

# Handbook of Student Regulations

(Taught Programmes)

Approved by Academic Board on behalf of the Board of Governors, June 2011

August 2011



## Preface

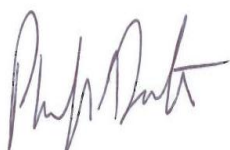
This Handbook brings together, in updated and consolidated form, rules and procedures which apply to Northumbria University students on taught programmes (that is undergraduate and taught-Masters programmes). The appeal and complaint regulations differ for students on MPhil/PhD programmes and Professional Doctorate programmes. Students on these programmes should consult the URL below for a link to the full set of regulations as apply to research students or go the 'The Graduate School' web page.

Not all aspects of the regulations will be of immediate concern to students on enrolment: indeed it is my hope that the disciplinary section will rarely need to be used. Nonetheless, the Handbook indicates to students both their rights and obligations conferred by membership of the academic community of the University as a consequence of enrolment. I strongly advise all students to make a note of the location of this Handbook on the University's website

([http://www.northumbria.ac.uk/sd/central/uso/stud\\_reg\\_handbk/?view=Standard](http://www.northumbria.ac.uk/sd/central/uso/stud_reg_handbk/?view=Standard)) as an essential reference during their period at the University.

The Handbook has been the subject of a considerable and lengthy process of consultation with staff and student representatives. It continues to evolve and you should consult the version on the University's website for the current version.

You are asked to note that all students of the University are, following the exhaustion of the University's internal procedures, able to raise any grievances they may have in relation to the University with the ombudsman for the higher education sector, the Office of Independent Adjudicator (OIA). Reference to the student's ability to utilise the OIA is made at Sections 3, 7, 8, 9 and 10 of the Handbook.



Philip A Booth

University Secretary August 2011

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## Section 1

### Introduction

- 1.1 It is essential to the University's achievement of its aims and purposes, for effective and safe functioning as a large and complex institution, and to its operation as a self-governing community, that there should be rules of conduct which must be observed for the benefit of staff, students and visitors alike.
- 1.2 In order that the University's purposes may be properly realised, it is essential that students should be able to work in conditions which permit freedom of thought and expression, but within a framework of respect for the rights of others, and in which there is acceptance of sexual and racial equality, avoidance of discrimination on the grounds of religion, creed, race, ethnic origin, colour, gender, disability, marital status or sexuality, the right to equality of opportunity and proper regard for health and safety and mutual well being.

- 1.3 For the purposes of this Handbook, the following definitions apply:

Dean of School	includes Associate Deans.
Disciplinary Officer	has the meaning set out in Section 3, Appendix 1 of this Handbook.
Exclusion	means the prohibition on attendance at or access (including electronic access) to any part of the University and its facilities. Excluded students may not offer themselves for assessment and any outstanding assessments will not be considered by Examination Boards.
Expulsion	means permanent exclusion from all premises, Programmes, services and facilities of the University and the termination of all mutual obligations except as regards any undischarged financial liabilities of the Student to the University.  Expulsion from Residences will be subject to the tenancy/licence agreement between the University and the Student.
Friend	means a member of the University community (i.e. a fellow student, member of staff or Students' Union Officer). Normally should the student wish the friend to speak on their behalf this must be approved by the Chair of the meeting at least one working day in advance. No person will be allowed to act as a friend where it can be demonstrated that they have the potential to gain personal advantage through their attendance (for example they are subject to the same or a related breach of the University Rules).
Guidance Tutor	means a member of the teaching staff so designated or, where not applicable, another appropriate tutor as designated by the Programme Leader.

Misconduct	has the meaning set out in Section 3, Appendix 2 of this Handbook.
Programme Leader	means the Programme Leader or their nominee
Residences	means residential accommodation owned, leased or otherwise occupied by the University and provided to students under tenancy or licence agreements between the University and students.
Restriction	means selective exclusion from attendance at or access (including electronic access) to the University or prohibition on exercising the functions or duties of any office or committee membership of the University or the Students' Union, the exact details to be specified in writing. Restriction may include a prohibition on communicating in any way with individual members of the University community.
Student	means (i) a person who is currently enrolled as a student of the University on an academic programme of the University, whether full-time, part-time, sandwich, or as a research student; (ii) a person elected to full-time office in the University's Students' Union ('a sabbatical officer').
Student Appeals and Complaints Ombudsman	means the Student Appeals and Complaints Ombudsman or his/her nominee.
Suspension	means a total prohibition on attendance at or access (including electronic access) to the University and University facilities and on any participation in University activities for a specified period, but it may be subject to qualification such as permission to attend for the purpose of an examination, or other form of assessment.  Suspension from Residences will be subject to the terms of the tenancy licence agreement between the University and the Student.
University	except where specified otherwise, includes each and every one of the University's campuses and other sites whether inside or outside the United Kingdom at which persons are enrolled on an academic programme of the University.
University community	means all students enrolled at the University and all University staff.
University Secretary	means the University Secretary or his/her nominee.
Vice-Chancellor	means the Vice-Chancellor or his/her delegate.

Working Day means any day except a Saturday, Sunday, Bank Holidays or a day of normal University vacation.

- 1.4 Throughout this Handbook reference is made to occasions when the student may be accompanied by a "Friend". In exceptional circumstances it may be appropriate for the student to be accompanied by someone other than a member of the University community. The Student Appeals and Complaints Ombudsman should be consulted in such circumstances.
- 1.5 The Handbook of Student Regulations is not an exhaustive document. Readers are directed to view the Handbook in conjunction with other official University documentation (e.g. Student Enrolment Form, Programme Handbooks).
- 1.6 These regulations also apply to students on distance-learning programmes, or otherwise off campus. The University will, as far as is reasonable, make special provision for the circumstances of such students when operating these regulations (for example by arranging for tele-conferencing or telephone communications and arranging contact at mutually convenient local times).
- 1.7 In order to monitor the effectiveness of these regulations, and further refine and enhance University processes, the Student Appeals and Complaints Ombudsman will make an annual report to University Learning & Teaching Committee on the operation of these regulations.
- 1.8 This Handbook is incorporated into the contract between the student and the University. Students should pay particular attention to the enrolment conditions set out in Section 2. The Handbook may be updated from time to time as necessary. The definitive form of the regulations will be that which appears on the University's website:  
([http://www.northumbria.ac.uk/sd/central/uso/stud\\_reg\\_handbk/?view=Standard](http://www.northumbria.ac.uk/sd/central/uso/stud_reg_handbk/?view=Standard)).

