilities**

- 21.4 All students are required to be familiar with the University's regulations regarding use of the University computing facilities, available at the following link:

<http://www2.le.ac.uk/offices/itservices/resources/cis/iso/csregs>

### **Parking**

- 21.5 All students are required to be familiar with the University's regulations regarding parking, available at the following link:

<http://www2.le.ac.uk/offices/estates/services/day-to-day-services/transport/parking-1>



---

## Appendix A: Data Protection and Use of Student Data

---

### **Data Protection Act**

- 1 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.
- 2 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.
- 3 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 and further information is also available on the Information Assurance Services website).
- 4 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.
- 5 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.

### **Notification by the University to applicants**

- 6 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.

- 7 The University also uses student information as follows:
- a) providing contact details to the Students' Union to enable it to offer appropriate services to students
  - b) providing progress reports to sponsors of students (except relatives)
  - c) providing references to education institutions and potential employers
  - d) publication of the names of graduating students in the degree ceremony graduation programme
  - e) informing schools of the degree awards made to their former pupils
  - f) disclosing information about students to their former schools for the purposes of schools liaison
  - g) for the purposes of plagiarism detection, utilising the on-line *Turnitin* plagiarism detection service
  - h) to produce Higher Education Achievement Reports for students (HEAR)
  - i) 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).
- 8 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.
- a) 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.
  - b) If you have any queries about data protection please contact the University's Data Protection Officer.

### **Student Collection Notice**

- 9 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.
- 10 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.

- 11 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.

### **Use of HESA Record**

- 12 The HESA record is used for three broad purposes:

### **Statutory Functions**

- 13 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.
- a) Department for Business, Innovation and Skills
  - b) Welsh Assembly Government
  - c) Scottish Government
  - d) Department for Employment and Learning, Northern Ireland
  - e) Higher Education Funding Council for England
  - f) Higher Education Funding Council for Wales
  - g) Scottish Further and Higher Education Funding Council
  - h) Training and Development Agency for Schools
  - i) Department for Education
  - j) General Social Care Council
  - k) Research Councils
- 14 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.
- 15 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**

### **HESA Publications**

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

**Research, equal opportunity, journalism, other legitimate interest/public function**

- 17 HESA will also supply anonymised data to third parties for the following purposes:
- a) 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
  - b) Research. This may be academic research, commercial research or other statistical research into education where this is of benefit to the public interest.
  - c) Journalism, where the relevant publication would be in the public interest e.g. league tables
- 18 Anonymised data for the above purposes is supplied by HESA to the following types of user:
- a) Local, regional and national government bodies who have an interest in higher education
  - b) Higher education sector bodies
  - c) Higher education institutions
  - d) Academic researchers and students
  - e) Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
  - f) Unions
  - g) Non-governmental organisations and charities
  - h) Journalists
- 19 HESA will take precautions to ensure that individuals are not identified from the anonymised data which they process.

**Your rights**

- 20 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](http://www.hesa.ac.uk/dataprot) or email [data.protection@hesa.ac.uk](mailto:data.protection@hesa.ac.uk).

**Students on Initial Teacher Training courses at institutions in England only:**

- 21 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.

### **Destinations of Leavers from HE (DLHE) Collection Notice**

22 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.**

### **Use of HESA DLHE record**

23 The HESA DLHE Record is used for three broad purposes:

#### **Statutory Functions**

24 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.

- a) Department for Business, Innovation and Skills
- b) Welsh Assembly Government
- c) Scottish Government
- d) Department for Employment and Learning, Northern Ireland
- e) Higher Education Funding Council for England
- f) Higher Education Funding Council for Wales
- g) Scottish Further and Higher Education Funding Council
- h) Training and Development Agency for Schools
- i) Department for Education
- j) General Social Care Council
- k) Research Councils

25 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.

### **HESA publications**

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

### **Research, equal opportunity, journalism, other legitimate interest/public function**

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

- a) 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

- b) Research. This may be academic research, commercial research or other statistical research into higher education where this is of benefit to public interest.
  - c) Journalism, where the relevant publication would be in the public interest e.g. league tables
- 28 Anonymised data for the above purposes is supplied by HESA to the following types of user:
- a) Local, regional and national government bodies who have an interest in higher education
  - b) Higher education sector bodies
  - c) Higher education institutions
  - d) Academic researchers and students
  - e) Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
  - f) Unions
  - g) Non-governmental organisations and charities
  - h) Journalists
- 29 HESA will take precautions to ensure that individuals are not identified from the anonymised data which they process.

**Your rights**

- 30 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](http://www.hesa.ac.uk/dataprot) or email [data.protection@hesa.ac.uk](mailto:data.protection@hesa.ac.uk)

---

## Appendix 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 these 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.

---

## Appendix 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:**

#### **Aim**

6. 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.

#### **Objective**

7. 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.



## Principles

- 8 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.

## Definitions

- 9 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.