UNIVERSITY OF BIRMINGHAM

REGULATIONS

2007 - 2008

Executive Brief

Contain principles and standards designed to control or govern conduct or provide direction at a more detailed level than Ordinances. They may be amended or augmented through the University's own committee system.

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5.1: Admission

5.1.1 Every candidate for admission to the University must normally have reached the age of 17 years on 1 October of the year of entry.

5.1.2

1. The General and Course Requirements for entrance to the first-degree courses offered by the University shall be as specified in the University Undergraduate Prospectus.
2. The entrance requirements for admission to study for certificates, diplomas and higher degrees shall be specified in the appropriate University publications.

5.1.3

1. Application for a first-degree course, except for the B.Phil.(Ed.) degree, must be made through the Universities and Colleges Admissions Service.
2. All other applications shall be made direct to the University.

5.1.4 A candidate may be accepted only by the appropriate authority designated by the Senate or delegated authority.

5.1.5 No student shall be admitted to a first-degree course at the University unless he or she has satisfied the General Entrance Requirement of the University, as determined by the Senate.

5.1.6 The University reserves the right to refuse admission to any applicant without assigning any cause.

5.1.7 In addition to satisfying all other requirements for admission to first-degree or postgraduate award-bearing courses, overseas applicants whose native language is not English must provide evidence satisfactory to the University that they have an adequate knowledge of written and spoken English of a standard sufficient to comprehend the teaching and other requirements of a University course.

5.1.8 Every student on admission shall sign a declaration of obedience to the Charter Statutes Ordinances and Regulations of the University.

5.2: Attendance and Academic Duty

5.2.1 A student must not allow paid employment or other activities to conflict with the study required by the modules and programme for which the student is registered.

5.2.2

1. Full-time students are required to keep the three University terms every year in full. Students are also expected to attend during such additional periods as may be prescribed for their programme of study.

2. Part-time students are required to keep the pattern of attendance specified by the programme on which they are registered.

3. Any student who wishes to be absent from the University for any part of any term or other period of required attendance must first obtain permission of the Head of School (or nominee).

<u>Reasonable diligence in relation to learning and teaching</u>

5.2.3 A student is required to show reasonable diligence in relation to learning and teaching for

each module, and the whole programme, for which the student is registered.

5.2.4 Failure to show reasonable diligence in relation to learning and teaching shall be defined as:

1. Absence from more than 30 per cent of those teaching sessions at which a record of attendance is kept or failure to submit assessed work for a programme on more than two occasions during an academic year; or

2. Absence from teaching sessions or failure to submit assessed work, contrary to requirements of a module description or a programme specification (which may be different from those set out in 1 above); or

3. Failure to attend all teaching sessions and submit all required assessed work after a formal written warning has been given to the student by the Head of School; or.

4. Failure to register for modules to the required credit value for the programme (appropriate to the level and stage of study); or

5. Failure to report to the Head of School (or nominee) an absence of more than 5 consecutive days.

Students should take reasonable steps to ensure that their attendance is accurately recorded.

5.2.5 A student will not be treated as failing to show reasonable diligence in relation to learning and teaching where the Head of School (or nominee):

1. approves a self-certified medical certificate provided as soon as practicable by the student relating to an absence of up to 5 consecutive days. (Self-certification is not acceptable after a student has been absent for a total of 10 days in an academic year); or

2. approves a certificate from the student's medical practitioner relating to absence which lasts for more than 5 consecutive days; or

3. accepts that other documented mitigating circumstances excuse the student's absence; or

4. has granted permission to be absent for a specified period.

5.2.6 If a Head of School (or nominee) concludes that there is a prima facie case that a student is failing to show reasonable diligence in relation to learning and teaching, the reasonable diligence procedure may be initiated to require the student to

1. withdraw from a programme; or

2. be barred from an opportunity of assessment in one or more modules.

5.2.7 The following are the consequences of being barred from an opportunity of assessment on the basis of a failure to demonstrate reasonable diligence:

1. A student who is barred from assessment will be permitted only one opportunity of assessment.

2. Where a student has been barred from an opportunity of assessment of a module, but nevertheless attends an examination or submits other work for assessment, the marks for that assessment shall not normally be considered by the examination board.

3. The student's transcript shall record a mark of zero (failed attempt) for the assessment opportunity from which the student is barred.

4. Where a student has been barred from an opportunity of assessment of a module, for the purposes of calculating the degree classification the maximum mark that can be achieved in such a module, when it is subsequently assessed, is the pass mark. On the student's transcript, however, the actual mark should be recorded for the second attempt.

5. A student substituting a module is only permitted one attempt at assessment in the substitute module. On the transcript, a mark of 0% is recorded for the first module and the actual mark for the substitute module.

5.2.8 The procedure to be followed will be as approved by the Senate or delegated authority from time to time and described in The Reasonable Diligence Code of Practice.

5.2.9 The Reasonable Diligence Procedure does not apply to students registered on programmes to which a fitness to practise code applies. [http://www.ppd.bham.ac.uk/policy/legislation/ordinance/ord.htm#O5] . In these cases the Fitness to Practise procedure will be invoked.

Academic duty in relation to examinations

5.2.10 A student shall take the first opportunity of assessment in a module unless:

1. the Head of School (or nominee) recommends that the student be allowed to defer assessment, on the ground that the student's performance in the assessment is likely to be adversely affected by medical or other exceptional factors; or

2. the student has been barred from the opportunity of assessment on grounds of failure to show reasonable diligence in relation to learning and teaching [see 5.2.7]; or

3. the student has been excluded from attendance at an examination by the Registrar and Secretary;

4. the student, with the permission of the Head of School (or nominee), elects to defer assessment until the following main examination period.

5.2.11 Where a student fails to take an opportunity for assessment of a module, a Board of Examiners may recommend to the Progress Board that the student be barred from any further assessment in that module or, in exceptional circumstances, that the student be required to withdraw from the programme, unless documented mitigating circumstances have been submitted which are considered to justify failure to take the opportunity.

5.2.12 Taking an opportunity for assessment means making a bona fide attempt at an examination or other assessment, in the academic opinion of the Examination Board.

Late submission of course work

5.2.13 Where a student submits assessed work that contributes to a final module mark after a prescribed deadline, or after an agreed extension, a penalty in the form of a reduction of the mark shall be imposed in accordance with the Undergraduate and Postgraduate Assessment Protocols. (http://www.ppd.bham.ac.uk/policy/ugassessprot/ugcurrent/ugassess8.2.htm and http://www.ppd.bham.ac.uk/policy/pgassessprot/pgcurrent/pgassess8.2.htm

Higher research degrees

5.2.14 A student registered for a higher degree by research may be required, on the approval of the Senate or delegated authority or other appropriate authority of a recommendation by the Head of School, to withdraw from his or her programme if it appears that there is no likelihood that he or she will successfully complete the programme within the maximum period allowed for the submission of a thesis permitted by the relevant regulations. Such a recommendation may be made only after a full review of the student's progress, including consultation with his or her supervisor. The recommendation must be accompanied by a full report of the circumstances for consideration by the Reasonable Diligence panel. A student will not be required to withdraw under this regulation without being given the opportunity to submit representations to the appropriate body in writing and, if the student wishes, in person.

5.3: Intellectual Property

All students must comply with the University's procedures for notifying any invention, device, material, product or process, computer software or other potentially valuable result which it is considered might have commercial significance, whether patentable or not, developed or invented during the course of students' research or study at the University. All students must make assignment of rights in such intellectual property to the University. Details of the University's procedures involving sharing of revenue from exploitation are available from Schools and Departments, or the Registrar and Secretary. The procedures and arrangements for notification and exploitation will be the same as those for members of staff in the University set out in Regulation 3.16, Patents and the Exploitation of Inventions.

5.4: Physical Recreation

A Physical Recreation Scheme, with a wide variety of options, is provided for students in their first year in the University. In the departmental timetables of many students, times are set aside for the courses offered. At the beginning of the session first-year undergraduate students are required to consult the Sports Development Unit about any choice of physical recreation activity and may register for one of the courses offered.

5.5: Conduct

5.5.1 All students are required to conduct themselves in a quiet and orderly manner within the University precincts. They must observe the rules governing the use of University Buildings, and the restrictions on the use and parking of vehicles in the University Grounds.

5.5.2 Except as indicated below, gambling is prohibited within the precincts of the University, in the Halls of Residence and the Guild of Students Union.

5.5.3 The above Regulation shall apply, save when the activity is undertaken as an integral part of an approved programme of study, or when otherwise approved in writing by the Registrar and Secretary.

5.5.4 Smoking in University premises is permitted only in designated smoking areas.

5.5.5 A student who wilfully damages University buildings or other property, may be required to pay for the repair of the damage, and will become liable to action under the Ordinance and Regulations governing discipline.

5.6: Safety

5.6.1 Students are required to comply with the safety provisions applicable to the University and to undertake such safety training as their programmes of study may necessitate.

5.6.2 They must follow the safety instructions issued by the Head of School and other authorised persons and observe the safety rules appropriate to any particular part of the University premises.

5.6.3 All students shall conduct themselves and work in a safe manner so as not to endanger themselves or others and shall not misuse or interfere with any item provided for safety purposes.

5.7: Health

5.7.1 All those accepted for admission to first degree programmes, but excluding part-time or occasional courses, are required to present themselves for medical examination by the University Medical Officer.

5.7.2 The following students may be required to attend for radiological examination of the chest:

1. Students who have not been Tuberculin tested or who are doubtful whether they are tested.
2. Students who were Tuberculin test positive at the age of thirteen.
3. Students from overseas entering the University who cannot produce evidence of a normal chest x-ray in the previous year.
4. Other students at the discretion of the University Medical Officer.

5.7.3 Any student who is suffering from an infectious illness, or who has an infectious medical condition, or in whose residence there is or has been an infectious illness which renders that student a possible danger (a) to staff and students, and/or (b) to other persons with whom he or she will come into contact as a requirement of the programme of study, may be required to cease attendance on the programme until the University Medical Officer is satisfied that no danger of infection exists. Where the illness or condition is deemed to be persistent, the Registrar and Secretary may on the recommendation of the University Medical Officer either, in the case of (a) above, require the student to withdraw permanently from the University or, in the case of (b) above, require the student to withdraw from that programme of study.

5.7.4 In cases where there is reasonable suspicion that a student may have a medical condition, including alcohol, drug and substance abuse, which in the judgement of the Head of School or Academic Registrar renders the completion of their programme of study impossible, or which renders him or her a possible danger to others with whom he or she will come into contact as part of that programme, he or she will be subject to the following:

1 The student will be notified by letter that they are required to provide medical evidence concerning their fitness to continue on their programme of study. This must be received within 10 working days of the date of the letter.

2 The University Medical Officer will review the medical evidence, consulting with the student if necessary, and make one of the following recommendations to the Registrar and Secretary:

(i) The student is fit to continue on their programme of study.

(ii) The student is fit to continue on their programme of study, subject to regular review by the University Medical Officer.

(iii) The student is unfit to continue and will be required to withdraw from their programme of study for a specified period. Their return to the programme will be conditional upon the provision of medical evidence concerning their fitness

to continue on their programme of study.

(iv) The student is unfit to continue and will be required to withdraw from their programme of study.

3 If the student refuses or fails to provide medical evidence, the University Medical Officer will make a recommendation as in (i) to (iv) above to the Registrar and Secretary based on the available evidence, consulting with the student if necessary.

4 A copy of the recommendation to the Registrar and Secretary will be sent to the student. The student is entitled to make representation in writing within 5 working days of the date of the letter accompanying the recommendation.

5 The Registrar and Secretary will make a decision based on the recommendation of the University Medical Officer and taking into consideration any representation made by the student, as in 3 above.

6 The student may appeal against the decision of the Registrar and Secretary. The appeal should be made in writing to the Vice-Chancellor and submitted within 5 working days of the notification of the decision, stating the grounds for the appeal.

7 If it considered that there is an immediate danger to other members of the University, the student may be excluded pending a disciplinary hearing, as per Ordinance 5.5.8.

Right of Appeal

The appeal will be heard by a committee made up of 3 members, serviced by a secretary who shall be a representative of the Registrar and Secretary. Membership will be as follows:

- Pro-Vice-Chancellor or their nominee (Chair); and
- A senior member of academic staff (not from the same School as the student) and
- A student nominated by the Guild of Students.

Fitness to Practise

This regulation does not apply to students following programmes of study which are subject to Fitness to Practise procedures (as listed in Ordinance 5.4). For those students the procedures in Ordinance 5.6: “Misconduct where Fitness to Practise applies” should be followed.

5.7.5 A student may make representations to the Registrar and Secretary against the recommendations in 3 and 4 above.

5.7.6 The Senate or delegated authority may, in the case of a student whose course of study has been interrupted by illness, decide that the session be not counted as one of the prescribed years of study qualifying for graduation.

5.7.7 Candidates desiring to avail themselves of the provisions of these regulations must submit, to the Academic Office, a medical certificate from two registered medical practitioners of whom the University Medical Officer shall always be one.

5.8: Student Identity Card

5.8.1 All students are issued with a University Identity Card on registration at the commencement of their studies. In the case of students whose registration extends over more than one University session, revalidation of the card will be necessary at the beginning of each Session.

5.8.2 The card remains the property of the University and may be withdrawn at any time and shall be surrendered if the holder ceases to be a student of the University.

5.8.3 The use of the card is personal to the individual to whom it is issued and no student shall permit the use of their card by another person, whether a member of the University or not.

5.8.4 No student may make use of an identity card belonging to another person for any purpose.

5.8.5 No student may use or tamper with a student identity card in such a way as to use or gain benefit from or access to buildings, services or other facilities of the University to which they are not entitled.

5.8.6 Students are required to produce the card to confirm their identity when asked to do so by a member of University Staff.

5.9: Residences

5.9.1 Every student shall, by means of the confirmation or amendment of the entry on the Registration Form, notify the University of his or her home and term-time addresses.

5.9.2 The Academic Office should be notified in writing at the time of any change in the student's home address.

5.9.3 The Housing Services Office should be notified in writing at the time of any change in the student's term-time address.

5.9.4 An Undergraduate student under the age of 18 years who is unmarried must live in a University Hall of Residence or with a near relative or in accommodation approved by the Housing Services Manager.

5.10 Discipline in Residences

The following definitions will apply in the application of this regulation:

"Friend": a member of the staff of the University or a registered student of the University or a Sabbatical Officer of the Guild of Students.

"Guests": Vistors to the Student Village who are not students of the University.

"Residents' Association": an association whose members are currently resident at one of the University's student residences.

"Student Mentor": a person appointed by the University as a student mentor.

"Student Village": a cluster of student residences.

"Student Village Manager": a person designated by the University as being responsible for the day-to-day running of a specified cluster of student residences. This also includes his or her properly appointed deputy or nominee.

Responsibilities of Students

1 Students resident in, or using the facilities of, University residential accommodation are required not to be in breach of Student Discipline Ordinances 5.5 or 5.6. Additionally, they are required to obey the law, have consideration for others at all times, and not to interfere with other people's academic and social needs. They are also required to provide promptly identification if asked to do so by an authorised person such as a member of University staff or Student Mentor in the residence, and, in an emergency, to carry out the directions given by a member of University staff or other authorised person.

Minor Offences (Dealt with Summarily)

2 Minor offences shall be dealt with summarily by the relevant Student Village Manager following an investigation of the circumstances to determine whether there is a case to answer. The investigation should include an opportunity for the student to attend an interview with the Student Village Manager to allow representation to be made.

a) For a student on a programme where Fitness to Practise does not apply:

If a student does not wish the offence to be dealt with summarily, they may elect for their case to be heard directly by the Accommodation Discipline Committee. The student's right to this course of action must be confirmed in writing by the Student Village Manager when providing the opportunity to attend an interview.

b) For a student on a programme where Fitness to Practise applies:

If a student does not wish the offence to be dealt with summarily the offence must be referred to the relevant School Fitness to Practise Committee.

The student's right for this course of action must be confirmed in writing by the Student Village Manager when providing the opportunity to attend an interview.

3 If the Student Village Manager determines that an alleged disciplinary offence has arisen at a level of seriousness that makes it inappropriate to be dealt with by summary means, the Student Village Manager must instead refer the case to the Registrar and Secretary for consideration under Student Discipline Ordinance 5.5 or, refer the case to the relevant School for consideration under Student Discipline Ordinance 5.6 (for programmes where Fitness to Practise applies).

4 Having decided that there has been a breach of this Regulation, the Student Village Manager shall have power to impose the following penalties:

a) A reprimand;
b) A fine, not exceeding a set maximum as determined from time to time by Senate;
c) With the student's consent, student community service, the details of which must be specified before consent is solicited. Student community service shall mean that the student shall spend a specified number of hours completing a specified task or tasks for the benefit or enhancement of the residence or its environs or student life.

5 In addition, and if appropriate, the student may be required to make good any damage to University property or the property of a member of the University by payment or otherwise.

6 Before imposing the punishment of a fine the Student Village Manager shall enquire of the student whether there are any exceptional financial circumstances, which might be taken into account and, as a consequence, may authorise the arrangement of a payment schedule.

7 Disciplinary action must always be confirmed in writing to the student and a copy should be sent to the General Manager, Student Accommodation, and the Registrar and Secretary's nominee. All records relating to student discipline must be treated as confidential and destroyed after a period of three years.

8 The right of appeal against summary disciplinary action must be specified to the student in writing.

The Accommodation Discipline Committee

9 Each Accommodation Discipline Committee shall be responsible for investigating the circumstances that apply to the case.
The Accommodation Discipline Committee may choose to hold a hearing to receive information or assist its investigation.

10 The membership of each Accommodation Discipline Committee shall comprise:

- the Student Village Manager (Chair);
- a Student Village Manager from a different Student Village to that where the student resides
- the Vice President (Housing and Community), Guild of Students, or another Guild Executive Officer;
- two student representatives from any of the Residents' Associations.

11 A student may be accompanied at any hearing of the Committee by a Friend.

12 Having decided there has been a breach of this Regulation the Committee shall have available to it the following penalties:

d) A reprimand;
e) A fine, not exceeding a set maximum as determined from time to time by Senate;
f) With the student's consent, student community service, the details of which must be specified before consent is solicited. Student community service shall mean that the student shall spend a specified number of hours completing a specified task or tasks for the benefit or enhancement of the residence or its environs or student life.

13 In addition, and if appropriate, the student may be required to make good any damage to University property or the property of a member of the University by payment or otherwise.

14 Before imposing the punishment of a fine the Accommodation Discipline Committee shall enquire of the student whether there are any exceptional financial circumstances, which might be taken into account and, as a consequence, may authorise the arrangement of a payment schedule.

15 Disciplinary action must always be confirmed in writing to the student and a copy should be sent to the General Manager, Student Accommodation, and the Registrar and Secretary's nominee. All records relating to student discipline must be treated as confidential and destroyed after a period of three years.

16 The right of appeal against disciplinary action taken by the Accommodation Discipline Committee must be specified to the student in writing.

Appeals

17 An appeal may only be made on one, or any, of the following grounds:

- Administrative or procedural irregularity;
- Existence of new material evidence, which was not available when the penalty was imposed.
- Severity of the penalty imposed.

18 The Accommodation Discipline Committee shall act as an Appeal Committee to hear any appeal against a summary punishment imposed by the Student Village Manager in respect of a student for whom Fitness to Practise does not apply. In respect of a student on a programme where Fitness to Practise applies, the appeal must be referred to the relevant School.

19 Any such appeal must be submitted in writing by the student to the Chairperson of the Accommodation Discipline Committee within 10 working days of the date of the letter confirming that disciplinary action has been taken and that a penalty has been imposed.

20 The letter outlining the appeal must clearly state the grounds for the appeal. The letter should also include any information or circumstances not taken into account when the summary penalty was imposed. In the case of an alleged administrative or procedural irregularity, evidence of the alleged irregularity must be provided.

21 The Accommodation Discipline Committee acting as an Appeal Committee shall consider the appeal within 10 working days of the receipt date of the letter of appeal.

22 The Accommodation Discipline Committee may decide to hear the matter afresh without reference to the investigational decision by the Student Village Manager. In that event, the Chair of the Committee may decide to postpone the hearing to allow both parties to provide additional evidence or, with the consent of both parties, the Accommodation Discipline Committee may decide to continue with the hearing immediately. During the hearing, the Accommodation Discipline Committee will review the evidence and determine whether the appeal should be upheld or what penalty, if any, is to be imposed. The original summary penalty may be increased or decreased or changed to a different penalty within the powers available to the Accommodation Discipline Committee. The Appeal Committee may also refer the matter to the Registrar and Secretary of the University to be dealt with as an alleged offence under Ordinance 5.5.

23 A student may also appeal against any decision reached in his or her case by the Accommodation Discipline Committee where the student had elected to have their case heard by this body. Any such appeal must be submitted in writing by the student to the Registrar and Secretary within 10 working days of the date of the letter confirming that disciplinary action has been taken and that a penalty has been imposed.

24 The letter outlining the appeal must clearly state the grounds for the appeal. The letter should also include any information or circumstances not taken into account when the summary penalty was imposed. In the case of an alleged administrative or procedural irregularity, evidence of the alleged irregularity must be provided.

25 Such appeals will be dealt with by the Vice-Chancellor (or an authorised deputy) who will review the evidence and determine whether the appeal should be upheld OR what penalty, if any, is to be imposed in line with those available to an Accommodation Discipline Committee OR refer the appeal to be dealt with under the procedures prescribed in Ordinance 5.5.

Failure to Comply

26 A failure to comply with any punishment imposed under these regulations shall constitute contempt of the procedure and shall be referred to the Registrar and Secretary for action as a separate offence under the provisions of Ordinance 5.5 (or 5.6 for programmes where Fitness to Practise applies).

Guests

27 Misconduct or cases of damage to University property within a Student Village, committed by a student of the University of Birmingham who is not resident within the Student Villages, may be dealt with in accordance with this Regulation. A failure to comply with any punishment imposed under these regulations shall constitute contempt of the procedure and shall be referred to the Registrar and Secretary for action as a separate offence under the provisions of Ordinance 5.5 (or 5.6 for programmes where Fitness to Practise applies).

28 Students may bring guests into University residential accommodation, but must accept responsibility for the behaviour of their guests. Guests are expected to obey the rules of conduct laid down for residents. A guest who misbehaves will be required to leave the residence immediately if directed to do so by a member of staff of the University. The Accommodation Discipline Committee may impose an exclusion from the Student Village for a period not exceeding one calendar year.

Criminal Matters

29 Criminal matters should be reported to the Security Section of the University with a minimum of delay. It shall be a matter of judgement for the member of staff or authorised person present whether the nature of an incident, in or near the residence, requires the summoning of the police. If so, he or she will ask the Security Section to call the police. Once the police attend, the incident must be managed by the police. The University will review the incident and determine whether any further action under this Regulation or other discipline ordinance is required.

5.11: Fees

5.11.1 The Director of Finance shall collect all student fees - tuition, residence and other - and any fees which are not determined by the Higher Education Funding Council (England) shall be assessed in consultation with him or her. All fees are payable upon registration or re-registration.

5.11.2 Fees on first registration shall be payable as specified in the University's tuition fee schedule and quoted in the offer of admission. In accepting the offer of admission, the student accepts a contractual liability to pay the fee for the duration of their registration in accordance with these Regulations.

5.11.3 Students are responsible for the payment of their own fees and debts and this responsibility is not affected by the University agreeing to a request of the student to invoice a third party for any fee or debt.

5.11.4 If a student, having accepted the offer of admission, subsequently appeals against their tuition fee classification, the tuition fee shall remain payable as specified in Regulation 5.11.2, above, while the appeal is being considered. Where an appeal is upheld in full or in part, the Director of Finance shall confirm the new rate of fee and any overpayment will be refunded.

5.11.5 (expanded version of current 5.11.2 - see above)

The Tuition Fee is due in full at the beginning of the Session or at the start of registration if this is a different date. However, arrangements may be made with the Director of Finance for payment of tuition fees in instalments in accordance with the approved scheme.

5.11.6 Residence fees are due in full upon signing the accommodation contract, unless the student has elected to pay by Direct Debit instalments. The latter option is subject to a pre-payment and completion of a Credit Agreement where the number of payments is five or more.

5.11.7 Non-payment of any fees or other debts including non-compliance with the rules of any scheme for payment of fees by instalments (except accommodation fees, where notice to quit University accommodation will be given only where the debt relates to accommodation charges), shall render students liable to penalties whereby:-

i. Any student whose payment of fees or repayment of any loan is in arrears shall be excluded from the University from the end of the Term in which the fee or loan repayment became due.
Following such exclusion, paragraphs (ii) to (vii) below shall apply.
ii. Such a student will no longer be entitled to attend lectures, tutorials, laboratory classes or any other kind of teaching; to participate in any research activity in the University; to sit any examinations, or to present a thesis or other written work, or to use the University Library or any other University facility.
iii. Re-admission will be at the University's discretion and application may not be made until outstanding debts have been paid.
iv. Any outstanding debt to the university shall normally preclude registration for a subsequent session of a University course.
v. Any student who has not paid an account for fees or any other item owing to the University shall not be eligible to have his or her coursework, examinations, dissertation, thesis or any other form of assessment marked or otherwise assessed, nor to have a degree conferred or otherwise to receive an award of a diploma, certificate or other qualification from the University until his or her accounts have been paid.
vi. Any such student shall not be eligible to apply for or to receive an approved transcript of his or her studies and results and the name of such student shall not be included in the pass list of any such award until his or her accounts have been paid.
vii. Any outstanding debt to the University may be pursued by the University using any civil remedy that may be available through the Courts in addition to any of the penalties listed above.

5.11.8 Following exclusion from the University for non-payment of fees, the Director of Finance may authorise an arrangement for deferred payment. In consultation with the Academic Registrar the Director of Finance may in exceptional circumstances issue an authorisation in writing, exempting the student from any of the consequences of non-payment stated above for as long as he or she complies with the arrangements authorised. In all other circumstances, the student must remain in exclusion status and subject to all associated penalties until the debts and any consequent costs have been paid in full.

5.11.9 Partial remission of the tuition fees determined by the Council in cases of students repeating part of a course may be made by the Academic Registrar in consultation with the Director of Finance.

5.11.10 Students who withdraw from the University before the end of a year (or any other period of study for which a single tuition fee is paid) are not entitled to a refund of or reduction in any tuition fee, whether already paid or outstanding, except where such fees are being paid in accordance with the Mandatory Awards Regulations. The University has the right to make ex gratia payments as it thinks fit.

5.11.11 Research students who make significant use of University facilities or resources during any

period after the end of the minimum period required by the Regulations for their degree are required to register and, as a consequence, to pay the full tuition fees appropriate to the period of registration. Between the end of any such period and the submission of the thesis, Research students pay an annual continuation fee.

5.11.12 Where monies have been received and there are both tuition and accommodation fees outstanding, or if ,in addition to these, the student also has other outstanding debts to the University, the University reserves the right to allocate the funds in the following order:

i. Accommodation
ii. Tuition
iii. Any other outstanding debt with the University.

5.12: Student Demonstrators and Student Teaching Assistants

These regulations do not apply to those students undertaking occasional teaching duties as part of the approved programme of study. In all cases a member of staff shall be responsible for the work of the Student Demonstrator or Student Teaching Assistant and for the module overall, both for the delivery of teaching and for all assessment.

5.12.1 Duties

1. A Student Demonstrator shall assist in teaching by helping undergraduate students in classes with their practical work. This assistance will not involve any substantial amount of preparation or responsibility for the organisation of the course or for lecturing or seminar type teaching. The duties must be limited to teaching and marking, under the close direction of a member of staff, which may include, demonstrating, tutorial or essay class work, but not formal lectures.

2. A Student Teaching Assistant shall be directly responsible for the instruction of a group of students in a limited field. This may involve conducting seminar or tutorial type work with small classes, occasional lecturing or marking of student work. The teaching involves a measure of responsibility and discretion in a limited field; it may involve substantial preparation at least equal to and sometimes greater than the time spent in actual teaching.

3. Neither Student Demonstrators nor Student Teaching Assistants shall attend Boards of Examiners nor take sole responsibility for assessing student work.

5.12.2 Terms of Engagement

1. A Head of School may appoint as a Student Demonstrator or a Student Teaching Assistant a postgraduate student registered for a higher degree or a student proceeding to a medical or dental degree. Students in the final stage of a three year undergraduate programme or in the final stage of a four year undergraduate Masters programme may be appointed as Student Demonstrators.
2. Exceptionally, students in other stages of an undergraduate programme may be appointed as Student Demonstrators. All such exceptional cases must be reported to the relevant Dean through the annual quality assurance processes (ie BIQAES).
3. Only postgraduate students may be involved in the teaching of final year undergraduate students or in the supervision of undergraduate research projects or dissertations
4. The terms and duties of engagement must permit the Student Demonstrators and Teaching Assistants to complete the work for their own degree within the normal period.
5. The teaching hours of a full time student who is a Student Demonstrator or a Student Teaching Assistant shall not exceed six hours per week during the academic session. Preparation and marking time should be included in this six hours. The weekly maximum may be redistributed across the academic session with the prior agreement of

the student concerned.

6. Student Demonstrators and Student Teaching Assistants must receive appropriate training and support for the duties they are required to perform.
7. The rates of remuneration shall be as determined from time to time by the University.

5.12.3 Engagement of Persons Other Than Registered Students as Student Demonstrators and Student Teaching Assistants

1. When Heads of School decide that there are no, or insufficient, suitably qualified registered students available for the demonstrating or small group teaching work needed in the School, they may engage other suitably qualified persons, from within the University or outside, to undertake this necessary demonstrating or small group teaching work.
2. Such persons, if not already full-time employees, shall be engaged at the same rate of remuneration and for the same duties as Student Demonstrators or Student Teaching Assistants.

5.13: Sabbatical Officers of the Guild of Students

In these Regulations the term "Sabbatical Officer" shall apply to the President, the Vice-President (Education), the Vice-President (Internal Affairs), the Vice-President (Welfare), the Vice-President (Sport), the Vice-President (Student Activities), the Vice-President (Finance and Services) and the Vice-President (Accommodation) of the Guild of Students and to such other officers of the Guild as may be approved by the Senate and Council.

5.13.2 A Sabbatical Officer who has not completed his or her academic programme shall, as soon as possible after his or her election and not later than the 1st June following, consult the Registrar and Secretary about the arrangements for taking Sabbatical Leave.

5.13.3 The Sabbatical Officer-elect shall during his or her period of office cease to be a registered student of the University and become instead a trustee of the Guild of Students and receive a stipend from the Guild.

5.13.4 Leave of absence from their academic programme for the purpose of taking office as a Sabbatical Officer of the Guild will not be granted for more than one year in all to any individual student.

Contact Details

If you have any queries regarding this paper please contact the Committee Secretary at the following address

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