

# **GENERAL REGULATIONS**

**2008/09**

These regulations apply to undergraduate and postgraduate students registered on full- and part-time campus based programmes. The University reserves the right, without notice, to withdraw courses and to make changes in regulations, courses, fees, etc. at any time before or after a candidate's admission. Admission to the University is subject to the requirement that the candidate will comply with the University's registration procedure and will duly observe the Charter, Statutes, Ordinances, and Regulations of the University from time to time in force.

Other Publications:

Undergraduate Prospectus

Postgraduate Prospectus

Undergraduate Programme Regulations

Postgraduate Programme Regulations

Copies of these are available for consultation in the Library, the Student Support Centre in the Students' Union and in academic departments, or may be obtained from the Admissions Office (for the Undergraduate Prospectus), or viewed on the Corporate Web Information Service (CWIS).

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University of Leicester

**UNDERGRADUATE AND POSTGRADUATE REGULATIONS FOR  
CAMPUS BASED PROGRAMMES**

2008-2009

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## Dates of Terms

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### 2008-2009

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Autumn Term:	29 September	—	12 December
(First Semester:	29 September	—	16 January)
Spring Term:	12 January	—	27 March
(Second Semester:	19 January	—	26 June)
Summer Term:	4 May	—	26 June

### 2009-2010 (subject to confirmation)

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Autumn Term:	28 September	—	11 December
(First Semester:	28 September	—	15 January)
Spring Term:	11 January	—	26 March
(Second Semester:	18 January	—	25 June)
Summer Term:	3 May	—	25 June

### 2010-2011 (subject to confirmation)

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Autumn Term:	4 October	—	17 December
(First Semester:	4 October	—	21 January)
Spring Term:	17 January	—	1 April
(Second Semester:	24 January	—	1 July)
Summer Term:	9 May	—	1 July

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

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# Regulations Concerning Undergraduate And Postgraduate Taught Students

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## Registration

All students are required to register at the beginning of each academic year (or on the twelve month anniversary of their previous registration date for those commencing programmes on a non-standard academic year).

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

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

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

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

The attention of students is drawn to *A guide to tuition fee payment for students commencing their studies* issued to all new entrants.

Students become liable for the full sessional fee in order to register (see Fees, page 73). If tuition fees are being paid by a sponsor (government or other funding body, not a relative) adequate proof must be provided of this arrangement prior to registration.

Tuition fees, or the first instalment of tuition fees, must be paid prior to registration.

Students may pay University tuition fees in two instalments; the first instalment is due before registration and the second instalment is due at the beginning of the second semester. (Note: Students commencing their studies in January, April or July may still pay their tuition fees in two instalments, the second payment falling in May, September or January respectively).

**Students who fail to pay their second instalment within the due date will have their registration cancelled.**

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

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

### **Periods of Registration**

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

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

### **Transcripts**

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

### **Attendance**

Attendance is an essential requirement for a first degree. Full-time students must reside in Leicester or within easy commuting distance of the city for the duration of each term, and all students are normally required to attend such lectures, seminars, practicals and other formal classes as are specified in their course timetables.

Departments are empowered to authorise short absences for personal reasons, but requests for absences of more than one week must be explicitly approved by the relevant Faculty Progress Committee, or by the Faculty Sub-Dean acting on the Committee's behalf, and will only be granted if the department is in agreement with the proposal, and if the student concerned takes full responsibility for the completion of outstanding academic work. This procedure also applies if the absence is required for religious reasons, but as students are required to notify the Registry at the beginning of each academic year if there are likely to be religious reasons for any absence during that year, academic departments and administrative offices are expected to

utilise this information pro-actively, so that any specific religious needs can be anticipated and, where practicable, met.

### **Medium of Instruction**

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

### **Personal Conduct**

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

### **Withdrawal**

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

### **Illness**

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

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

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

Where the illness is of more than five days' duration or is of a non-minor nature, medical advice should be sought and a medical certificate submitted to the University. Students are responsible for collecting medical certificates from the Freeman's Common Health Centre and supplying a copy to their department and to the Registry (for students other than MBChB students), or the

Medical School Faculty Office (for M.B.,Ch.B students). Students registered with other general practices should ensure that their medical certificates are similarly distributed.

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

It is the responsibility of students who are required to produce medical evidence of fitness to continue or resume study to acquire such evidence by the date specified to them by the Registry, the Graduate Office or the Secretary of the relevant Faculty Board.

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.

### **Dual Registration**

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

### **Transfer Between Modes of Study**

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

### **Overseas Students**

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

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

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

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

Students seeking advice about this regulation or dispensation from any part of it should in the first instance approach the Sub-Dean of their Faculty, who is responsible to the Board of the Faculty for the application of the regulation concerning Neglect of Academic Obligations (see below).



## Examinations

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

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

Examinations are scheduled utilising two periods a day for the First Semester examinations (9.30 a.m., 2.30 p.m.), and two slots a day for the Second Semester examinations (9.30 a.m. and 2.30 p.m.). Examinations are held on six days a week, Monday to Saturday, and special arrangements cannot be made to accommodate students' personal preferences, unless these arise from specific religious requirements identified by the student at the commencement of the academic year, or are associated with support measures recommended by the AccessAbility Centre.

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

## Neglect of Academic Obligations

The nature of students' academic obligations (for example, attendance at lectures and classes, performance of practical and written work, etc.) varies from programme to programme and from department to department. If students are in doubt about their obligations, they should without delay consult their Personal Tutor, Programme Director or Head of Department. Students may be reported to the Faculty Board 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 to the Board, in writing and/or through their Personal Tutor. The Board may decide for undergraduate students:

- (a) to take no action; or
- (b) to issue, through the Dean or Sub-Dean, a formal warning that the students will need to use their best efforts if they are to be successful in their examinations; or
- (c) to issue through the Dean or Sub-Dean, a formal warning that the Board:

- (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 to Senate that the students' courses be terminated.

The Board 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 to Senate that the student's course be terminated

The Secretary of the Board of Graduate Studies will inform the student of the Board's decision in writing.

### **Failure in Examination**

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

### **Review of Decision to Recommend Termination of Programme (Undergraduates)**

If a Faculty Board resolves to recommend that a student's course be terminated, for whatever reason, the Secretary of the Board will, by letter, notify the student of this recommendation and of the right the student shall have to request that the Board review its decision. Students in this position are strongly urged to consult their Personal Tutor or Head of Department for advice.

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

The review will be conducted by a committee comprising three Deans or Sub-Deans of the Faculties. The membership of the committee will exclude the Dean or Sub-Dean of the Faculty in which the appellant is registered (the Faculty Board of which will have recommended the termination of course). The Dean or Sub-Dean of the student's Faculty may, however, attend the meeting to report on the Faculty Board's consideration of the student's case. The student will be informed of the time and place of the committee's meeting. The student may attend the meeting and may be accompanied by another member of the University. Personal attendance provides an opportunity for the student to expand upon, and answer questions about his/her submission. The student's companion (if any) will be invited to make a brief statement on the student's behalf, but will take no part in the proceedings unless requested to do so by the Chairman. The student's Personal Tutor and a representative of each department involved will also be invited to attend. At the end of the meeting the committee will reach its conclusions in private discussion. The committee will report to the Faculty Board which recommended the termination of course, and the Secretary of the Board will notify the student in writing of the Board's decision. At the conclusion of the review, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

### **Review of Decision to Recommend Termination of Programme (Postgraduates)**

If a Faculty Board recommends that a student's course be terminated, for whatever reason, including neglect of academic obligations, Academic and Research Services will notify the student in writing of the decision and will also advise the student of his or her right of appeal. Students will also be advised that they may seek the help of the Student Support Centre in the Students' Union in deciding whether they wish to appeal and in formulating their submission.

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

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

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

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

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

An Appeals Panel will comprise three members of the Board of Graduate Studies, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was registered. Panels will normally be Chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, Panels may be Chaired by one of the Sub-Deans (Graduate Studies).

The student and the relevant department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University as defined in Section 2 of the Statutes. The student and department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and the department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be

offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be forwarded to the appropriate Faculty Board. The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

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

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

### **Notification of mitigating circumstances**

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

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

### **Appeals against Degree Classifications (Undergraduates)**

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

#### *1. Assessment procedures*

- (a) Degrees are conferred by the authority of Senate on the recommendation of the Boards of the Faculties. Examinations for undergraduate degree courses are the responsibility of the Boards of Examiners comprising the Internal and External Examiners for the subject (or subjects) included in the scope of the examinations. The Internal Examiners are appointed by Senate on the recommendation of the Board of the Faculty concerned from the members of the Academic Staff of the University. All the staff who contribute to a particular degree course are normally members of the Board of Examiners for that course. Those who contribute to the course but are not members of the Academic Staff of the University may

be designated Additional Examiners and may attend meetings of Boards of Examiners, but are not full members and have no voting rights. The External Examiners are appointed by the Senate of the University on the recommendation of Boards of the Faculties and there is at least one External Examiner for each degree course. External Examiners normally hold office for three or four consecutive years and are not permitted to serve for more than five.

- (b) Each degree course has a scheme of assessment, which is normally notified to students through departmental or course handbooks. Boards of Examiners receive each student's marks and assess these in accordance with the provisions of the scheme of assessment in order to arrive at the final degree classification. Medical or other evidence is considered at this stage, and candidates may be asked to attend a *viva* (in some courses, a *viva* is a compulsory element of the examining process). The proposed degree classifications are submitted to the relevant Board of the Faculty for ratification, and then approved by Senate. The results of Combined Studies candidates are considered by departmental Boards of Examiners to approve the subject mark(s), and by a special Combined Studies Board of Examiners which operates the scheme of assessment applicable to that degree.

## 2. *Appeals procedures*

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

- (a) Students wishing to query their degree classification (or for the M.B.,Ch.B. degree, the non-award of Honours) on procedural grounds should consult without delay their Head of Department (or Senior Tutor/Associate Dean for Combined Studies students), who will be able to give detailed guidance about the operation of their scheme of assessment.
- (b) Matters which are unresolved after such consultation has taken place should be referred by the student in writing to the Academic Registrar following the procedure outlined in (c) to (e) below. Students may at this stage wish to consult the Student Support Centre in the Students' Union.
- (c) Students who wish to appeal must notify the Academic Registrar of this before the date of the conferment of the degree (i.e. before the relevant degree ceremony), otherwise the appeal will be declared invalid. Such notification can either be through the submission of the appeal itself, or a notification of intention to appeal.
- (d) Students who have either appealed or submitted a notification of intention to appeal will be allowed to attend the relevant degree congregation, but their degree certificates will be withheld, pending the outcome of the appeal.
- (e) Students who have submitted a notification of intention to appeal must submit their full appeal by the deadline of eight working days after the award of the degree by Senate (in 2008/09, this deadline will be Wednesday 15 July 2009).
- (f) Upon receipt of an appeal, the Academic Registrar will send a copy to the relevant Head of Department and request a written report. In preparing the report, the Head of Department may consult other Internal Examiners and the External Examiner(s) as appropriate. The

task of preparing the report may be delegated by the Head of Department to another member of the academic staff with appropriate knowledge and expertise, for example, the departmental examinations officer.

- (g) The written submissions from the student and the department will be considered by a panel which will consist of a Pro-Vice-Chancellor, the Dean of the relevant Faculty (unless the Dean served on the Board of Examiners which recommended the original degree classification, in which case a Dean from another Faculty will be selected), and the Registrar and Secretary. The Academic Registrar or the Secretary of a Faculty Board not associated with the appeal will act as secretary to the panel.
- (h) Students will be notified of the outcome of the appeal within four weeks (twenty working days) of the date of the deadline for submission unless information relevant to the appeal is still being sought by the panel, in which case students will be provided with a progress report within the above timescale.

### 3. *Recommendations*

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

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

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

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

### **Appeals procedures (Postgraduates)**

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

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

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

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

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

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

An appeals panel will comprise three members of the Board of Graduate Studies, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was registered. Panels will normally be Chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, Panels may be Chaired by one of the Sub-Deans (Graduate Studies).

The student and the relevant department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University as defined in Section 2 of the Statutes. The student and department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and the department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be forwarded to the appropriate Faculty Board. The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

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

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

### Academic Dishonesty

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

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

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

- 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].



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 the Deans of the Faculties for consideration under the Code of Student Discipline. The Academic Registrar and Deans are authorised to recommend to the Vice-Chancellor that he should invoke the powers he holds under Statute 5 of the University Statutes to recommend to Council the temporary or permanent exclusion from the University of the student concerned and the case will be referred to the Registrar for consideration under the Code of Student Discipline. Penalties applied in relation to plagiarism or cheating in written examinations will be recorded on the student's official transcript, and a record of the offence will be held in the department. Cases of academic dishonesty may where relevant be reported to professional bodies.

### **Student Complaints Procedures**

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

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

If matters cannot be resolved informally, students should address any formal complaint in writing to the senior officer responsible for the relevant area of activity.

Senior officers comprise:

The Deans of the Faculties (in relation to academic matters) – in such cases, assistance to the Deans in the consideration of the complaint will be provided by the Secretary of the relevant Faculty Board

The Librarian (in relation to the Library)

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

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

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

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

At this formal stage, the complaints must include full details of the unresolved issue, the attempts made to secure a resolution, and the identification of the desired remedy. The complaint must be accompanied by a complaints form which can be found on CWIS at <http://www.le.ac.uk/academic/registry/AppealsComplaints/ComplaintsForm.doc>. The form requires complainants to provide their personal details (name, address, etc), and a short summary of their complaint and the way in which it has been pursued to date, including the names of those to whom their concerns have been addressed to date. The senior officers have the right to refuse to consider complaints where students have made no attempt to find a negotiated solution.

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

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

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

#### *Appeals procedure*

Appeals against the responses of senior officers to formal complaints must be submitted in writing to the Academic Registrar, Fielding Johnson Building, who will immediately acknowledge the receipt of any such appeal and assign a member of the administrative staff of the Academic Office 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 President 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, 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, and dates in the University's calendar of

meetings will be set aside to facilitate this. The decision of the appeals panel shall be regarded as final.

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

Advice on the operation of the complaints procedure can be obtained from the Academic Registrar, Fielding Johnson Building (tel 0116 2522419), or from the Student Support Centre 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.

### **Residence**

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

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

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

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

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

### **Library**

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

### **IT Services**

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

### **Data Protection Act**

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

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

Students needing to process personal data for academic or research purposes must make themselves aware of the general requirements of the Data Protection Act 1998 and in particular must abide by the eight Data Protection Principles as set out in Schedule 1 of the Act and further explained in Schedules II and III. Students can do this by obtaining a copy of the University's current guidance on data protection from their Head of Department or from the University's Data Protection Officer (the guidance is also available on CWIS).

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

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

### **Motor Vehicles and Bicycles**

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

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

Students must observe the Parking Regulations published in the Regulations.

Bicycles must not be left outside buildings unless parked in the various cycle racks provided for them. The normal laws about lights apply to bicycles ridden after dark on University sites.

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

### **Personal Property**

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

### **Insurance**

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

By virtue of the third party insurance policy being dependent upon proof of negligence on the part of the University, it is necessary for students to consider whether there is a need for separate insurance cover to apply in respect of genuine accidents. In respect of research students, there is an existing arrangement, by which, on payment of a small premium, cover would be available for injuries sustained whilst participating in research studies. In addition, specific insurances are normally taken out by course tutors for excursions and field trips overseas.

It should also be noted that the University does not provide any insurance cover for the property of students. This is a particular important point for occupants of University accommodation. Such insurance cover is especially recommended if, for example, students possess large quantities of books, clothes, or electronic equipment. Students should ascertain whether their parents' existing policies provide protection and if not it is necessary to consider making their own private insurance arrangements.

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

### **Academic Dress**

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

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

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

Ordinance IV(8) provides that "No person shall be admitted to a Degree or granted a Degree or Diploma or Certificate unless he has paid the fees prescribed and any other sums due to the University".

This Ordinance may be enforced in respect of the non-payment of approved fees, fines imposed in accordance with Library regulations, accounts rendered by the University Bookshop and any other sums due to the University.

Students who do not pay their tuition fees or other significant debt by the due date will have their registration 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.

### **Ordinance XVI**

University Ordinance XVI 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 Vice-Chancellor may at his discretion suspend any student from attendance at any class or classes or exclude any student from the University or its precincts, and shall report every such case to the Council and the Senate at their next meeting.
3. Members of the academic staff, senior administrative officers, and other persons authorised for the purpose shall have 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.
4. Any member of the academic staff may, if they deem it necessary, require any student who is guilty of disorderly or improper conduct in a lecture room or laboratory to withdraw from the room for the day, and shall bring the offence to the notice of the head of department concerned.
5. The Librarian shall be especially responsible for maintaining order in the Library; the Librarian may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the Library for the day.
6. Students shall be responsible for making themselves acquainted with all ordinances, regulations, and official notices which affect them. They may be required to make good, to the satisfaction of the Council, any damage they may cause to the property of the University.

### **Health and Safety**

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

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

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## Regulations Concerning Residential Accommodation

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Period of Contract: Students are admitted to a catered Hall of Residence for the session, which comprises three terms totalling 30 weeks. Students are admitted to the Self-Catering Residences for the session, which comprises three periods totalling either 39 weeks, 42 or 51 weeks as set out in their residence agreement.

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

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

**Withdrawal from Accommodation:** Notice of withdrawal must be given in writing to the Accommodation Officer, 7th Floor Charles Wilson Building, University of Leicester, University Road, Leicester, LE1 7RH.

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

Students who apply for accommodation and either withdraw their application or decline the accommodation offered will pay an administration fee of £75 (£100 after 30 June). Students who accept the accommodation and withdraw their acceptance before 30 June will pay a sum of £100. Students who withdraw between 1 July and 31 August will pay a sum of £150. Students who withdraw between 1 September and the Saturday before the start of the Autumn Term will pay the sum of £200.

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

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

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

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

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

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

Parties may be permitted on occasion in the Self Catering Residences with the permission of the Senior Sub-Warden, who will impose some conditions and liabilities. Parties are not permitted at Opal Court or in the Oadby Student Village.

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

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

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

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

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



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

No reduction in fees for late arrival or early departure or periods of absence will be made. Students absent from a catered hall of residence through certified illness for a period of two weeks or more may apply to receive a partial refund for the period after the initial two weeks.

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

All students are required to sign a residence contract prior to taking up their accommodation. This indicates they accept the regulations in the Accommodation Handbooks and Residence Agreement in addition to these regulations.

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# Library Regulations

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## I General

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

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

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

must not be directly connected to the University Campus Network, nor to any other device without prior approval from IT Services.

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

## **II Borrowing of Books**

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

## **III Inter Library Loans**

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

#### **IV Copyright**

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

#### **V Use of Other Libraries**

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

#### **VI Users who are not members of the University of Leicester**

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

#### **VII Third Party Insurance**

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

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# Regulations Concerning the Use of University Computing Services

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

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

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

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

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

Users will return all copies of the software at the end of their course/year/project/period of employment or when requested to do so. They will also assist the University, in the event of the termination of a licence for the use of some software product, to remove all copies of that software and to make arrangements for the safeguarding of the authorised archival copy.

7. The University and users of its resources are required to comply with the Computer Misuse Act 1990. Three specific offences are defined:

Definition 1: Unauthorised Access to Computer Material, including using another person's identifier (username) and password, without proper authority, in order to use data or a program, to alter, delete, copy or move a program or data, or simply to output a program or data (for example, to a screen or printer); laying a trap to obtain a password; reading examination papers or examination results;

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

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

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

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

Persons processing personal data must have the proper authorisation from their Head of Department/Office and must make themselves aware of the general requirements of the Data Protection Act 1998, and in particular must abide by the eight Data Protection Principles as set out in Schedule I of the Act and further explained in Schedules II and III. Copies of the University's current guidance on data protection can be obtained from Heads of Department or from the University's Data Protection Officer. (The guidance is also available on CWIS.) In brief, the requirements are: that the personal data must be: fairly and lawfully obtained; accurate; be kept up-to-date; held securely; not put onto an Internet site or taken outside of the European Economic Area without the consent of the individual concerned; and be deleted or destroyed when it is no longer relevant to retain it. Persons who fail to comply with any Guidance or Code of Practice in force may be held personally liable for any resulting breaches of the Data Protection Act 1998.

Any person who wishes to use the University's resources for private purposes such as consultancy or any other activity which is unrelated to their studies or work at the

University, must have the proper authorisation to do this and must be registered as a 'data controller' with the Information Commissioner or IC. It should be noted that any person failing to register with the Information Commissioner or IC in such circumstances may be liable to criminal prosecution.

9. If at any time persons are allocated computing resources for private purposes, including consultancy or any other work outside the scope of their official duties or functions, they shall be personally responsible for reimbursing IT Services by a specified date, at a rate determined from time to time, for the cost of the resources used.
10. If any persons use computing resources for private purposes without specific authorisation to do so, they shall be charged with the cost of such use in accordance with paragraph 9, and action may also be taken under paragraph 11. Any persons who have been charged with the cost of computing resources who fail to make reimbursement within the stipulated time shall be suspended from use of computing resources until they make such reimbursement.
11. The staff of the University will at all times have authority to maintain good order in the use of the University's computing facilities and may suspend or exclude from their use any person who breaks these Regulations. They may report to the Registrar and Secretary any person responsible for serious or persistent misuse of computing facilities which breach these or any other Regulations: such conduct by any student will be considered a breach of the Code of Student Discipline.
12. Computer software developed on facilities provided by the University cannot be sold without the prior written agreement of the University. Users are responsible for reporting to the University, immediately it comes to their notice, any reasonable probability of financial or commercial advantage arising out of their use of the resources, whenever this advantage would accrue and whomsoever would benefit. Users may not attempt to incorporate any proprietary software or any modified version of the software into any program written by them, without the written permission of the University.
13. The University expects users, when applying for research contracts and other outside monies, to take into account all costs including computing and data preparation costs. Where there is outside financial support, or when such support becomes available, to cover the computing elements of a project, this must immediately be declared in writing to the University. All such chargeable work must be run under the username specifically allocated for that purpose.
14. Additional regulations specific to individual facilities may be added from time to time.

Note: These regulations are supplemented by, and must be read in association with:

- the Internet Code of Practice and Guide to Legislation, <http://www.le.ac.uk/committees/deans/codecode.html>
- the Code of Practice on Data Protection, [http://foi.le.ac.uk/060000/060300/Data\\_Protection\\_Code\\_of\\_Practice.pdf](http://foi.le.ac.uk/060000/060300/Data_Protection_Code_of_Practice.pdf)
- the Information Security Policy, <http://www.le.ac.uk/committees/deans/infosecurity.html>
- Copyright Notice, <http://www.le.ac.uk/cwis/copyright.html>

- Network Connections Guidelines, <http://www.le.ac.uk/cc/nss/connectionpolicy.html>

See also: Code of Student Discipline, page 40.



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# Regulations Concerning Freedom of Speech

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## **Introduction**

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

## **Basis of Jurisdiction**

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

## **Scope of Authority**

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

### **Procedures**

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

### **General Requirements**

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

### **Designated Events**

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

### **Enforcement**

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

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

*See also: Code of Student Discipline, page 40.*

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# Statement Concerning Harassment and Discrimination

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

1. Agreed disciplinary procedures exist which cover the behaviour and actions of all grades of staff and all types of student, and will be invoked as necessary.
2. Although most complaints will be dealt with satisfactorily through the University's own internal procedures, individuals are at liberty to seek legal advice about any incident which appears to contravene the provisions of the Race Relations Act, the Sex Discrimination Act or any legislation relating to disabled persons. It is strongly recommended, however, that advice is taken from an appropriate University official before such action is taken.
3. The following definitions are only intended to provide broad guidelines:

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

Discrimination occurs when an action is taken which inappropriately differentiates between individuals or groups of individuals on the grounds of race, nationality, gender, sexual orientation, religion, disability, age or class.

4. Complaints procedures

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

(a) Informal procedures

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

- Head of Personnel

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

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

(b) Formal Procedures

A formal complaint should be made utilising the student complaints procedure

*See also: Regulation relating to Personal Conduct, page 8*

*Student Complaints Procedure, page 18*

*Code of Student Discipline, page 40.*

*Extract from Race Equality Policy (Appendix D)*

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# Code of Student Discipline

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## **1. Basis of Jurisdiction**

- (a) All students of the University are subject to the jurisdiction of Senate, in respect both of their studies and of their conduct. Under the statutes of the University Senate has power to suspend or rusticate 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 XVI 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. Under the same Ordinance, as well as under Section 5 of the Statutes, the Vice-Chancellor is empowered (subject to subsequent report to Senate and Council) to exercise his discretion in suspending a student and excluding him or her from the University or its precincts.
- (b) Where a complaint of misconduct has been made, the Vice-Chancellor has discretion to rule that the complaint should not be the subject of further action under this Code, but such a ruling will not preclude informal action by way of caution or otherwise if appropriate.
- (c) Any powers assigned to the Vice-Chancellor in this Code may on his authority be delegated to a Pro-Vice-Chancellor or to the Registrar and Secretary.

## **2. Definition of Misconduct**

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

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



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

*\*Note: Currently these are: Regulations Concerning Undergraduate Students, Regulations Concerning Postgraduate 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, Internet Code of Practice, Students' Union Regulations.*

### **3. Summary procedures**

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

the Halls of Residence and the Director of the Residential and Catering 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 Conference 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 the Residential and Catering Service.

- (g) In imposing a penalty on a student pursuing courses leading to a professional qualification (see 2(d)(xi) above), an authorised officer shall, if appropriate, have regard to the relevance of the misconduct in relation to the student's fitness on graduation to practise, and shall in this connection seek the advice of the Head of the School of Psychology, the Dean of the Medical School, the Director of the School of Education or the Director of the School of Social Work before deciding on the penalty to be imposed.
- (h) For offences relating to the use or attempted use of unauthorised or unfair means in written examinations or the falsifying of results, the Registrar shall delegate his general powers of jurisdiction to the Academic Registrar in consultation with the Deans of the Faculties. The penalties for such offences shall include those specified in the Regulation on Academic Dishonesty and shall also include (with the authority of the Vice-Chancellor and subject to confirmation by Council) temporary or permanent exclusion from the University. For such offences, the Academic Registrar will normally:
  - (i) convene a panel of Deans comprising at least two Deans, neither of whom should have had any previous academic involvement with the student under consideration;
  - (ii) invite the student to attend the meeting, accompanied by a friend if so wished;
  - (iii) invite the student to submit a written statement prior to the meeting;
  - (iv) where necessary, ask the relevant department to supply additional material by way of clarification, or invite a member of staff to attend the meeting.

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

- (i) The only appeal available in 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 form and details about the Office of the Independent Adjudicator.

#### **4. Senate Disciplinary Committee**

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

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

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

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

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

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

- (b) The Secretary of Senate or, on the nomination of the Secretary of Senate, the Secretary of a Faculty Board, shall act as the Secretary of the Senate Disciplinary Committee.

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

- (a) Any case referred to the Senate Disciplinary Committee shall be investigated by an Investigating Officer. There shall be two Investigating Officers appointed by Senate from amongst its statutory members for a period of two years, and eligible for reappointment provided no person holds the office for more than four consecutive years. The duties of the Investigating Officer are as follows:

- (i) to conduct at the request of the Vice-Chancellor an enquiry into allegations against a student or students;
- (ii) to inform alleged offenders of the nature of the allegations against them;
- (iii) to invite injured parties, alleged offenders, witnesses and other interested persons to submit written statements concerning the offence;
- (iv) to prepare a written report for the Senate Disciplinary Committee which shall include all material submitted by the alleged offenders and witnesses. No material shall be submitted to the Committee except through the Investigating Officer. The Investigating Officer's report shall not attempt to apportion blame, or in any way to anticipate the findings of the Senate Disciplinary Committee.

**6. Proceedings of the Senate Disciplinary Committee**

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

- the Vice-Chancellor shall invite the student and any witnesses he/she may have called to give evidence;
  - all persons giving evidence may then be questioned by any member of the Committee;
  - the Vice-Chancellor shall invite the President of the Students' Union (if present) to comment on any part of the proceedings;
  - the Vice-Chancellor shall invite the student to make a final statement;
  - all in attendance, except the Vice-Chancellor, the members of the Committee and the Secretary shall then retire while the Committee considers its decision, and shall return to hear it delivered;
  - if a student is found guilty of misconduct, the penalties which the Committee may impose include the requirement to make good the cost of damage to property (without monetary limit), admonition, reprimand, fine up to a maximum of £400, suspension from academic or residential privileges, (any or all of these), or in the case of grave misconduct (subject to confirmation by Council) expulsion from the University. In determining the penalty, the Committee shall only take into account a student's previous disciplinary record if he/she has been informed of this possibility and has been given the opportunity of making representations about its relevance.
- (v) The Secretary shall convey the decision of the Senate Disciplinary Committee in writing to the student as soon as may be practicable following the announcement of the decision.
- (vi) In imposing a penalty on a student pursuing courses leading to a professional qualification (the M.B.,Ch.B. degrees, the Postgraduate Certificate in Education and the M.A. in Social Work) the Committee shall, if appropriate, have regard to the relevance of the misconduct in relation to the student's fitness on graduation to practise, and shall in this connection seek the advice of the Dean of the Medical School, the Director of the School of Education or the Director of the School of Social Work before deciding on the penalty to be imposed.

## **7. Appeals**

- (a) Appeals against decisions of the Senate Disciplinary Committee (excluding those decisions referred to in 7(b)):
- (i) A student ('the appellant') may appeal against a decision of the Senate Disciplinary Committee, either against a finding of responsibility (if this has been denied throughout), or against the penalty imposed. The appeal shall be heard by a Student Appeals Committee of Council, which shall consist of the Chairman of Council or his deputy, and two lay members of Council. The Secretary of Council shall act as Secretary of the Appeals Committee.
  - (ii) An appeal must be made in writing and be submitted to the Secretary of Council within fourteen days of the date of the relevant Senate Disciplinary Committee hearing. The Vice-Chancellor shall represent the Senate Disciplinary Committee

before the Student Appeals Committee. The appellant, the Vice-Chancellor and the Student Appeals Committee shall be furnished with a copy of the minutes of the proceedings of the Senate Disciplinary Committee.

- (iii) The Appeals Committee shall allow the appellant to appear in person and to be accompanied by a close relative (parent, partner, child or sibling), a fellow student or another member of the University (for example, a personal tutor).
- (iv) The appellant and any witnesses he/she may wish to call shall be invited to give evidence.
- (v) The Vice-Chancellor and any witnesses he/she may wish to call shall then be invited to give evidence.

(The names of all witnesses and companions must be notified to the Secretary not later than twenty-four hours before the hearing)

- (vi) The appellant and the Vice-Chancellor shall be invited to question the witnesses.
- (vii) All persons giving evidence may then be questioned by any member of the Committee.
- (viii) The Vice-Chancellor and the appellant (in that order) shall be invited to make a final statement.
- (ix) All in attendance except the members of the Student Appeals Committee and the Secretary shall retire while the Committee considers its decision and return to hear it delivered.
- (x) The Student Appeals Committee may confirm or set aside or otherwise alter a decision of the Senate Disciplinary Committee, and may confirm or reduce any penalty imposed by it. No further appeal shall be allowed. At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the office of the Independent Adjudicator.
- (xi) The Secretary shall convey the decision of the Appeals Committee in writing to both parties as soon as may be practicable following the announcement of the decision.

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

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

- (i) the appellant shall be invited to appear in person and may be accompanied by a parent or a fellow student or other member of the University. The Vice-Chancellor shall invite the appellant and his or her companion to give evidence;

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

## **8. Reports and Records**

- (a) Where a student is penalised by an authorised officer, the latter will record in writing a brief summary of the misconduct admitted by the student and submit it to the Registrar and Secretary with details of the penalty exacted. Copies shall be placed on the student's file and details circulated to all the authorised officers and the Dean, Head of Department and personal tutor.
- (b) The President 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 President, the Vice-Chancellor deems this to be appropriate.
- (c) The record of the proceedings of the Senate Disciplinary Committee shall be submitted to Senate and the record of the proceedings of the Student Appeals Committee of Council shall be submitted to Council and each decision reported to Senate. Where misconduct has been established, copies of the record shall be placed on the student's file and sent to the Dean, Head of Department and personal tutor.

## **9. Misconduct which is also a criminal offence**

*Note: The University regards it as its duty to co-operate with the police in any investigations which involve its students. All offences relating to controlled drugs will be reported to the police. Where a possible criminal offence is committed by a student against another individual, it will normally be for the victim to report the offence to the police. Where the victim refuses to report an alleged crime the University will only report it in exceptional circumstances and to protect the public interest. Where a student who is the victim*

*of an alleged offence refuses to report the matter to the police or will not cooperate in their enquiries, the University will not take any internal disciplinary action.*

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

#### **10. Suspension and exclusion pending a hearing**

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



- (vi) In cases of great urgency, the Vice-Chancellor is empowered to suspend a student with immediate effect, provided that the opportunities for representation set out in 10(v) above are provided and the matter reviewed within five days.
- (vii) A decision to suspend, or exclude from academic activities associated with the student's course of study, shall be subject to review, at the request of the student, where it has continued for four weeks. Such a review will not involve a hearing or submissions made in person, but the student will be entitled to submit written representation. The review will be conducted by the Vice-Chancellor where the decision to suspend or exclude has been made by a Pro-Vice-Chancellor or the Registrar and Secretary, and by the Chairman of Council where the decision was made by the Vice-Chancellor.
- (viii) The Vice-Chancellor (or Pro-Vice-Chancellor or Registrar and Secretary) who took the original decision shall review the suspension or exclusion every four weeks in the light of any developments and of any representations made by the student or any other person on his or her behalf.

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# Examination Regulations

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1. Candidates are responsible for ensuring that they have been entered correctly for their examinations. All candidates must ensure that they know the date, time and location of all examinations they are required to take.
2. Candidates must act in accordance with any instructions issued by the Invigilators.
3. Except in relation to a very small number of question papers, where special arrangements will apply, the use of programmable calculators is forbidden. Where the use of non-programmable calculators is permitted, the only models currently authorised for use are the Casio FX83-ES or Casio FX85-ES and unauthorised non-programmable calculators will be confiscated. Any suspected misuse of calculators will be reported to the Registrar as a possible breach of Regulation 11 below concerning unfair means.
4. Candidates must bring their own pens, pencils, ink and ruler to each examination and may use drawing instruments. These materials may only be brought into the examination room in a clear plastic pencil case or bag. Any additional materials may only be used when issued by the invigilator or where specifically allowed in the examination paper rubric.
5. Candidates are not permitted to bring bags, mobile telephones, MP3 players, translators or any other electronic devices and candidates should, if at all possible, refrain from bringing them to the examination. Any personal belongings, other than those detailed in Regulation 4 above, must be left outside the examination room; it is held to be the responsibility of each candidate to ensure the safety of valuable items (e.g. money, credit cards etc). Coats should be left in the areas specially designated for the purpose, which will be either outside or at the back of the examination room.
6. Each desk in the examination room will be numbered. Notices outside each room will indicate the papers being taken in that room and will state the numbers of the desks on which the examination papers will have been placed by the Invigilators. Candidates must occupy one of the desks allocated to their papers as indicated by the notice outside the room. Before commencing their examination, candidates must complete the attendance slip which will have been placed on their desk. The completed slips will be collected by the Invigilators after the examination has been in progress for thirty minutes.
7. Candidates will be admitted to the examination room a few minutes before the time scheduled for the start of the examination. Candidates are responsible for ensuring that they have the correct question papers. No candidate is allowed to enter the examination room later than thirty minutes after the beginning of an examination, or to leave the room during the first thirty minutes of an examination. No candidate who enters an examination room late may be allowed additional time at the end of the examination. Candidates who wish to leave an examination room must do so quietly, and with the minimum of disturbance both inside and immediately outside the examination room. To avoid disturbance to others candidates are not permitted to leave the examination room during the last 20 minutes of an examination. For examination rooms where papers of mixed duration are running it is at the invigilators' discretion if the candidate is permitted to leave.
8. Any candidate wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Candidates permitted to leave the room will be escorted by the male or female attendant who will be on duty outside the room throughout

each session. Any candidates who leave the examination room without the invigilators permission will be deemed to have withdrawn from the examination and will not be re-admitted.

9. Candidates who wish to make an enquiry should raise their hand. No candidate is permitted to leave their desk or converse with anyone other than the invigilators.
10. Smoking is not permitted in an examination room.
11. Candidates who are suspected of using unfair means will be so informed by the Invigilator and their answer books endorsed appropriately; they will be allowed to complete the paper. A detailed report of the circumstances will be sent immediately to the Registrar. Offences in connection with examinations are normally regarded as offences under the terms of the Code of Student Discipline. 'Unfair means' includes using unauthorised aids, copying from and communicating with other candidates.
12. Candidates whose conduct is disturbing to other candidates will be warned by the Invigilator. Should they persist in the conduct they will be required to withdraw from the examination room. Their answer books will be endorsed accordingly and a detailed report of the circumstances will be sent immediately to the Registrar.
13. Candidates who wish to retire early from an examination must inform the Invigilator of their intention. At the end of an examination candidates must retire from the examination room immediately. It is the responsibility of all candidates to ensure that they leave an answer book, bearing their candidate number in the space provided, clearly visible on the desk that they have occupied for the examination. On no account must a candidate remove an answer book from the examination room.
14. A medical certificate must be produced if a candidate is absent from any examination because of illness. Candidates leaving an examination on medical grounds should in their own interests obtain a medical certificate immediately after leaving the examination room.
15. Candidates who are in breach of these Regulations will be reported by the Invigilator to the Registrar. Appropriate action may be taken under the provisions of the Code of Student Discipline.
16. Candidates may be penalised for poor presentation in written examinations. Students submitting illegible scripts will be required to report to their department so that arrangements can be made to have their work legibly transcribed. The student concerned will be asked to read out his or her answers, under examination conditions, to a departmental secretary or other authorised member of staff. All costs associated with this process will be borne by the student concerned.
17. Students are required to be available throughout all formal examination and marking periods (January, June and September) to answer any queries from the examiners or from the Examinations Office. 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 (see 16 above) the award of a mark of zero).
18. Candidates must display their University Card (containing their photograph) on their desk throughout all their examinations. The University Card will be checked during each examination by an invigilator. If a candidate fails to produce their University Card for

inspection they will be reported to the Examinations Office. In cases where the identity of a candidate cannot be confirmed the Registrar will be informed. Appropriate action may be taken under the Code of Student Discipline.

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# Regulations for Matriculation

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## General Entrance Requirements (Undergraduates)

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

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

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

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

*Notes:*

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

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

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

3. Matriculation to a Foundation Degree qualification

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

### **General Entrance Requirements (Postgraduates)**

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

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

- a) In special cases Senate may waive the requirement that a candidate shall have obtained the qualification stipulated above, but a candidate without such a qualification shall be required to satisfy the examiners in a qualifying examination or otherwise be able to satisfy Senate that he is by virtue of previous training and experience or published work, qualified to pursue an advanced course of study.
- b) A candidate for the degree of M.A in Professional Studies in Education may hold as an alternative to a degree, the postgraduate diploma in Education of the University or a qualification recognised by Senate as equivalent thereto.

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

### **English Language Requirements (All students)**

A student whose first language is not English and who has not lived in a country where the first language is English for at least three years immediately prior to the commencement of the course, or taken a full-time degree course of at least one year's duration in an English-speaking country (e.g. UK, USA, Australia) during the three years immediately prior to the commencement of the course, should have one of the following qualifications, obtained during the three years immediately prior to registration at the University of Leicester:

- (a) A Bachelors degree for which the medium of instruction is English, whether or not it has been taken in a country where the first language is English;
- (b) GCE Ordinary or GCSE or GCSE English language: grades A to C;
- (c) Cambridge English language Ordinary level (syllabus 1119): grades A to C;
- (d) Cambridge International GCSE English as a First Language or English as Second Language: grades A to C;
- (e) IELTS (International English Language Testing System): 5.5 or above for the Foundation Year Programme, 6.0 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy. 6.5 or above for all other courses;
- (f) TOEFL (Test of English as a Foreign Language): 550/213/70 or above for the Foundation Year Programme, 575/233/80 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy, 600/250/90 or above for all other courses. The supplementary TWE (Test of Written English) is required, when available, at 3.0 for the Foundation Year Programme and 4.0 for all other courses;
- (g) 70% or more in the English part of Indian National Board Standard XII examinations (i.e. ICSE or CBSE) or
- (h) 80% or more in the English part of Indian State Board Standard XII examinations;
- (i) Grade 4 and above in the Norwegian Secondary Diploma;
- (j) UCLES (University of Cambridge Local Examination 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
  - CUEFL (Communicative use of English as a Foreign Language): advance level only
  - CCSE (Certificate of Communicative skills in English): grade IV
- (k) TEEP (Test in English for Educational Purposes) set by the University of Reading with a mark of 6.0 for courses in Chemistry, Computer Science, Engineering,

Geography, Geology, Mathematics and Physics and Astronomy only, and 6.5 for all other courses;

- (l) LCCIEB (London Chamber of Commerce and Industry Examinations Board):\*
- English for Commerce: third-level pass
  - English for Business: third-level pass
  - Spoken English for Industry and Commerce: third-level pass if offered in combination with a) or b)
- (m) OIBEC (Oxford International Business English Certificate); pass\*
- (n) PEI (Pitman Examinations Institute): English for Speakers of Other Languages (ESOL) advanced;
- (o) Diploma in English for International Communication
- (p) Cambridge ESOL Skills for Life: Pass at Level 2;
- (q) Warwick Institute Language Test (WELT), with CCC or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy; BBB or above for all other courses;
- (r) London Test of English (Edexcel), Level 4 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy; Level 5 or above for all other courses;
- (s) A qualification accepted by the University as being the equivalent of one of the above including:
- 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 to C for all other courses.
  - Ngee Ann Polytechnic CELPT B and 6. 65% overall, in the Diploma for English for Academic Purposes, as equivalent to IELTS 6.5, 60% overall, in the Diploma for English for Academic Purposes, as equivalent to IELTS 6.0, Successful completion of the Certificate Level IV in English for Academic Purposes as equivalent to IELTS 5.5.

Where one of the above qualifications has not been obtained within the three years before registration, or where, for any other reason, there is doubt about an applicant's English language ability, the University reserves the right to require candidates to achieve a satisfactory score in a recognised English Language test, or to pass a special test of competence, set and marked by the English Language Teaching Unit.

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.

*\*May not be acceptable for courses in Science and Engineering.*



### **English Language Programme**

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

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

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

**Course A** (10 weeks October to December)

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

**Course B** (10 weeks January to March)

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

**Course C** (10 weeks April to June)

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

**Course D** (10 weeks July to September)

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

**Course E** (6 weeks August to September)

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

### **Transfer to Undergraduate and Postgraduate Courses**

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

### **In-Sessional Support Courses**

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

**Classes open to all Specialist classes**

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

**Course Entry Requirements**

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

**Choice of Subjects for Entrance Qualifications (Undergraduates)**

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

## 1. GCSE (and other 16 + examinations):

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

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

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

**Subject Overlap**

Subjects having a similar content may not be counted together. Possible examples of overlap may be Biology and Human Biology, Classical Studies and Ancient History, Economics and Business Studies etc. Such overlapping subjects may be discounted in assessing whether or not an applicant meets both general and course entrance requirements. Applicants requiring advice

about whether two subjects are considered to overlap should consult the relevant Admissions Tutor or the Admissions Office.

### **General Studies**

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

### **Other Subjects**

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

### **GNVQ Advanced Level**

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

### **Direct Entry to the Second Year**

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.

Direct entry to the third or later year of a degree course at the University is not permitted unless progression from a Foundation Degree has been approved.

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# Honours Degree Programmes: General Regulations

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1. The honours degrees awarded by the University are:
  - (a) in the Faculty of Arts: Bachelor of Arts (B.A.)
  - (b) in the Faculty of Science: Master of Chemistry (M.Chem.), Master of Engineering (M.Eng.), Master of Geology (M.Geol.), Master of Mathematics (M.Math.), Master of Physics (M.Phys.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.)
  - (c) in the Faculty of the Social Sciences: Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.)
  - (d) in the Faculty of Law: Bachelor of Laws (LL.B.)
  - (e) in the Faculty of Medicine and Biological Sciences: Bachelor of Medicine and Bachelor of Surgery (M.B.,Ch.B.), Bachelor of Medical Science (B.Med.Sci.), Master of Biology (M.Biol.), Bachelor of Science (B.Sc.)
2. A first degree may be awarded with honours, as a pass degree, without honours (in the case of the M.B.,Ch.B. degree), as an Ordinary degree (in the case of the B.Med.Sci. degree), or as a Foundation Degree.
3. The following degree classification mark bands apply to all first degrees awarded by the University:

First Class Honours	70% and above
Upper Second Class Honours	60% - 69%
Lower Second Class Honours	50% - 59%
Third Class Honours	40% - 49%
Pass	35% - 39%
4. The names of successful candidates registered for honours degrees will be presented in five divisions - first class honours, second class honours (upper and lower), third class honours, and pass. The M.B.,Ch.B. degrees may in cases of exceptional merit be awarded with honours, which are not classified.
5. Students demonstrating outstanding proficiency in a final-year oral examination in French, German or Italian may be awarded a distinction in Spoken French, Spoken German or Spoken Italian.
6. Students may be required to read one or two supplementary subjects. Except in the case of the B.A. degree in Modern Language Studies, the level of attainment in the supplementary subject examination(s) will not be considered in the final classification. Course modules for supplementary subjects are the same as those offered as Combined Studies subjects, or are of an equivalent standard.
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 University Ordinances.)
8. For all full-time degrees except the degrees of M.B.,Ch.B., students are required to register each year for modules totalling 120 credits. This is deemed to be the equivalent of 900

hours of study, including private study time. The Undergraduate Programme Regulations specify those modules which are core and optional in each semester of each year of course. The Module Handbook, which gives details of module content and workload, is available for consultation in departments, on the Corporate Web Information Service and in the University Library and should be read in conjunction with these regulations. A similar modular structure applies to the first two or three years (Phase I) of the courses for the M.B.,Ch.B. degrees and is described in the Course Handbook for those degrees.

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

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

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

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

*Note: The attention of students is drawn to the regulations concerning attendance, work and progress on page 7 of these Regulations. Students who fail to satisfy departmental attendance and workload requirements may be refused the opportunity of resitting module examinations, or in cases of gross neglect, may have their course terminated.*

13. In order to be credited with the modules applying to any one academic year, students must:
  - (i) have satisfied the relevant requirements for each module as set out in (12) above

and

- (ii) have achieved a credit-weighted average mark of 40 per cent or more across all the modules taken in the year

and

- (iii) have achieved a pass mark in each module complying with the designations of pass/fail set out in (14) below.

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

The Boards of the Faculties will then be presented with the names of those students who are deemed to have failed one or more modules in the course of the academic year.

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

failure in practical elements of the course may lead to termination of course in June. The maximum mark which can be obtained in an examination deemed to be a resit is 40 per cent.

18. Students who fail to satisfy the examiners in September will be considered by the relevant Board of the Faculty. In the light of their overall performance, the Board may determine that such students should:
  - (a) have their registration terminated;
  - (b) 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;
  - (c) in exceptional circumstances be permitted to repeat all or part of the failed section of the course;
  - (d) 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, Faculty Boards will have regard to departmental recommendations 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, then a student who does not achieve the threshold level will normally be required to transfer to the equivalent three-year degree.

If at the end of the third year a student does not meet the threshold requirement for progression to the final year, they will be considered as a finalist for the three-year degree.

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

19. Final-year modules may be assessed in January and/or June, or in June alone (see Module Handbook or course literature for details). Departments will be in a position to offer feedback on First Semester performance by 28 February each year (see 14 above), but the final assessment of performance in relation to the award of degree classes is undertaken by Boards of Examiners in June.
20. Students who fail to satisfy the examiners in the Final Examinations may be allowed by the Board of the relevant Faculty 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 Faculty Board will determine whether such students are required to resit all final-year modules or only those failed.
21. Any students may, at the discretion of the examiners, be required to attend an oral examination.

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

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

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



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# Postgraduate Taught Programmes: General Regulations

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

## **1. Assessment Conventions, Classifications and Schemes of Assessment**

### **Distinction**

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

### **Merit**

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

### **Pass**

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

## **2. Schemes of Assessment**

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

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

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

### **Scheme A**

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

**(i) Master's**

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

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

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

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

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

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

**Postgraduate Diploma**

To be awarded a Postgraduate Diploma a candidate must:

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

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

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

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

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

**Postgraduate Certificate**

To be awarded a Postgraduate Certificate a candidate must:

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

**OR**

**(ii) Master's**

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

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

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

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

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

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

## **Scheme B**

### **Master's**

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

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

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

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

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

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

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

### **Postgraduate Diploma**

To be awarded a Postgraduate Diploma a candidate must:

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

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

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

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

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

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

### **Postgraduate Certificate**

To be awarded a Postgraduate Certificate a candidate must

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

### **Notes to Scheme of Assessment**

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

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

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

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# Master's Degrees by Individually Supervised Study: General Regulations

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## 1. Master of Research (MRes) (Faculty of Medical and Biological Sciences)

### Period of registration

12 months full-time commencing in September.

### Curriculum

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

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

### Assessment

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

- (d) Candidates will be required to undergo an oral examination with External and Internal Examiners, to assess both the research dissertation and taught elements.

### **Qualifications Awarded**

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

#### **\*Addendum**

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

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

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

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

## **2. Degrees of M.A. and MSc. by Individually Supervised Study (Faculties of Arts, Science, Social Sciences and Medical and Biological Sciences)**

On the recommendation of the department concerned a candidate may undertake a Master's programme by individually supervised study with the approval of the relevant Faculty Board and Board of Graduate Studies. Such programmes will normally 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 relevant Faculty Board and the Board of Graduate Studies through the submission of an outline of the programme which will include details of the modules to be taken.

### **Period of Registration**

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

### **Curriculum**

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

### **Assessment**

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

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

### **Qualifications Awarded**

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

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## Fees: Session 2008-2009

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### Full-Time Courses

The sessional fees set out below include the fees for registration, matriculation, tuition, examination, graduation, and the Convocation registration fee, fees for re-examination or the residential accommodation fees. The fees payable by occasional students depend on the period of attendance and the courses taken.

Students who fail to pay their second instalment within the due date will have their registration cancelled.

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

#### Tuition Fee Refunds (for all students)

If a student chooses to withdraw permanently or temporarily (please refer to regulations concerning undergraduate and postgraduate students) part way through the academic year, tuition fees (irrespective of the source of payment) are charged on a weekly basis (30-week academic year) and a refund or supplementary charge made as appropriate.

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

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

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

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

#### Home/EU undergraduate Students

All students paying 'variable fees'  
Students under old tuition fee rules  
Sandwich Year/Compulsory year abroad  
(old tuition fee rules)

#### Sessional Fees

£3,145  
£1,255  
£628

#### Overseas Students

Arts  
Science<sup>1</sup>  
Clinical<sup>2</sup>  
Sandwich Year/Compulsory Year Abroad

#### Sessional Fees

£9,050  
£12,100  
£21,995  
£3,025

Notes: <sup>1</sup> £10,175 for B.Sc. Geography, B.Sc. Geography and Archaeology and B.Sc. Geography and Geology



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

Foundation Science and Engineering £8,450

Foundation Economics and Social Sciences £6,995

Loyalty Discounts for International students are also available as follows:

#### Family Discount

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

#### Continuing Studies Discount

International students who have taken one 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

<b>Channel Island Fees</b>	<b>(old system)</b>	<b>(new system)</b>
Classroom-based	£5,241	£6,490
Science, engineering and technology	£6,814	£10,419
Clinical	£20,965	£23,332

### **Postgraduate Taught Students**

#### **Home/EU Students**

All full-time programmes £3,300

*Except:*

MSc in Applied Criminology £4,000

MSc in Cancer Cell and Molecular Biology £4,000

MSc in Molecular Pathology and Toxicology £4,000

MSc in Molecular Genetics £4,000

MSc in Infection and Immunity £4,000

MSc in Mathematical Modelling in Biology £4,500

MSc in Bioinformatics £4,500

MSc in Forensic Psychology £4,525

MA in Art Museum and Gallery Studies £5,400

MSc in Business Analysis and Finance £5,400

MSc in Money and Banking £5,400

MSc in Financial Economics £5,400

MSc in Banking and Finance £5,400

MSc in Management	£6,450
MSc in Financial Mathematics and Computation	£6,450
MSc in Finance	£6,995
MSc in Marketing	£6,995
Master of Business Administration (MBA)	£9,050

**Overseas students**

Arts, Law, Education, Health Sciences and Social Sciences	£9,050
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*Includes: Archaeology; Criminology; Media and Mass Communications; Politics and International Relations; Museum Studies; MSc in Economics; Human Geography; Medical Statistics; MSc Health Sciences Research; MSc Primary Care Research; and MSc Social Science Applied to Health*

Economics	£9,475
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*MSc in: Banking and Finance; Business Analysis and Finance; Financial Economics; Money and Banking Science*

	£10,175
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*MSc in: Environmental Economics; Geographical Information Systems (GIS); Global Environmental Change; Physical Geography; Sustainable Management of Natural Resources*

Mathematics	£10,995
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*MSc in: Financial Mathematics; Financial Mathematics and Computation; Mathematical Modelling and Scientific Stimulation*

Laboratory-Based Science and Engineering	£12,100
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*Includes: Biosciences; Chemistry; Computer Science; Engineering, Medicine; Psychology Business and Management*

MBA	£14,475
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Communications, Media and English as a Foreign Language	£6,995
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**Re-Examination Fees***September Examinations:*

One, two or three modules or re-presentation of a dissertation	£30
Four, five or six modules	£40
Seven or more modules	£50

These charges are not applicable to students whose examinations are all classified as first attempts ('sits'). Students taking examinations which are a mixture of sits and re-sits must pay the relevant fees in respect of re-sit examinations.

*Examinations taken without residence:*

As above, but with a supplementary fee of £50 per student, covering the following entitlements:  
Access to the University's computer system for study, study support and revision purposes  
External reader status in the University Library – maximum borrowing limit of four books  
Support from the AccessAbility Centre, for students with special needs  
Advice from the Careers Service if required  
Advice from the Welfare and Counselling Services if required  
Advice from the student's academic department(s) on:

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

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

*[Notes: 1. Students taking examinations without residence do not pay the standard tuition fee, are not classed as registered students and, if of undergraduate status, do not qualify for student loans. The package of support outlined above is designed to ensure that such students can have access to University facilities and support for the purposes of assisting with examination preparation, at a level appropriate to those who have already had the benefit of a year in residence. On the rare occasions when students are sitting (not resitting) examinations without residence, or where a mixture of sits and resits appears to justify special treatment, academic departments and pastoral support services may offer supplementary help and advice.*

*2. Students who have temporarily withdrawn from the University without any associated requirement to resit examinations may request access to the facilities outlined above on an optional basis and subject to the payment of the £50 charge.]*

**Replacement Certificate and Transcript Charges**

Degree certificate issued upon the award of the degree	No charge
Replacement degree certificate	£35

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

End-of-year transcript (undergraduate students 1996 onwards)

first copy	No charge
additional copy	£5

Full course transcript (graduates 1998 onwards)

first copy	No charge
additional copy	£15

Full course transcript (graduates up to 1997)

first copy	£15
additional copy	£5

Confirmation of award of degree No charge\*

Authorisation of transcript as a true record No charge\*

Authorisation of photocopied certificates No charge\*

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

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

### **Vacation Study**

Vacation study is prescribed as an integral part of certain degree courses. Although the University offers some financial support in respect of such study, students are normally required to pay part of the total cost from their own resources.

### **Other Charges**

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

The Librarian and the Director of the Computer Centre 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.

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# Parking Regulations

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## **Operation**

1. The following regulations are applicable to all visitors, employees and students of the University, except where any regulation specifies the particular category or categories of person to which it alone applies.

The restrictions imposed by the regulations are necessary

- (i) to reduce danger to the large number of pedestrians,
- (ii) to reduce congestion and assist the movement of traffic about the site and,
- (iii) to ensure the best use of limited parking space.

## **Meanings**

2. Unless the context otherwise requires, the following expressions shall have the meanings given to them below:
  - (i) Member of the University means all full time and part time employees of the University, and all full time, part time and distance learning undergraduate and postgraduate students of the University;
  - (ii) University sites includes the main University site, the site of any other University academic or administrative building, any area used by the University for car parking, the University Halls of Residence and all other University residential accommodation.

The singular includes the plural and vice versa and the masculine includes the feminine.

## **Classes of vehicles and drivers permitted to use University sites**

3. No motor vehicle may be driven or kept within University sites unless it is:
  - (i) licensed and insured
  - (ii) registered in accordance with Regulations 6 to 9 below.
4. Learner drivers are not permitted to drive within University sites, whether accompanied by an instructor or not.
5. No student may bring a motor car/van onto any part of University sites, except by special permission. Such permission will be given only on exceptional grounds, such as physical disability. Subject to Regulation 6 below, students may be permitted to park adjacent to University residential accommodation.

## **Registration with the University Authorities**

6. Subject to Regulations 3 to 5 above, members of the University must apply to the Security Officer for permission to register their vehicle, by completing the appropriate form, before bringing it onto the site. Any permission granted will be subject to compliance with these Regulations. Permission to use a car will not be given unless the person wishing to register it possesses a full driving licence; drivers of motor cycles with a provisional licence must have been driving for at least three months. Applicants may be asked at the time of registration to produce documents relating to the vehicle. Members of the University

wishing to park vehicles at Halls of Residence or at other University residential accommodation must obtain the prior permission of the Warden of the Hall concerned or the Director of the Residential and Catering Service for other University accommodation.

- 6.1 Certain regular visitors who are not members of the University may be issued with a permit at the discretion of the Security Officer and subject to their agreement in writing to comply with these Regulations as if they were classified as a member of the University.
7. If permission to bring or park a motor vehicle on University sites is granted, a permit will be issued in the form of an identification parking label on payment of the appropriate fee. This must be displayed on the front windscreen of the vehicle to which it relates so that it is clearly visible. The permit is a license to hunt and does not guarantee the availability of a parking space.
- 7.1 A member of the University may register more than one vehicle but only one permit will be issued which must be displayed on the vehicle in use for the time being in accordance with the above regulation.
8. Permits are valid for a maximum of twelve months.
- 8.1 Whatever the date of issue they all expire on 31st December and must be renewed from 1st January.
9. When registered drivers dispose of or change their vehicle, they must report the fact to the Security Officer in writing.
- 9.1 When a permit holder ceases to be a member of the University he must notify the Security Officer and return the permit.

### **Parking**

10. A permit will allow the holder to park his vehicle only on the car parking site indicated by the label and in other car parks as a visitor. The car park at the Hodgkin Building will be restricted to Hodgkin permit holders only and authorised visitors to the Hodgkin Building. Holders of permits for Welford Road car park will not be allowed to park on other sites without the specific prior authority of the Security Officer.
11. Access to some car parks is by barrier controlled entrances. The barrier pass is issued only to a named individual who is in receipt of a valid permit for that site. The pass remains the property of the University and must not be lent, given or otherwise disposed of temporarily or permanently to anyone else. It must be surrendered to the Security Officer or his deputy on demand.
12. Barrier passes for departmental vehicles are for use only with the registered vehicle.
13. With the exception of the Hodgkin Building car park, Regulations 5, 10 and 11 will be relaxed between 5.15 pm and 5.30 am Monday to Friday and at any time on Saturdays and Sundays unless notice is given.
14. Parking along the roads of University sites is not normally permitted. This applies everywhere and not only to those areas marked with yellow lines: the yellow lines indicate areas of particular hazard, and are marked for the benefit of visitors who may not be aware of University regulations.

- (i) From time to time, specified stretches of road may be exempted from this prohibition, either for regular periods or on particular occasions; notices displayed in the University will indicate the roads and periods for which Regulation exemption applies.
  - (ii) When authorised car parks are full, temporary overflow parking on adjacent roads (if not marked with yellow lines) may be permitted in certain circumstances if authorised by the Security Officer, for example to members of staff on University business nearby, or members of the public visiting the bookshops or bank.
  - (iii) Short-stay parking by non-main site permit holders other than students of the University is available in the marked visitor spaces adjacent to the Security Lodge at Entrance No 1 and in the designated lay by adjacent to the Percy Gee Building in Mayor's Walk. Failure to comply with this arrangement will mean that the car owner will be in contravention of these Regulations.
15. The number of permits that are issued is limited by the capacity of the available parking spaces. Parking spaces cannot normally be allocated or reserved for members of the University, but are available on a 'first come first served' basis. Care must be taken not to park in such a way as to impede other car park users. The spaces must not be used as permanent parking places either in term or in vacation, and members of the University must not carry out repairs on University sites. Members of the University wishing to carry out repairs should make application to the Security Officer who may arrange for space to be provided for the purpose. Any motor vehicle left on a University car park overnight without the prior permission of the Security Officer will be removed, and the individual responsible will be required to pay the cost of removal. Motor vehicles parked on sites adjacent to residential accommodation after the end of term without the permission of the Hall Warden or the Director of the Residential and Catering Service will be removed and the individual responsible will be required to pay the cost of removal.
16. The University reserves the right to charge users for parking at rates set by the Finance and General Purposes Committee from time to time.
17. The Security staff who supervise the parking of cars are authorised to ask the driver to remove a vehicle which they regard as being improperly parked. Where they consider any vehicle is in a dangerous position, they are authorised to move the vehicle in the absence of the driver.
- 17.1 In the event of a vehicle alarm sounding, security staff are authorised to take the appropriate steps to identify and summon the driver, and in the absence of the driver, report the incident to police and silence the alarm.
18. Any vehicle which has not been registered with the University in accordance with Regulations 3, and 6 to 9, and which is left unattended on roads or car parks within University sites, and any vehicle left in an unauthorised position contravening Regulations 10 to 15 is liable, after due warning in written form, to be impounded either by chaining or other means, including removal. Release of the vehicle may be secured only by payment of the due fine in accordance with Regulation 27 and by production of the receipt to the Security Officer.

19. In order to reduce movement of traffic about University sites, members of the University are not permitted to use their vehicles to move between their authorised car park and their department or other parts of the same site, except at times and in the circumstances permitted in Regulation 13.
20. The University does not accept any responsibility for vehicles parked on University sites.

### **Driving within University Sites**

21. A maximum speed limit of 10 miles per hour must be observed on all roads within University sites.
22. Drivers must observe all road signs and markings and are required to conform to the Highway Code. In addition all drivers must comply with any form of barrier control.
23. Drivers must stop when signalled to do so by the Security staff or University officials in uniform.

### **Enforcement of Regulations**

24. A copy of these Regulations is printed in the Undergraduate, Postgraduate and Distance Learning Student Regulations and is available on CWIS, and copies are also displayed on University notice boards. New employees of the University will receive a copy on commencement of their employment. All members of the University will be deemed to be aware of them and any infringement will be treated as a breach of University Regulations, rendering the member liable to the appropriate penalty without further warning.
25. All these Regulations shall apply, according to the circumstances of the case,
  - (i) the legal owner of the vehicle or,
  - (ii) the person in whose name it is registered with the University or,
  - (iii) the person in charge of it at the time or,
  - (iv) any two or all of these if they are different persons
26. For breaches of Regulations 3 to 19, the following fines may be imposed:
  - (i) first offence £25.00 to be paid within the period stipulated in the notice of penalty
  - (ii) second and each subsequent offence within twelve months of the date of the first offence, £50.00 to be paid within the period stipulated in the notice of penalty
  - (iii) removal of the wheel clamp £25.00, and each subsequent offence within twelve months of the date of the first offence, £50.00 in either case, to be paid prior to the release of the clamp.

For the purposes of this Regulation, a period of notice of not less than 7 days will be stipulated in the notice of penalty.

27. In addition to the fines imposed as in paragraph 27 above, breaches of Regulations 3 to 6 or persistent refusal to pay a fine or fines imposed under these Regulations may incur the withdrawal or withholding, for an appropriate period, of permission to have a vehicle on the site.



28. In the interest of general safety, careless or dangerous driving and, in normal circumstances, breaches of Regulations 21 to 24, will be treated as serious offences. When so required by law, such offences will be reported to the police; otherwise they will be dealt with (in the case of students) by an authorised officer as defined in Section 6(a) of the Code of Student Discipline, or (in the case of University employees and visitors) by the Vice-Chancellor or a Pro-Vice-Chancellor, or the Registrar and Secretary, as may be appropriate. When dealt with by University procedures any of these offences may incur a fine of up to a maximum of £50 and/or a ban on driving on the site for a period appropriate to the offence.
29. Students have the right of appeal to the Chairman of Council (under the standard provisions of the Code of Student Discipline), and University employees and visitors may appeal to the Vice-Chancellor in writing within 7 days of the date of the notice of penalty. The written statement of appeal must specify the grounds on which the appeal is being made. The person(s) hearing the appeal may remit or vary the penalty at his discretion in the light of a review of the evidence and the grounds of appeal.
30. Unless an appeal has been lodged, fines not paid by the stipulated date will be doubled. If a doubled fine is not paid within a period of 7 days from the original stipulated date, the case will be reported to the Vice-Chancellor or a Pro-Vice-Chancellor, or the Registrar and Secretary, as appropriate.
31. Persistent offenders against any of these Regulations will be reported to the Vice-Chancellor or a Pro-Vice-Chancellor, or the Registrar and Secretary, as the case may be, and such action as may be appropriate in the circumstances will be taken.

### **Mayor's Walk**

32. Although Mayor's Walk is a public pedestrian thoroughfare, it is nevertheless a private road maintained by the University. These car-parking regulations therefore apply to Mayor's Walk in the same way as they apply to any other part of University sites.

### **Use of Bicycles**

33. Members of the University are reminded that bicycles should be parked in the various cycle racks provided for them. They must not be left outside buildings unless so parked. The normal laws about lights apply to bicycles being ridden after dark on University sites.
34. Bicycle owners are advised to keep a record of the description of their cycles with particular reference to the frame size and number, and any special equipment which may be on it. They should write their name and address on a piece of paper inside the left handle-bar and replace the grip.
- 34.1 Security staff are authorised to remove any bicycle which they regard as likely to cause an obstruction or hazard.
35. All bicycles owned by students must be removed from the site at the end of the session, otherwise they may be removed and disposed of in the owner's absence by the University.

### **Additional Car Parking**

36. Parking on the Wyggeston and Queen Elizabeth I College site is barrier controlled/supervised by security staff employed by the College and is independent of the

University. The approach to Wyggeston College is by way of Wyggeston Drive (University entrance No. 1).

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# The Students' Union

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

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

## **Ordinance XV**

1. There shall be a Students' Union of the University (hereinafter called the Union) for the promotion of the general interests of students and to afford a recognised channel of communication between students and the University authorities.
2. The members of the Union shall be:
  - (a) All registered students of the University.
  - (b) Such members of staff of the University as may elect to become Associate members of the Union.
  - (c) Such persons as the Union in accordance with its Regulations may from time to time admit or elect as Associate, Life, Honorary or External Members.

Provided that any registered student shall have the right not to be a member of the Union if he/she so wishes, and shall not be unfairly disadvantaged by reason of having exercised that right. Students wishing not to be members of the Union must indicate this wish in writing to the Registrar (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 or his designated officer.

3. Members under 2(b) and 2(c), other than Honorary Members, will be required to pay such subscription as may be required by the Regulations of the Union.
4. The Constitution of the Union shall consist of the provisions of the University's Statutes concerning the Students' Union, this Ordinance, any other Regulations of the University concerning the Union, and the Regulations of the Union prepared and approved in accordance with section (6) below. This Constitution shall comply with the terms of the Education (No.2) Act 1986 and the Education Act 1994, and shall be presented to the Council of the University for review annually. Copies of the Constitution shall be made freely available for inspection by any member of the University in the offices of the Union, the office of the Registrar, the Library of the University, and in such other places as the Executive Committee of the Union may designate.
5. The Union shall designate an officer or an employee who shall have overall responsibility for the implementation of the financial aspects of this Ordinance and of any Regulations of the University concerning the Union. This person shall also have a duty to advise the

Union if at any time any action or policy under consideration by the Union appears to be in conflict with any statutory requirements, the terms of this Ordinance, the Regulations of the University, or any other agreement between the Union and the University. The designated person shall be required to inform the Vice-Chancellor in writing should the Union decide to proceed contrary to that advice.

6. Regulations shall be prepared by the Union for the furtherance of the objects of the union which regulations and any alterations or abrogation thereof shall be of effect and binding on all members of the Union immediately upon receiving the approval of the Senate and Council. 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, a Finance and Management Committee and Standing Committees, for the affiliation of Students' Societies and Athletic Clubs to the Union, for the allocation of resources to affiliated societies and clubs, for the affiliation of the Union to external organisations, and for appropriate procedures governing these activities.
7. Students shall be permitted to participate in elections of the Union by postal ballot under such circumstances and according to such procedures as shall be defined in the Regulations of the Union.
8. The conduct of the elections of officers shall be subject to inspection by a person appointed by the Council of the University, who shall be required to satisfy him/herself on behalf of the Council that the Elections have been fairly and properly conducted, and without whose certificate any election shall be void.
9. No person shall hold sabbatical office, or paid elected office, in the Union for more than two years in total.
10. The election of the representatives of the Union on the University Court under Section 13 Class 7(g) of the Statutes shall be in accordance with the Regulations of the Union.
11. The functions of the Executive Committee, subject to the Regulations of the Union, shall be to represent the Union in all matters affecting its interests. The Finance and Management Committee shall be accountable to the Union Council for the administration of the finances of the Union.
12. The accounts of the Union shall at the end of each financial year be audited by a public accountant in the active practice of his /her profession, and copies of the account, with the signed report of the auditor, shall be subject to the approval of the Union Council. 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, the Library of the University, and in such other places as the Executive Committee may designate.
13. The Annual Report and Accounts of the Union shall contain:
  - (a) a list of any external organisations to which the Union has made donations in the period to which the report relates, and details of those donations

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

#### **Other Regulations concerning the Students' Union**

- 1. The Union shall:
  - (a) keep proper accounts and accounting records.;
  - (b) maintain a sound system of internal financial management and control;
  - (c) plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, taking one year with another, to meet its total expenditure and that its financial solvency is maintained;
  - (d) obtain the proper written consent of the University to any transaction involving land, buildings or equipment in excess of an amount determined from time to time by the Council of the University;

- (e) obtain the prior written consent of the University to the borrowing of any money for a period in excess of twelve months;
  - (f) not give any guarantees or indemnities incurring contingent liabilities other than in the normal course of business;
  - (g) maintain such levels of insurance cover as may be deemed appropriate by the University's Director of Estates and Buildings.
2. Failure to comply with the Ordinances and Regulations of the University or any statutory requirements may require the repayment in whole or in part of funds paid by the University to the Union, together with interest in respect of any period during which a sum due to the University under this or any other condition remains unpaid.
  3. Procedures for allocating resources to groups or clubs affiliated to the Students' Union shall be included in the Regulations of the Union and shall therefore be freely available in writing to all students. All such procedures are required to be fair.
  4. As indicated in Ordinance XV, the Union is subject to the law relating to charities. Advice may be issued from time to time by the Charity Commissioners and by the Law Officers of the Crown. As part of a charitable institution, the Students' Union must not be a political organisation. It must not advocate policies on subjects and issues which do not bear on the purposes of the Union; nor may it seek to organise public opinion to support or oppose a political party which advocates a particular policy favoured or opposed by the Union. The Union may, however, seek to influence opinion through well-founded reasoned argument on issues directly related to the Union's stated purposes.
  5. Students bring forward complaints under Ordinance XV(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. The Registrar 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 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 Chairman 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/she deems appropriate, and shall normally be expected to submit his/her conclusions within 21 days of appointment. The independent person's decision shall be final, and shall be delivered to the Chairman of Council and to the complainant in writing.
  6. The Education (No 2) Act 1986 makes provisions for the maintenance of freedom of speech in universities. A Code of Practice is published in the University's Undergraduate and Postgraduate Regulations [Regulations Concerning Freedom of Speech].
  7. By agreement between the University and the Union, students who choose to opt out of membership of the Union may use the facilities and services of the Union listed below, and

will not be liable to pay any membership subscription or supplementary charge in order to do so:

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

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# Annex A: Use of Student Data

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## I Notification by the University to applicants

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

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

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

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

3. On graduating, all students automatically become members of Convocation (the formal title for the University's Graduates' Association). They receive the alumni magazine and other information offering the opportunity to remain in touch with



fellow graduates and the University. If you do not wish to receive these communications you must notify the Graduate Relations Office – this can be done at any time after you graduate.

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

## **II Student Collection Notice (as supplied by the Higher Education Statistical Agency)**

Some information held about you by your institution will be sent to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains mainly coded information including ethnicity and disability data. Your record, or parts of it, will be passed to those of the following bodies that require it to carry out their statutory functions in relation to the funding of education:

Department for Education and Skills (DfES)

National Assembly for Wales (NAW)

Scottish Executive (SE)

Department for Employment and Learning, Northern Ireland (DEL(NI))

Higher Education Funding Council For England (HEFCE)

Higher Education Funding Council for Wales (HEFCW)

Scottish Higher Education Funding Council (SHEFC)

Teacher Training Agency (TTA)

Department of Health (DH)

Research Councils (RCs)

The data in your record will be used in anonymised form, primarily for statistical analysis, by HESA and the above bodies. This use may result in the publication and release of data to other approved users, which may include academic researchers and commercial bodies. Your record will not be used by HESA or any of the above bodies in a way that would affect you individually.

You may wish to note that your contact details will not be made available to HESA and that precautions are taken to minimise the risk of identification of individuals from the published and released data. None of the above bodies will be able to use the data provided to HESA in order to contact you.

When you qualify, further data about you will be collected and information on how this will be used will be provided at that time.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data

for these purposes, please contact HESA at [www.hesa.ac.uk](http://www.hesa.ac.uk), or by writing to 95 The Promenade, Cheltenham, GL50 1HZ.

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## Annex B: Student Charter

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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 Mission Statement. 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 Learning Centre
- 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 and Sub-Wardens 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 Centre 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 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 staff-student 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

*This Charter is designed to comply with the terms of the Government's Charter for Higher Education. The University's performance in meeting all charter requirements is externally audited by the national Quality Assurance Agency through its programme of institutional audits.*

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



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## Appendix C: Student Code of Social Responsibility

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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.

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## Annex D: Race Equality Policy (extract)

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### **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 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 Standing Committee of Deans 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 Strategies and the Race Equality Policy are reinforced by the other policy statements and guidelines referred to within the body of this document (the full text of which is on CWIS at <http://www.le.ac.uk/personnel/docs/racequality.html>).
5. In fostering an inclusive and supportive environment for the promotion of racial equality and diversity, the University seeks to consult and work collaboratively with the local community, minority groups and other social groups and public bodies to promote and disseminate ‘good practice’, and to promote measures designed to widen the ‘pool of applicants’ for jobs and for undergraduate and postgraduate courses and research places.

### **Race Equality Policy**

#### 6. Aim

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

#### 7. Objective

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

8. Principles

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

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

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

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

9. Definitions

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

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

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

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

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

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

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

