
Senate Regulation 4: Regulations governing student obligations

Attendance and Engagement with Learning and Teaching Events

- 4.1 Participation in learning and teaching sessions, whether in person or digitally is an essential requirement for all campus-based programmes of study, full or part-time.
- 4.2 Full-time students studying on campus must reside in Leicester or within easy commuting distance of the city for the duration of each semester, and all students are normally required to attend, in person or digitally all learning and teaching sessions associated with the programme of study on which they are registered.
- 4.3 In 2020/21 only full time, campus-based students may exceptionally be permitted to study remotely for one or both semesters, where this is permitted for their programme of study. In such cases the requirements under 4.2 above will not apply. Students studying remotely should continue to engage with all of the learning and teaching sessions associated with the programme of study on which they are registered.
- 4.4 Some programmes of study may contain modules in which attendance, either on campus or digitally is designated as compulsory for all students. In such cases this will be stated in module specifications and communicated to students by means of programme handbooks and related course literature.
- 4.5 Some Professional or Statutory Regulatory Bodies (PSRBs), including in particular but not necessarily limited to the General Medical Council, may set out attendance requirements as a condition of accreditation which are more stringent than those set out in these regulations. In such cases this will be stated in programme specifications and communicated to students by means of programme handbooks and related course literature.
- 4.6 As a condition of its licence to sponsor students under the UK Government's Points-Based Immigration Scheme, the University is required to monitor and report on the attendance and engagement of students who require immigration permission to study in the United Kingdom and to withdraw sponsorship from students who do not meet attendance requirements.
- 4.7 Where there is a requirement for attendance at a specified learning and teaching session associated with a programme when it is offered by distance learning, this will be set out in the programme specification, together with the policy concerning student absence and the completion of outstanding work. Where a student studying by distance learning wishes to seek absence from attendance at a specified learning and teaching session or special arrangements relating to the timing of assessment for religious reasons, they should follow the same procedure.
- 4.8 It is the responsibility of every student to notify their home school of absences from scheduled learning and teaching sessions. Where the absence is a result of illness of less than five days' duration, the student should complete a self-certification form. Where such illness related absence may affect assessments students should submit a claim for mitigating circumstances in line with Senate Regulation 7 and the Mitigating Circumstances Policy.
- 4.9 Schools are empowered to authorise short absences for personal reasons from learning and teaching sessions on campus-based programmes of study, but requests for absences of more than one week must be explicitly in writing, and will only be granted if the school 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.

Management of Non-Engagement

- 4.10 Engagement with a programme of study takes many forms including participation in face-to-face or online teaching, group work, workshops and online interactive content, and completion of online non-interactive content, coursework and assessments

- 4.11 Students who are identified as being at risk of disengagement from their studies without satisfactory reasons or notification will be contacted by their school to provide support as laid out in the University's *Policy on Student Engagement*.
- 4.12 Students who fail to satisfactorily re-engage with their studies and/or who have failed to respond satisfactorily to University engagement communications will be considered in line with the University *Policy on Student Engagement*, and may be withdrawn from their studies.
- 4.13 The University *Policy on Student Engagement* will be informed by the requirements of the UK Home Office with regard to the requirements for student engagement and attendance. Students whose visas are sponsored by the University and who fail to meet the requirements set out in the University *Policy on Student Engagement* will have their sponsorship withdrawn.
- 4.14 Students have the right to appeal a decision to withdraw their registration if they can demonstrate that there has been a procedural irregularity in the consideration of their case or if they have evidence of significant mitigating circumstances affecting their ability to engage and which they can demonstrate that they were prevented from submitting at the appropriate time. Any appeal must be supported by documentary evidence and submitted in writing to the Head of Student Operations within 14 days of notification of withdrawal of registration.

Term-Time and Vacation Employment (Full-Time Campus-Based Students only)

- 4.15 The calculation of module workload which underpins the University's course structure is based on the assumption that full-time students are devoting themselves to their studies on a full-time basis. Paid employment is not however disallowed, provided that the total number of hours worked does not exceed 15 hours per week during term time, and that programme 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, or poor academic performance.
- 4.16 Students are also expected to study during vacations, either in preparation for forthcoming modules or examinations, or to complete prescribed assignments. Students engaging in paid vacation employment are expected to have regard to the need to fulfil these academic obligations.
- 4.17 Students who have immigration permission to study in the United Kingdom must not under any circumstances work more hours than are stipulated by the United Kingdom Visas and Immigration service (UKVI) as a condition of their entry clearance.

International Student Visa Requirements

- 4.18 All international students studying a programme requiring attendance on campus will be required to show evidence of a valid immigration status, such as leave to remain which entitles them to study at the University in order to complete the registration process for each academic year.
- 4.19 The continuing registration of students whose visas are sponsored by the University will be subject to students meeting their obligations as required by the University's sponsorship of them. This includes:
- the provision of an up to date UK address and telephone number;
 - engaging with all scheduled learning and teaching sessions associated with the programme of study on which they are registered, in line with the expectations of the University *Policy on Student Attendance*;
 - providing up to date contact details for any periods spent away from the University, such as undertaking placements or field trips;
 - provision of any new visas granted during the programme of study on which they are registered, including the extension of an existing visa or any change in immigration status to a different visa.

- 4.25 Failure to meet these obligations may result in registration being terminated and sponsorship being withdrawn.
- 4.26 All international students studying on a programme which requires attendance in the UK are required to have valid leave to remain in the United Kingdom that entitles them to study at the University for the duration of their period of registration. If a student's leave to remain expires whilst registered on their programme, the student must apply for new leave before their existing leave expires.
- 4.27 All international students are required to provide evidence of their leave to remain in order to register at the commencement of their programme, upon any change in immigration permission during their programme, upon expiry of any existing leave during their programme and upon request at any time during their programme.
- 4.28 If a student does not hold valid leave to remain, fails to provide supporting evidence when requested to do so by the University or otherwise behaves in a manner which puts the University's ability to meet the conditions of its sponsorship of the student in jeopardy, the University shall take action to withdraw the student from his or her programme. This means that the student would be unable to complete study. The student's right to redress in these circumstances will be the published complaints process.

Residence

- 4.29 All students must register their term-time address with the University and all students must notify the University immediately of any change of address.

Ethical approval of student work

- 4.30 Work undertaken by students involving human participants, including that contributing to formative and summative assessment, will require ethical approval prior to its commencement. Students should familiarise themselves with any procedures relating to the approval of work on ethical grounds including the need to complete Ethics Monitoring Forms and Ethics Final Report Forms for review by the relevant supervisor or, where required submit a proposal to a School Ethics Working Group. If any aspect of the proposed work may be ethically controversial the work cannot proceed until permission has been obtained from the relevant Research Ethics Committee. Students must consult their supervisor if there are any major proposed changes in research for which they have received ethical approval. Students who fail to seek appropriate approval prior to commencing their work, or who fail to consult with their supervisor regarding major changes to their work once it has commenced, or who fail to complete the on-line final report will normally be regarded as having breached the University's Regulations.

Academic Dress

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