Glossary

The following definitions shall apply throughout the General Regulations and Procedures Affecting Students:

- The ‘Academic Board’ means the Academic Board of De Montfort

- The ‘Mental Health Inclusion Team’ is the team located in Student Welfare who have specific responsibility for working with Students experiencing mental health difficulties.

- A ‘Non-contact agreement’ is an agreement that Students involved in

library and the use of University services. It is also used in conjunction with designated card reading equipment to facilitate attendance monitoring.

- The ‘Students’ Union’

2.11 Where, in accordance with this regulation, the offer of a place has been withdrawn or a Student's registration has been declared void, that person will not normally be eligible to gain readmission to the University at any time in the future.

2.12 Registration on more than one programme
No Student may be registered simultaneously on a full-time programme and any other programme of studies, whether solely with the University or involving any other institution, without the explicit written permission of the member of Staff designated as responsible for the full-time programme. The discovery of any such dual registration may result in the withdrawal of registration on either or both programmes.

2.13 Students in paid employment
Students should note that they will be personally responsible for ensuring that their academic work is not disadvantaged by any paid employment. Where the Student is subject to border control in the UK, the Student is personally responsible for ensuring that any work undertaken does not represent a breach of any restrictions on hours or type of work as per the Students Visa. Students are advised that full-time employment is not consistent with the requirements of full-time study. Employment in excess of 15 hours per week is likely to be detrimental to academic achievement and the health and wellbeing of the Student.

2.14 No Student registered on a full-time programme should present commitment to paid employment as extenuating circumstances in requesting deferral of an assessment (see Chapter 5: Deferral of assessment on grounds of extenuating circumstances) or in appealing against an assessment board decision (see Chapter 8: Students' right of appeal against assessment board or Higher Degrees Committee decisions).

2.15 Where the University has concerns that a Student sponsored under its Tier 4 license is working hours in excess of those permitted under the terms of their visa, following investigation, the University reserves the right to cancel the Student's registration and notify UKVI of a withdrawal of Tier 4 sponsorship for that Student.

2.16 Student6 (s)4 (S)Tj -0.1 -0.002 Tw 0.33 0 Td [(t)2 (i)6 (m)-3 (e)10 ((S)Tj 0.004 Tce)1

2.17 The University requires Tier 4 student term-time addresses to be within a 40-mile radius of the campus. Students that live outside of this radius may request exemption from this requirement; applications will be considered on an individual basis, and the decision to grant any exemptions will be made by the Immigration Compliance Manager and is final.

2.18 Tier 4 Students who declare a term-time address outside of a 40-mile radius, or that are believed to have declared an address at which they do not genuinely reside in during term time will have their registration cancelled and the University will notify UKVI of a withdrawal of Tier 4 sponsorship for that Student.

2.19 Student name and change of name
Applicants must apply using their name as it appears on their birth certificate or passport unless they can provide suitable evidence that their name has been formally changed (for example by marriage, divorce or statutory declaration). This name must be shown on the Student's registration form. All official documentation, including final award certificates, will be provided under the name that the Student declared on their registration form. The University is not able to produce documentation in any other name, including any name change which occurs after the Student has graduated or otherwise left the University

3 Variation to registration status

3.1 The registration of a Student can be ended or suspended as an outcome of failure in assessment, as an outcome of a disciplinary hearing, as the outcome of an academic offence hearing, as a result of failure to pay outstanding debts or persistent absence from the University.

3.2 Additionally, the designated senior member of Staff has the power immediately to suspend a Student from the University, or to exclude the Student from particular facilities, or to require that the Student have no contact with a named person or persons, or otherwise to vary the

4.3 For further information please refer to the University's student

Academic O

5.2 Temporary registration

The Executive Director of Student and Academic Services has discretion to allow a person who has not yet paid the fees, or made

examination entry forms by the due date in accordance with official notices.

5.16 Further information about examination entries may be obtained from Faculty Offices.

5.17 Replacement certificates and transcripts
The University makes an administrative charge for providing certified true copy replacement award certificates and transcripts. Students must complete the application process to request a replacement certifsesesesese134at/7 ET 142.92 673.68 213.48 0.8445 -1.15 Td ( )T8-0.002 Tw 12

arrange for a member of the Board of Governors to review the decision.

9 Tier 4 Students

9.1 Students sponsored by the University under Tier 4 are subject to additional responsibilities. Where a Student fails to fulfil these responsibilities, the University will take appropriate action, up to and including withdrawal of Tier 4 sponsorship, which will lead to curtailment of the Student's Tier 4 visa by UK Visas and Immigration ("UKVI").

9.2 Tier 4 Students must update the University of changes to their contact details. Failure to respond to requests for confirmation of contact details will be deemed as Students not complying with a request from their Tier 4 sponsor and the University will withdraw sponsorship. Students should note that the locality of their home address is not an acceptable reason for missing University engagements.

9.3 It is the responsibility of the Student to ensure that they have valid, in-date permission to be in the UK. At any time during a Student's enrolment, should the University not be satisfied that a Student has valid permission to be in the UK, the University will withdraw sde nivp11 (t)2 (ud)6 ( )-10 (t)2 (hdr) wiler (ons)4 (oe7 (es)4 (p)1(t)12 (hei0 (r)7 (es)

Annex 1: Student Attendance Monitoring Policy

1 Students are required to be present at and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught students, undergraduate and postgraduate, at all levels of study.

2 Unauthorised absence which causes concern to your Faculty will result in the following action:

2.1 Your attendance and/or online presence will be monitored

their employer to notify them of this absence and arrange alternative options to make up delivery.

5 Where apprenticeship learning cannot be attended due to personal circumstances, alternative arrangements should be provided by DMU and agreed between apprentice, employer and programme leader. If an apprentice fails to engage with missed learning, or repeatedly misses further sessions, they must be removed from the programme, or will be in breach of government funding regulations.

6 For Tier 4 students this policy is applied in addition to the University's UKVI Tier 4 Attendance Policy.[1]

7 Any Student whose registration is terminated for non-attendance will be permitted to apply to re-join the University after a period of two years.

8 Tier 4 students who wish to appeal a Faculty's decision to terminate registration must show initial intent to appeal within 5 working days of formal notification of the decision. Students should submit an Intent to Appeal Form to the Student Appeals and Conduct Officer (or nominee) (E: acasupportoffice@dmu.ac.uk

Chapter 2 Student discipline [1]

Students subject to this procedure may ask the Office of the Independent Adjudicator for Higher Education (OIA) to review a case but only after the University's Regulations (referred to here as the Disciplinary Procedure) have been exhausted.[2] The Disciplinary Procedure apply to all registered Students of the University. In addition, Students attending De Montfort University programmes in franchise or associate colleges or undertaking placement with approved providers as part of their programme will be subject to the procedures and disciplinary regulations of the College or provider in addition to those set out in this Chapter.

1.2 If the Disciplinary Procedure is instigated when a Student is registered, but the process is not completed by the time of the final assessment board, the University reserves the right to withhold the Student's attendance at graduation. The Student may attend the hearing as de-registered, and has a right to respond.

1.3 The use of the Disciplinary Procedure against a Student is a serious matter. Any Student subject to the Disciplinary Procedure is strongly advised to seek assistance from the Students' Union.

1.4 The Vice-Chancellor may delegate to a Designated Senior Member of Staff his powers under the Disciplinary Procedure, generally or in respect of a particular case.

1.5 A Student will be deemed to have been notified of any actions arising from the operation of the Disciplinary Procedure within 2 working days of an e-mail addressed to the University e-mail account of the Student. Each Student is responsible for ensuring that the University is notified promptly of any change of address

[1] Advice on the implementation of all aspects of Student discipline may be obtained from Student and Academic Services

[2] See Chapter 1, paragraph 2.16 of these Regulations.

Part B: Criminal offences

4. Criminal offences

4.1 Where it comes to the University's attention that a Student has been convicted of[3] or is being investigated by other authorities for a criminal offence or has been formally charged with a criminal offence which took place prior to any period of registration with the University and was not disclosed to the University, such a Student may be subject to disciplinary action under these regulations where the offence is of such a nature that the University reasonably believes that the presence of the Student in the University is likely to put the safety or wellbeing of other members of the University at risk or that the offence, if proven, renders the Student unfit to be admitted to and practise any particular profession or calling to which that Student's programme directly leads.

4.2 Such Students may also be subject to the provisions of Chapter 1, paragraph 2.5 of these Regulations.

4.3 Where it is suspected that a Student may have committed a criminal offence, regardless of whether or not the incident took place on University property, the Head of Security (or nominated Deputy), after consultation with the designated senior member of Staff, will normally report the matter to the police. In reaching that decision, the University will take into account the opinions of those who might be directly affected but it will not be bound to accede to the wishes of any other person.

4.4 Whether or not a Student suspected of committing a criminal offence has been reported to the police (or other relevant authority), the University may deal with any offence against the Disciplinary Code arising out of the same allegations in accordance with the Disciplinary Procedure.

4.5 The fact that the Police, Crown Prosecution Service or other relevant authority is unable or unwilling to proceed does not preclude the University from taking its own disciplinary action.

4.6 Where a Student is charged with a criminal offence, or has been dealt with by the Police as set out in paragraph 2.3 above, they are required to report the matter formally and immediately to the Head of Security (or nominated Deputy). The matter will then be dealt with in accordance with the Disciplinary Procedure.

4.7 In serious cases and in cases where the Student concerned has been suspended from the University under the Disciplinary Procedure the

[3] See definition at Chapter 2, paragraph 2.3 of these Regulations

5.4 The following are examples of factors which might be taken into account when considering whether conduct covered under 5.3 has rendered a Student unfit to continue in the University:

5.4.1 if the offence took place on University premises
5.4.2 if the offence affected or concerned other members of the University community
5.4.3 if the offence damaged the good name of the University
5.4.4 if the offence in itself constitutes misconduct within the terms of this Code
5.4.5 if it is an offence of dishonesty, where the Student holds an office of responsibility in the University
5.4.6 if the offence is such as to render the Student unfit to practise any particular profession or calling to which that Student's programme directly leads

5.5 Behaviour which could bring the University into disrepute; this may include the misuse or consumption of alcohol, "legal highs" or other psychoactive substances. This includes any misbehaviour that may occur whilst Students are undertaking overseas travel as part of the #DMUglobal programme of events;

5.6 Possession, supply and production (or any attempt to do so) of illegal drugs and/or "legal highs" or other psychoactive substances;

5.7 Initiation Ceremonies, and the attributed behaviours, of any kind are forbidden at De Montfort University. In this context, initiations are any activity expected of someone joining or participating in a group that humiliates, degrades, abuses or endangers them, regardless of a person's willingness to participate; for the purpose of gaining formal membership or access to any kind of sports clubs, societies or Students groups; for gaining the award of an emblem or other status with a sports club, society or Student group, or gaining any other status, honour, prestige or notoriety within the sports club, society or Student group. Any Student who is proved to be involved in initiation behaviours, and/or the planning and preparation of an initiation ceremony or who participates in the improper coercion or manipulation of Students, during an initiation ceremony, will be found to be in breach of the University Disciplinary Code, whether under the influence or not of any intoxicating liquids;

5.8 Failure by the Student to disclose their name or other relevant details, or to surrender a Student registration card, to an officer, or employee of the

the Board of Governors, including, but not restricted to, in relation to the following:

- Fitness to Practise
- Ethical Approval for research projects
- Freedom of Speech
- Faculties and Departments
- University Student Housing
- Fire and emergencies
- Health and safety
- Libraries and learning spaces
- Licensed bars on University premises
- Smoking
- Computer and other information technology
- Placements
- Illegal drugs or “legal highs”
- Weapons
- Students whose behaviour causes concern

5.18 Failure to comply with a penalty previously imposed under the Disciplinary Code by an Authorised Officer or the Disciplinary Committee. Should a matter arise which the Student considers to justify non-compliance or delay in compliance they should immediately inform the Authorised Officer (who will inform the Clerk to the Disciplinary Committee) or the Clerk to the Disciplinary Committee who will report the matter to the Chair of the Disciplinary Committee. The Chair will then decide whether the Student’s reasons are justified. If the Chair decides that the Student’s reasons are not justified they may decide to impose a further penalty or to require the Student to appear in person before the Disciplinary Committee. Deliberate non-compliance with a penalty imposed under the Disciplinary Code renders a Student liable to expulsion from the University;

5.19 Where a Student is enrolled on a programme leading directly to a professional qualification or the right to practise a particular profession or calling, any major breach of the Disciplinary Code which might render that Student a person not fit to be admitted to and/or practise that profession or calling. For such bre12 (i)6 (s)5es Dtud(nt)2 (l)6 (-0.002 Tw -14.63.0d [(

Committee in such circumstances are explained at Chapter 2, Part F of the Regulations[10].

5.20 Programme handbooks will provide further information about the standards of behaviour expected of Students training for a particular profession or calling. The University expects such Students to demonstrate high standards of behaviour in their professional and Student lives. It is the Student's responsibility to familiarise themselves with the provision and requirements of professional bodies.

5.21 Members of the Students' Union must comply with the following disciplinary rules made by the Students' Union and approved by the Board of Governors. The Students' Union may exercise discipline over its members under such rules as it [illegible]

6.4 The procedure should be clear and accessible, with access via the website or through programme handbooks.

6.5 The procedure should be easy to understand, with clear definitions and timelines.

6.6 The procedure should be proportionate with three stages; stage one will comprise an investigation, referral and outcome report. Stage two will comprise an investigation, referral, invitation to panel and outcome and stage three is the Student's right of appeal.

6.7 The procedure should be managed in a timely manner wherever practical. (with recognition that Fitness to Practise procedures need to be accommodated for in a timely manner with reference to any time limits imposed by Professional Statutory and Rit

from the Authorised Officers, Deans of Faculty, Students' Union and other appropriate senior Staff of the University.

7.3 The Committee is responsible for:

7.3.1 co-ordinating the processes associated with Student discipline within the University for the purpose of ensuring consistency of approach to disciplinary matters.

7.3.2 considering and recommending to the Academic Board and the Board of Governors, changes to disciplinary regulations and procedures.

7.3.3 reviewing the level of authority/powers delegated to individual Authorised Officers (eg the maximum level of sanction which could be applied in cases where there are no specific existing regulations).

8. Authorised Officer Procedures

8.1 Breaches of Student discipline may be investigated by the designated Authorised Officer, or the Head of Security (or his nominee), or by a senior member of University Staff such as a Director or Dean in consultation with the Head of Security and the Clerk to the Disciplinary Committee.

8.2 The investigating officer (or their nominated representatives) shall carry out a full investigation into the allegation; this may include taking statements from the complainant, the accused Student and any witnesses and discussing the investigation with the accused Student.

9.

9.2 If the Student refuses to attend an informal meeting or does not admit the offence or a resolution cannot be agreed, the Authorised Officer will invoke formal procedures as set out in paragraphs 10 to 11 below. Any attempt at informal resolution will not prejudice the outcome of more formal procedures.

10. Formal Investigation

10.1 Following investigation of an alleged offence the Authorised Officer shall arrange to meet with the Student to discuss the allegations. The Authorised Officer shall give 7 days' notice of the date, time and location of the meeting in writing. The Authorised Officer shall inform the Student in writing of the details of the alleged offence and invite the Student to say whether they admit the offence and whether they wmeea-23(A)1 (ut)2 (h)13 (e)m2

Officer and/or the investigating officer may ask questions of the Student or of any witness for the clarification of matters of fact.

10.4 A record of both the incident and the penalty shall be retained by the Authorised Officer. The Authorised Officer will formally notify the Student, the Dean of Faculty, the Head of the Academic Support Office and the Head of Security in writing of the outcome of the hearing.

10.5 In cases where the charge is not proven, the Authorised Officer shall ensure that documentation in the Faculty relating to the matter is destroyed.

10.6 If, in the course of the investigation and the Authorised Officer's hearing, a matter related to the Student's welfare is recognised, then the Authorised Officer may, in lieu of setting a penalty, require a Student to comply with conditions designed to address positively or to resolve the welfare matter. This does not prejudice the Student's right of appeal.

10.7 In circumstances where paragraph 10.6 applies, the Authorised Officer may, upon a Student giving a firm undertaking to fulfil a condition or conditions, withhold the imposition of a penalty for so long as the Student fulfils the condition or conditions. Alternatively, the Authorised Officer may waive imposing a penalty upon a Student giving a firm undertaking to fulfil a condition or conditions. This will allow the Authorised Officer to take account of any welfare or pastoral problems being experienced by the Student and to direct the Student to seek appropriate assistance. This may be by arranging an interview with a member of Student and Academic Services Staff who may then refer the Student to appropriate assistance.

10.8 Any failure by the Student to fulfil conditions or comply with a penalty imposed by the Authorised Officer shall be treated as a major offence and referred to the Disciplinary Committee.

11. Concluding Investigation

11.1 Once the investigation has been concluded, the Authorised Officer shall review the documentation and, taking account of advice from the Clerk to the Disciplinary Committee, shall submit a report with recommended course of action to the Executive Director Student and Academic Services.

11.2 The Executive Director Student and Academic Services, will determine whether the offence is minor or major; and the following relevant procedures will commence:

- Part E for Minor offences
- Part F for Major offences

13. Minor Offences Penalties

13.1 An Authorised Officer may impose one or more of the penalties set out below:

13.1.1 That the Student is prevented from undertaking certain University activities (including the DMU Global programme of events). This penalty will only be imposed

15.1.2 offences other than academic offences in connection with University assessments.

15.1.3 actions and/or omissions in breach of the University's Code of Practice on Freedom of Speech.

15.1.4 inciting hatred or discrimination.

15.1.5 attempts to influence complainants and/or witnesses in minor or major disciplinary cases.

15.1.6 other serious offences e.g. possession of class A drugs, damage to or on University premises, theft, assault.

15.1.7 obstructing or harming the operations, safety and discipline of the University.

15.1.8 encouraging violence or self-harm.

15.2 All major offences are dealt with by the Disciplinary Committee other than those offences committed in connection with University assessments which are dealt with by the Academic Offences Panel or the appropriate Assessment Board. Appeals against a decision of the Disciplinary Committee are dealt with by the Disciplinary Appeals Committee.

15.3 The Student's disciplinary record of cases found proven by a Disciplinary Committee may be referred to in any confidential reference which is provided by a member of University Staff.

16. Suspension [11]

16.1 The University reserves the right to Suspend a Student who is the subject of a disciplinary investigation arising from an allegation that they have committed a major offence or who is the subject of an investigation carried out under Faculty Fitness to Practise procedures. In addition, the University may Suspend a Student in other extraordinary situations where suspension is deemed appropriate and necessary by the Designated Senior Member of Staff. In such cases the Board of Governors will be notified of the decision at an appropriate meeting.

16.2 The University reserves the right to issue a full Suspension or a Partial Suspension with particular caveats, e.g. access to Blackboard, on a case-by-case basis.

[11] Please refer to the Glossary for definition.

16.3 Only the Designated Senior Member of Staff has the power to immediately suspend a Student from the University or to exclude the Student from particular facilities or activities or to require that the Student have no contact with a named person or persons if there is good and sufficient cause. This may include Students against whom criminal charges are pending or who are the subject of police investigation. The decision of the Designated Senior Member of Staff shall normally be taken following receipt of a report from the Head of Security (or nominated Deputy) or, in matters relating to Fitness to Practise, from the Head of the relevant School.

16.4 In particular, the Designated Senior Member of Staff has the authority to Suspend any Student where, in their reasonable view, the Student's continued presence as a member of the University community:

16.4.1 represents a threat to the safety or well-being of Students, Staff or visitors to the University, or to colleagues and/or clients where the Student is in practice placement, or

16.4.2 represents a potential hazard in accordance with the University's policies on health and safety, or

16.4.3 would be prejudicial to the Student's best interests, safety or well-being, or

16.4.4 would jeopardise a full and proper investigation being carried out by either the police or a university investigator, or

16.4.5 would disrupt or interfere with the academic, administrative or other activities of the University, or

16.4.6 is liable to bring the University into disrepute.

16.5 The Suspension shall be reviewed every 4 weeks (or earlier if new evidence becomes available) by the Designated Senior Member of Staff who may confirm, revoke or vary the suspension in the light of any developments or of any representations made by the Student or anyone on their behalf.

16.6 If the Suspension is for more than 14 working days' duration, after this time, the Suspended Student has the right of appeal, through written

17. The Disciplinary Committee

17.1 The Disciplinary Committee consists of:

- the Deputy Vice-Chancellor, or
- a member of the Executive Board, or a Dean or a Deputy Dean (who shall act as the Chair); and
- an Authorised Officer; and
- A member of the Students' Union Executive Committee.

17.2 In cases where the Student is enrolled on a programme leading directly to a professional qualification or the right to practise a particular profession or calling, a member of the relevant practice area or profession will act as an additional member of the Disciplinary Committee and provide an opinion on the accused Student's suitability for admission to and/or to practise the profession or calling to which the Student's programme directly leads in light of the evidence presented to the Disciplinary Committee.

17.3 All members of the Disciplinary Committee shall be present at a hearing.

18. The Disciplinary Committee hearing

18.1 The Head of Security or other investigating officer[12] shall lodge a formal written complaint with the Clerk to the Disciplinary Committee immediately on completion of a disciplinary investigation in cases where the Student might be required to appear before the Disciplinary Committee.

18.2 Where a Student admits, in writing, an offence which would normally be put to the Disciplinary Committee, the Chair of the Disciplinary Committee will undertake a review of written submissions. The Chair alone may decide what penalty, if any, is to be imposed, taking into account any written statements in mitigation provided by the Student. If the Chair believes the case to be sufficiently serious as to require a hearing they may decide that a hearing should be convened. The Chair may consult the designated senior member of Staff in reaching their decision on penalty or other matters. The Student has the usual right of appeal to the Disciplinary Appeals Committee.

18.3 If the Student denies the offence, or if the Chair of the Disciplinary Committee believes that a hearing should be convened in the case of a Student who admits the offence, the Clerk to the Disciplinary Committee shall arrange a hearing of the Disciplinary Committee. The accused

[12] See Chapter 2, paragraph 6.1 of these Regulations.

Student and the University's representative for the complainant (usually

19. Penalties

19.1 The Disciplinary Committee will impose, as it in its absolute discretion thinks fit, an appropriate penalty or penalties on a Student found to have committed a disciplinary offence by the 20

arising from any damage caused by the Student or for which the Student is responsible;

x make an apology to any named person or persons, either in writing or verbally depending on the circumstances of the case, wording to be approved by the Chair of the Disciplinary Committee;

19.4 Any sum ordered to be paid under this provision shall be a debt owed to the University and therefore subject to the University's normal debt collection procedures unless quashed on appeal.

19.5 The Disciplinary Committee may, upon a Student giving a firm undertaking to fulfil a condition or conditions, suspend the imposition of a penalty for so long as the Student fulfils the condition or conditions. This will allow the Disciplinary Committee to take account of any welfare or pastoral problems being experienced by the Student and to direct the Student to seek appropriate assistance. This may be by arranging an interview with a member of Student and Academic Services Staff who may then refer the Student to appropriate assistance. Any failure by the Student to fulfil such condition(s) shall be treated as a major offence and referred to the Disciplinary Committee.

19.6 Where it is found proven that a Student has acted in such a way as to render them unfit for admission to and/or to practise the profession or calling to which that Student's programme directly leads, the Student will not normally be permitted to continue on that programme. In such cases the University reserves the right to inform the relevant professional or regulatory body of the outcome and reasons for the Disciplinary

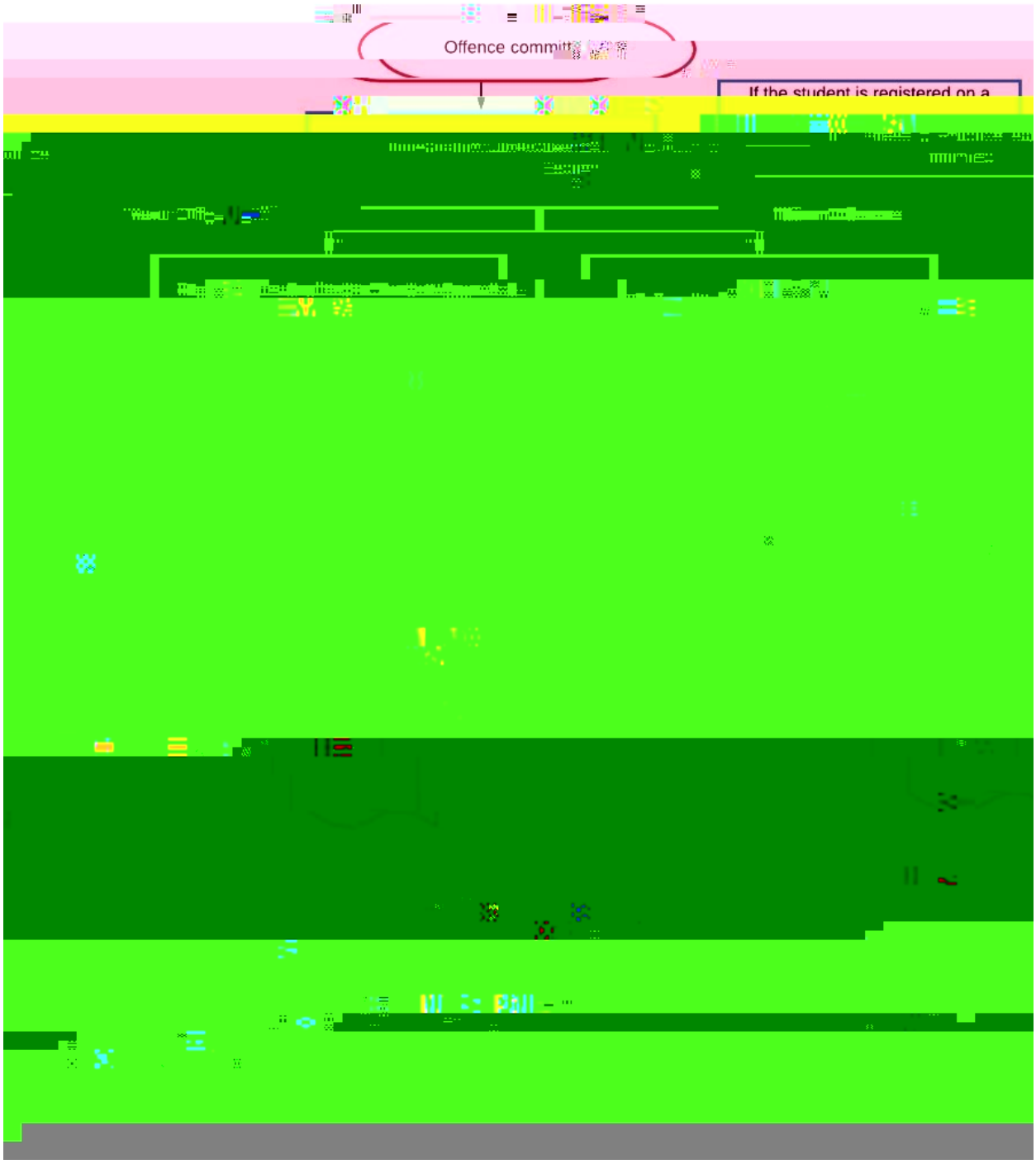
19.8.2 the Student meets the normal entry requirements for the new programme and/or meets any other appropriate academic requirements for entry to the new programme;

19.8.3 there is a place available on the new programme; and

19.8.4 the Student is accepted as a suitable candidate by the Faculty for the new programme.

19.9

Annex 1 - Process of disciplinary procedure



Annex 2 - Recommended Timeline

Stage	Details	Recommended Timeline **
1	Notification of breach received by the University	
2	University Security inform Head of Student Appeals & Conduct, and Fitness to Practise Lead (if applicable)	24 hours
3	Investigation conducted by University Security with Student statement taken and those of any other witness/es	10 working days
4	Investigation report forwarded to Head of Student Appeals & Conduct for consideration	
5	Decision determining whether minor or major offence, to move to stage 6 or stage 7 made by Executive Director, of Student and Academic Services (or designate)	3 working days
6	Minor Offence – case moves to stage 13	
7	Major Offence – case moves to stage 8	
8	Invitation to Panel Hearing	
9	Major Offence Panel Hearing – requirement for University to give 10 days' notice to Student	28 working days
10	Major offence - outcome report issued with details of penalties	

Annex 3

7 Audible devices

7.1 Students are required to ensure that all audible devices (such as mobile phones, tablets or laptops) are turned off or switched to silent at all times when their use would be disruptive to the academic or administrative processes of the University.

7.2 Such devices must therefore be silenced, for example, during lectures, seminars, tutorials, laboratory classes, assessments and during registration. They must also be silenced in all areas set aside for research or study (e.g. libraries) and in areas set aside for Student administration such as enquiries and loan administration. They must also be silenced in the vicinity of such areas where required. Any official notices indicating that these devices must be turned off in a particular location must be complied with.

7.3 Any breach of this regulation will be dealt with as a minor offence, and any repetition will be dealt with as a major offence, under the provisions of the Disciplinary Procedure, except that non-compliance with this regulation in an examination will be regarded as an academic offence and will be dealt with under Chapter 4 of these regulations.

Annex 5

Student placements

Students should also refer to and comply with any code of practice on Student placements and/or any regulations, procedures or provisions stipulated by the Faculty or the Programme

Provision for temporary withdrawal from placement

1 The Programme Leader or Faculty Authorised Officer may require a Student to withdraw temporarily from a placement if, in the view of the Programme Leader or Faculty Authorised Officer there is good and sufficient cause to do so. The Programme Leader or Faculty Authorised Officer shall, when requiring the Student to withdraw, provide a brief written statement outlining the reasons for the withdrawal. The withdrawal shall take place with immediate effect and shall be for no more than 7 days.

2 The Programme Leader or Faculty Authorised Officer shall provide a full report of any such withdrawal to the Head of School and the designated senior member of Staff as soon as possible and within 24 hours unless reasonably prevented from so doing.

3 The Student shall have the right to make written representations to the designated senior member of Staff provided that those representations are received by the designated senior member of Staff within 4 days of the temporary withdrawal.

4 Within 7 days of the temporary withdrawal, the designated senior member of Staff (or their nominee) shall, after making such investigation as they see fit and considering any representations which may have been made, make a decision to Suspend the Student from placement or to take such other action under their general powers as they may decide, including discharging the temporary withdrawal.

5 The Suspension shall be reviewed every 4 weeks by the designated senior member of Staff

University

7 Sporting equipment, such as Archery and Fencing

7.1 Archery may be conducted for sport and recreation on University premises. Staff, Students and guests of or visitors to the University may participate in organised archery events only if the requirements of the Grand National Archery Association are observed in respect of the holding, possessing, transit and use of archery equipment. Students who are resident on University premises and who wish to keep archery equipment on campus for use in organised events must sign their archery equipment into a gun room and must not hold or keep such equipment in residential accommodation or in vehicles. Such Students must obtain written authority from the University's Head of Security to bring archery equipment on to University premises.

7.2 Fencing may be conducted for sport and recreation on University premises. Staff, Students and guests of or visitors to the University may participate in organised fencing events only if the safety guidelines of British Fencing are observed in respect of the maintenance, holding, possessing and use of fencing equipment. Students who are resident on University premises and who wish to keep fencing weapons on campus for use in organised events must sign their fencing swords into a gun room and must not hold or keep such equipment in residential accommodation or in vehicles. Such Students must obtain written authority from the University's Head of Security to bring archery equipment on to University premises.

8 Monitoring and review of the policy and regulations in relation to actual and potential weapons

8.1 It is the responsibility of the Committee of Authorised Officers to monitor and review the application of regulations and policy relating to weapons on an annual basis.

9 Exemptions

9.1 In exceptional circumstances a Student may apply for exemption from the regulation concerning the possession of personal or privately-owned weapons on University premises, e.g. if they are a sportsperson of a high order who occasionally needs to carry firearms across University premises going to or from an external gun club. In such instances, a written application must be made to the Head of Security.

9.2 Any Student who is granted an exemption from the Regulation forbidding the holding, possession or use of personal or privately-owned weapons must carry the exemption at all times when the weapon(s) is/are on University premises.

Annex 8

Fitness to Practise Procedures

1 Introduction

1.1 The University expects all Students enrolled on a programme leading directly to a professional qualification or the right to practise a particular profession or calling to demonstrate high standards of behaviour in their professional and Student lives. In certain Health and Social Care subject areas Students are expected at all times to demonstrate that they are trustworthy and of good character and in good health so that they can practise safely.

1.2 Programme handbooks will provide further information about the standards of behaviour expected of Students training for a particular profession. It is the Student's responsibility to familiarise themselves with the provisions and requirements of the relevant professional body.

1.3 Students on such courses whose behaviour and/or health raises any other concerns about their fitness to practise are subject to the Faculty Fitness to Practise procedures.

1.4 A Student subject to such procedures may be accompanied at all meetings by a Student's Companion (as defined in the Glossary to these regulati 18 0 TTJ /T0.1 (G ( )Tj EMC4o EMC4o(hav54Ftid1 1 Tf 0.004 Tc -0.004 Tw -11

2.3 In both cases, if the Suspension is for more than working 14 days' duration, after this time the Suspended Student has the right of appeal, through written representation, to the Vice-Chancellor.

3 Dismissal from a programme of study

3.1 Where it is proven that a Student has acted in such a way as to render them unfit to practise the profession to which that Student's programme directly leads, the Student will not be permitted to continue on that programme. In such cases the University reserves the right to inform the relevant professional or regulatory body of the outcome and the reasons for the Fitness to Practise Committee's decision.

3.2 Students who are dismissed from their programme as unfit to practise will not be permitted to re-register onto the programme from which they have been dismissed. The University reserves the right to decline applications to other programmes leading to:

- registration with a professional body
- to a professional qualification
- or the right to practise a particular profession when the Student has previously been dismissed from their programme as unfit to practise

3.3 The University has a statutory duty to refer a Student to the Independent Safeguarding Authority, the Disclosure and Barring Service and other relevant external stakeholders where that Student has been dismissed from training because their behaviour is believed to pose a risk of harm to children and/or other vulnerable people. Only the designated senior member of Staff may make such a referral on the recommendation of the Fitness to Practise Committee.

3.4 A Student whose registration with the University has ended due to fitness to practise will not be permitted to re-apply for entry to the University within two years and would not normally be admitted onto an accredited programme; please see academic regulations on our website.

3.5 The Student will be permitted to transfer to another programme within the University provided that:

- the Student meets the required entry requirements for the new programme;
- there is a place available on the new programme; and
- the Student is accepted as a suitable candidate by the new programme's owning faculty.

Annex 9 Policy on Dignity and Respect (Students)

1 Scope and Purpose of the Policy

1.1 This policy relates to all Students of DMU. Every Student is personally liable under the Equality Act 2010 and is expected to treat Staff and Students with dignity and respect and in turn to be treated with the same. DMU has a firm commitment to equality and diversity and will not tolerate the discrimination, harassment, bullying or victimisation of any member of the DMU community by another.

1.2 The purpose of this policy is to promote the development of a working environment in which these actions are known to be unacceptable and where individuals have the confidence to report these, should they arise, in the knowledge that their concerns will be dealt with appropriately and fairly. The policy outlines procedures to be followed if a Student or prospective Student feels they are being discriminated against, harassed, bullied or victimised during their engagement with DMU.

1.3 A separate policy on Dignity at Work exists for Staff and advice on this may be obtained from the People and Organisational Development Directorate.

1.4 All Students are reminded of the relevant clauses in the Disciplinary Code within Chapter 2 of the Student Regulations, in particular paragraph 5.3.3:

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Abusive, threatening, coercive, manipulative or aggravating behaviour which in the reasonable opinion of the designated senior member of Staff or relevant Authorised Officer constitutes harassment, violent, indecent, disorderly, threatening, abusive or offensive behaviour or language including that relating to the(ut)-6.d5.9 (der)he(ut)-6(i)2.6w.62

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5.4 Formal reports about a Director should be made to the Executive Director of People and Organisational Development. A complaint about the Executive Director of People and Organisational Development should be made to the Chief Operating Officer.

5.5 Further information about types of behaviour that would contravene the Dignity and Respect policy, and University Disciplinary Code can be found in the Sexual Misconduct Policy and the No Space for Hate Policy.

6 Monitoring of the Policy

6.1 The Executive Director of Student and Academic Services will keep the implementation of this policy under review and will monitor its use through the Academic Support Office.

7 Personal Relationships at Work

7.1 DMU also has a Code of Conduct on personal relationships at work, which applies in circumstances where personal and professional relationships overlap. The Code can be found on the People and Organisational Development website

8 Use of DMU Computers/computational devices and ID

8.1 Hate, discrimination, harassment, bullying or victimisation may occur online and could be considered as misuse of DMU's computing services where this takes place using a DMU email account or from a DMU-provided piece of equipment or network. This includes potentially discriminative or offensive material posted on public access websites or social networking sites. Online harassment and bullying (cyber bullying) will be dealt with under the procedures outlined above. As well as infringing the DMU Policy on Dignity and Respect, such abuse of DMU

Chapter 3 Support to Study

1 The procedures set out in this Chapter 3 may take precedence over other processes and procedures e.g. attendance management, and may be used in conjunction with another process.

1.1 Students may ask the Office of the Independent Adjudicator for Higher Education (OIA) to review decisions taken by the University pursuant to this Chapter 3 but only after the University's procedure s have been exhausted. Information on the OIA scheme can be found at http://www.oiahe.org.uk.

Part A: Introduction, framework and terms of reference.

2 Introduction

2.1 The University welcomes a diverse Student body, both as an educational resource for all and as an intrinsic part of the overall learning experience. This includes Students with temporary or long-term medical conditions who wish to fulfil their intellectual potential and progress their career prospects through their chosen programme of study.

2.2 The University has statutory obligations under Equality Legislation, to make reasonable adjustments for Students who have a disability. This includes specific learning differences; some mental health conditions, and some chronic health conditions.

2.3 The existence of medical conditions or other disabilities does not absolve Students from the responsibility for their education or their responsibility towards other members of the academic community.

2.4 The University recognises that a Student may demonstrate behaviour which causes concern for their own wellbeing or the wellbeing of the wider University community. Such behaviour may be attributed to, for example, a medical condition, mental illness or taking (or failing to take) prescribed medication. The Student may benefit from the University's direct intervention and support. These provisions are intended to provide a framework to help the Student out of their difficulties while protecting the Student, the public and the work of the University. Intervention under these provisions may also be appropriate in the case of a student who fails to recognise that they are suffering from a communicable disease and/or fails to notify the University of their condition as soon as it is practicable to do so.

2.5 This Chapter outlines the policy, procedures and support available to both Students and Staff when a Student becomes unwell and/or presents a risk to self and/or others. It is not intended to give guidance on wider matters relating to Students with mental health needs but is intended to ensure a consistent and sensitive approach to managing specific situations which become problematic.

2.6 This procedure is owned by the Welfare department, who will ensure process is followed in accordance with the regulations.

2.7 The University has a duty of care to respond appropriately where it becomes aware of issues relating to Students showing visible signs of illness, mental health difficulties, psychological, personality or emotional disorders which have a detrimental impact on the functioning of the Student and/or other members of the University community. This may arise where, for example, the University is concerned that:

2.7.1 a Student's ability to study is neither manageable nor achievable in relation to specific tasks and/or activities.

2.7.2 a Student's behaviour poses a risk to their own health, safety and/or wellbeing and/or that of other persons.

2.7.3 the Student's behaviour is, or is at risk of, negatively affecting the teaching, learning and/or experience of other Students.

2.7.4 the Student's behaviour is, or is at risk of, negatively affecting the day-to-day activities of the University and/or a placement provider.

2.8 Subject always to paragraph 2.9 of this Chapter 3, the University reserves the right to invoke where appropriate procedures under other Chapters of the Regulations, including in cases where behaviour which causes concern is in contravention of The Disciplinary Code (see Chapter 2 of these Regulations). If a Student fails to co-operate at any stage in the procedures set out in this Chapter 3 this may result in the Student being referred to the disciplinary procedure.

2.9 The purpose of this policy is to support Students and Staff to manage interventions appropriately, that is:

2.9.1 to identify the appropriate response by academic and support service Staff in the circumstances where it is not considered appropriate to apply disciplinary procedures, in particular, because the Student's behaviour should be managed rather than punished;

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Committee, Disability Advice and Support (DAS), The Student Welfare Service or the Student's Personal Tutor.

3.2.2 Stage 2 Enhanced Concern; where the Student's behaviour is having a significant impact on the Student's own wellbeing and/or the wider University community.

3.2.3 Stage 3 Serious Concern; where there remains significant concern, or a pattern of behaviour which continues after intervention at Stage 2 has been completed.

3.3 Any use of these procedures must be in accordance with the data protection requirements specified in section 4.

4 Data Protection Issues

4.1 The University and its S 5]TJ 0etngpe-1ngtdu</M3.9

not provided, then the information will not be disclosed other than in circumstances covered under sections 4.6 and 4.7.

4.6 Wherever consent is the lawful process for processing personal data, or explicit consent for processing special category personal data, any processing must stop if this consent is withdrawn.

4.7 If the Student chooses not to explicitly consent, this decision will be respected where possible. In these circumstances

7.1.4 the Student begins to exhibit behaviour that is causing significant concern
7.1.5 repeated missed appointments
7.1.6 disengaging with study
7.1.7 social withdrawal

the Student At Risk Committee should be informed as soon as possible.

7.2 A case review discussion will be convened, as per Annex 1 of this chapter, to include the Student (and the Student's companion where applicable), Welfare Lead or nominated officer (Chair), and a maximum of two members of Staff which may include the following as appropriate: Associate Professor Student Experience (or elected nominee), Personal Tutor, Faculty Engagement Officer and serviced by the Academic Support Office.

7.3 The Student will be notified 10 working days prior to the date of the case review discussion. If the Student fails to attend a meeting despite all reasonable attempts by the University to accommodate their attendance, the meeting will take place in the absence of the Student. Any written submissions by the Student will be considered at the meeting.

7.4 The case review discussion will address any concerns that are raised and mitigating circumstances, as per Annex 1 of this chapter. It could also include the following:

7.4.1 Outline the expectations of the University.
7.4.2 Details of any risk assessment undertaken.
7.4.3 Examine supporting evidence from Welfare Services.
7.4.4 Examine academic progress reports and attendance record.
7.4.5 Consider whether the Fitness to Practice policy is required to be invoked (if applicable).
7.4.6 Review the Student statement and or any evidence submitted by the student.
7.4.7 Discuss with the Student possible outcomes and expectations.

8 Outcomes

8.1 As a result of the meeting the following are examples of outcomes that moTc -0.002 Tw 4.17Discu8ieo 0.004 Tc -0.002 Tw 4.17 0 Td [(ac)4 (ad7/LBody <<[p)1

8.1.2 A recommendation for the Student to interrupt or withdraw from their programme (subject to requirements under the Academic Regulations.)

8.1.3 Recommendation to change registration terms i.e. to part time or distance learning, subject to the terms of accreditation for that programme.

8.1.4 Transfer to a shadow/alternative course (subject to the University's Admissions Policy and Academic Regulations and with the permission of the Faculty)

8.2 The outcome of the discussion and action plan, if applicable, will be confirmed to the Student in writing within five working days of the case review panel meeting.

8.3 The Welfare Team will keep a central record of notes of the meeting, all referrals, action and developments in the case and relevant colleagues will be updated on a 'need to know' basis, via the Faculty Engagement Officer.

8.4 Where necessary and appropriate, Student Support Services will also offer support to those Students and Staff who may be affected by any incident or on-going situation e.g. in Student accommodation.

8.5 A decision will be made by the relevant academic lead, with advice from Head of Student Welfare, as to whether the Student's nominated emergency contact should be informed in extreme circumstances. Such decision-making needs to be guided by the University's Duty of Care policy and data protection legislation

8.6 Where appropriate, there will be contact with the Accommodation Team and the Security Office, particularly if the Student, or others living close to the Student, may need to be moved to alternative accommodation.

8.7 Where a Student is registered on a programme leading directly to a professional qualification or the right to practise a particular profession or calling, the Faculty Fitness to Practise Lead will be informed that this procedure has been invoked.

8.8 If a Student elects to interrupt their studies for a period of time as agreed at the case review panel meeting, Welfare and Support services will advise the Student with regard to financial implications, accommodation and any other welfare issues as appropriate.

9 Return to Study

9.1 Following a period of absence from the University for recuperation or treatment, it may be appropriate for the Student to return to resume studies. If this is the case, it will be necessary to ensure that the Student is supported by their Faculty and/or Programme team (which may include Associate Professor Student Experience, Programme Leader, Personal Tutor) with advice from Welfare Services, on their return to the University.

9.2

9.7.4 any longer-term support or adjustments that are reasonably required and any conditions that might or will apply to provision;

9.7.5 a risk management plan that takes account of the experiences that led to the student initially interrupting their studies and any other information that is known to be relevant.

9.8 Any return to study will be subject to the Student's co-operation with this process and full adherence to the Return to Study Plan.

9.9 Other members of staff within Student Services will be available to provide advice and support to facilitate the Student's transition back onto the course, particularly in relation to any action that might be required under the Equality Act 2010 and other relevant Equality Legislation. This will be arranged with the direct involvement of, or in consultation with Student Welfare Services.

10 Stage 3: Serious Concerns

10.1 Where there remains significant concern, or a pattern of behavior continues after intervention at Stage 2 has been completed —the Student Welfare Service will recommend that Stage 3 of the procedure is invoked and a Support to Study Panel will be convened.

10.2 The Support to Study Panel shall consist of:

- Pro Vice Chancellor, Dean or Deputy Dean of Faculty (or nominee) (Chair),
- Head of Student Welfare (or nominee),
- Faculty Lead (from Associate Dean Academic, University Senior Tutor or nominee)
- Representative of the DSU Executive Committee.
- The Student may be accompanied by a Student's companion and will be recommended to seek advice from the Student's Union.
- The Clerk to the Committee, or nominee, will take notes.

10.3 The Student shall be notified within 14 working days of the hearing. If the Student fails to attend a meeting despite all reasonable attempts by the University to accommodate their attendance, the meeting will take place in the absence of the Student. Any written submissions by the Student will be considered.

10.4 The Support to Study Panel shall:

10.4.1 consider a summary of the current situation from a nominated member of the welfare team.

10.4.2 consider representations made by the Student.
10.4.3 identify achievements made from previous action plans.
10.4.4 consider relevant University regulations.
10.4.5 consider any further medical evidence or welfare reports.
10.4.6 consider the consequences of failing to complete the agreed actions.

11 Outcomes

11.1 The Support to Study Panel shall have discretion to make any decision appropriate to the circumstances and consistent with ensuring the safety and wellbeing of the Student, other members of the University and the public. Where possible the decision should be made with the Student's agreement.

11.2 As a result of the hearing the following are examples of outcomes that may be reached:

11.2.1 Recommendation for further support and Return to Study Plan to be reviewed at agreed points for a maximum of three months.

11.2.2 Recommend, but not impose, an interruption of registration for a defined period of time or withdrawal.

11.2.3 Recommendation that the Student's behaviour is dealt with through the disciplinary process in line with chapter 2, Part C of these Regulations.

11.3 The outcome of the hearing will be confirmed to the Student in writing within five working days of the hearing taking place. Minutes will be taken and kept in the central record by the Student Welfare Service.

Part C: Right to A ppeal

12 A Student's right of appeal

12.1 The Student has the right to appeal the decision of the Support to Study Panel and should do so by writing to the Clerk to the Committee by email to the acasupportffice@dmu.ac.uk within ten working days of notification of the outcome of the panel hearing.

13 The Support to Study Appeal Panel

13.1 The Support to Study Appeal Panel consists of a Governor (Chair), Welfare Adviser, Senior Member of Staff.

13.2 No person who has been previously consulted or involved in the case shall be part of the Support to Study Appeal Panel.

14 Grounds for appeal

14.1 Students may request an appeal against a decision of the Support to Study Panel on the following grounds only:

14.1.1 that there is new and relevant evidence which the Student was demonstrably and for the most exceptional reason unable to provide in the first instance; and/or

14.1.2 that the Panel did not comply with its own procedures as set out above.

14.2 The Chair of the Support to Study Appeal Panel may decline the request for an appeal without bringing the matter to the Support to Study Appeal Panel if in their reasonable opinion it appears that the grounds of appeal are not made out or are so lacking in substance that further consideration would not be justified. The decision of the Chair is final and not subject to

14.7 The following people will normally be present at the hearing:

- the Student making the appeal;
- a Student's companion if the Student so wishes;
- the Appeal Secretary, as note-taker;
- a representative of the Support to Study Panel who will present the University's case.

Part D: Exceptional Interventions

16 Risk

16.1 When a S

Annex 1 – Recommended Timeline

Stage	Details	Timeline (all days are working days)
1	Referral from SAR/ Faculty/ Academic/ Security to Welfare lead	
	Support offered	Ongoing
2	Referral to Welfare Case Lead	
	Meeting with Faculty ADA/APSE/other for information gathering. Review by University Legal Team (if required)	5 days from point of referral 7 days from point of

Chapter 4 Academic offences and bad academic practice

1 Introduction

1.1 Students are expected to write assessments in their own words and to reference the sources they use in accordance with the conventions of their discipline. There are occasional exceptions where the exact words from existing sources need to be used in an assignment, including the use of direct quotations. However, Students should note that using the work of others word for word in any work submitted for assessment should be done sparingly and in accordance with De Montfort University referencing conventions.

1.2 Students who feel that they need assistance in writing appropriate English to help them avoid accidentally committing an academic offence should, in the first instance, seek guidance from their Module Leader or Supervisor. Further information and guidance can be accessed via the Library pages on the University's website.

1.3 Students who the University has found to have engaged in bad academic practice or to have committed an academic offence, may ask the Office of the Independent Adjudicator for Higher Education (OIA) to review their case but only after the University's procedure has been exhausted. Information on the OIA scheme can be found at http://www.oiahe.org.uk.

1.4 In any case where a Student is accused of bad academic practice or of having committed an academic offence (and in either case whether acting alone or in conjunction with one or more other people) the burden of proving that the accusation has been established is the balance of probabilities (more likely than not). For both bad academic practice or an academic offence, the University must prove both that the factual allegations have been established and that in carrying out the acts complained of the accused person has done so intentionally.

2 Definitions

2.1 Bad academic practice

Bad academic practice is the presentation of work that is not the Student's own as if it were. It is the unintentional passing off of ideas, data or other information that are not within the realm of common knowledge in the discipline as if such materials were originally discovered by the Student, or it is the word for word duplication of short phrases in written work, in oral presentation, or equivalent duplication in non-written forms, where the source is not mentioned, and where such duplication is minor in scale. The expectation is that cases of bad academic practice are only likely to occur at the first level of an undergraduate award. However, there may be instances to be found throughout both undergraduate and postgraduate gradms

2.2 It is an academic offence for a Student to commit any act, which is intended to modify or evade, in an unauthorised manner and/or by unfair means, the condition of assessment specified by the University in relation to a programme leading to a University award or an award offered by an external body. The following are examples of such an academic offence but do not represent an exhaustive definition:

2.3 Cheating in examinations

The list below applies equally to phase tests unless the instructions for the phase test explicitly state that certain activities are permitted. A candidate commits the offence of cheating in an examination if they:

- Deliberately acquire advance knowledge of the detailed content of the examination.
- Copy from the examination script of another candidate.
- Allow another candidate to copy from his or her examination script.
- Provide information to another candidate in an examination.
- Communicate (or attempt to communicate) with another candidate in an examination.
- Obtain any other assistance from another candidate.
- Use or have access to unauthorised material (as defined in 2.5

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2.7 Plagiarism

Plagiarism is the deliberate attempt to gain advantage by presenting any work, data or concepts (including drafts and work in progress) that are not the Student's own as if they were. An example of this may be the word-for-word substantial duplication of phrases or sentences in written work, or in oral presentations and the creative arts, whether or not the original source is mentioned.

2.8 This definition of plagiarism also extends to non-written forms of production (for example, in performance, design, the making of artefacts or other objects) where equivalent duplications are made; this is sometimes referred to a 'visual plagiarism'. An example of this may be where a Student's work copies, parodies, appropriates, pays homage to, or pastiches a specific source/artistic work but fails to acknowledge or reference the influence or significance of this source. In all cases, such sources may include the work of other Students at the University or another institution or contracted third parties.

2.9 The University reserves the right to test any work submitted by a Student, for consideration by an academic member of Staff, for plagiarism. This includes the submission of student work to third parties for electronic testing. Content submitted to such third-party providers is only ever disclosed to another university or equivalent institution in the event of matching material being found.

2.10 Acquiring and submitting work not written or produced by the Student

It is an academic offence for a Student to acquire (or attempt to acquire) and J 0 Tc 0 Tw hw4 399.84 t wE(2.)2 (10)]TJ 0 Tc 0w evermi(or)7ttork not whe Uer o

2.13 Collusion

Collusion for the purposes of this Chapter 4 is the deliberate attempt to gain advantage by presenting work that is not solely the Student's own as if it were, where the source of the unreferenced work is that of another Student who has provided it to the Student in question knowing

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3.3.6 After considering any representations from the Student, including any evidence in mitigation, the Academic Practice Officer will decide whether there may be any substance to the allegations. The Academic Practice Officer can decide:

- x to take no further action if they believe there is no case to answer
- x to take action in accordance with the options given in the bad academic practice and academic offences tariff (Annex 1 to this Chapter)
- x

3.3.12 If the Student has been failed in the work or module, then the assessment board shall determine whether they have the right to be reassessed in that work or module, subject to the University's normal re-assessment regulations and any specific subject, programme or module regulations.

3.3.13 All re-assessments require that the Student has sufficient re-assessment credits remaining. If the Student has insufficient reassessment credits remaining then the marks presented to the assessment board shall stand and an appropriate decision made.

3.4 Student's right of appeal against a Decision of an Academic Practice Officer

3.4.1 If a Student believes that an Academic Practice Officer's decision was not reached in accordance with the procedures described in these regulations, then the Student may present their case, giving reasons, to the Executive Director of Student and Academic Services (or appointed nominee) in writing within 10 working days of the date on which the Academic Practice Officer notified the decision to the Student.

3.4.2 On receipt of such written representation the Executive Director or nominee will review the action taken by the Academic Practice Officer. If there are good grounds for the appeal, the Executive Director will appoint two Academic Practice officers from outside the Student's Faculty to consider the case. The decision of the Executive Director of Student and Academic Services (or appointed nominee) shall be final and not subject to review by any other University body.

3.5 Referral to Academic Offences Panel

3.5.1 Cases involving Students on taught programmes must be referred to the Academic Offences Panel, where appropriate, in accordance with the guidance given in the tariffs at Annex 1 to this Chapter.

3.5.2

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8.1.6 Refer the matter back to the Academic Practice Officer for reconsideration under their powers and in accordance with the

imposed. The decision of the Appeals Committee is final and not subject to review by any other University body.

10.7.4 Notwithstanding the above, the Vice-Chancellor (or his nominee) may dismiss an appeal at this stage if in their reasonable opinion the grounds of appeal are so lacking in substance that further consideration would not be justified.

10.7.5 The Vice-Chancellor's decision made in accordance with paragraph 3.9 shall be final and not subject to review by any other UniversitiverTw 15.a.

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[It is recognised that the standard of the evidence produced will often be beyond the direct control of the Student, and decisions will be made on the balance of probabilities, taking into account all the evidence at hand.]

2.6 Circumstances such as the following would not be acceptable to the Panel:

- Minor illness (such as a cold), manageable illness or indisposition, or injury not falling within the definition of serious debilitating illness or serious accident or acute illness as stated above
- Circumstances arising from paid employment
- Circumstances which arise from negligence or carelessness, for example failure by the Student to get up on time, failure to attend at the right time or location for an examination
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3.1.10 Self-certification may only be used once

4 Procedure for consideration of requests

4.1 Constitution of Panels

4.1.1 The Academic Board Panel is chaired by the Head of Academic Services and comprises: The Head of the Academic Support Office, an

4.2.2 Requests received after the deadlines will be dismissed (see paragraph 3.1.15 above). Requests received after results have been published for the assessments for which deferral is sought will not be considered.

4.2.3 For any examinations (undergraduate and postgraduate) that fall outside the main examination periods, the deadline will be 14 calendar days from the date of the examination concerned.

4.2.4 Where there is no timely Panel meeting, straightforward requests will be dealt with by the Panel's nominated representative, except that requests may only be rejected on the authority of the Panel Chair (or nominee) in consultation with another Panel member.

4.2.5 Each Panel shall consider the evidence provided in support of the application for deferral of assessment (see paragraphs 4.1.2 and 4.1.5 above). If the Panel accepts that the evidence clearly demonstrates that, at a time closely relating to the assessment, the Student's performance was seriously impaired by adverse personal circumstances, the Panel shall direct deferral to the next normal scheduled date of the assessment.

4.2.6 If the Student has already completed the assessment(s) for which deferral is being requested, and the Panel accedes to the request, the Student's examination script or other work submitted for assessment will not be marked. If it has already been marked, the mark or grade or other outcome shall be declared void and shall not be entered on the Student's record either at this time or at any future time. Once a deferral request has been accepted by the Panel a Student may not retract said request at a later date.

4.2.7 The decision of the Panel shall be final, except that a Student has the right of appeal on the following grounds only:

- That there is new and relevant evidence which the Student was demonstrably and for the most exceptional reason unable to provide in the first instance.
- That the Panel did not comply with its own procedures as set out above.

4.2.8 Any Student wishing to appeal must do so in writing, stating clearly the specific grounds on which the appeal is based, to the Student Appeals and Conduct Officer within 10 working days of the Panel decision.

6.3 Students are individually responsible for making adequate arrangements to ensure that they are able to attend examinations or other scheduled tests, and must make due allowance for unusual circumstances which can reasonably be anticipated. A Student who is prevented from attending an examination or other scheduled test by exceptional and unforeseeable weather conditions should immediately contact the Student Gateway for guidance on the relevant procedure.

7 Professional Body requirements

7.1 In cases where professional bodies so require, the consideration of requests by Students for deferral of assessment will be undertaken by the relevant Assessment Board rather than by the Academic Board Panel. In such cases, the evidence provided could point to the need for consideration of Fitness to Practise issues and would therefore be forwarded to the Fitness to Practise team.

Chapter 6 Regulations for candidates sitting internally set De Montfort University examinations

1 Instructions to all candidates

1.1 Candidates must:

1.1.1 Ensure that they know the date, time and location of all examinations which they are required to sit, including keeping track of changes to the published schedule;

1.1.2 Arrive at the examination room at least 20 minutes before the start of the examination;

1.1.3 Note that if a candidate is absent from an examination a mark of zero will be awarded unless a deferral for that examination has been granted[1];

1.1.4 Read carefully the instructions on the examination paper and the examination answer book;

1.1.5 Note that the University reserves the right to schedule examinations and assessments on any day or time of the week, including weekends.

1.2 Candidates are reminded that it is an academic offence to commit any act which is intended to modify or evade, in an unauthorised manner and by unfair means, the conditions of assessment specified by the University. Chapter 4 of the General Regulations and Procedures Affecting Students deals in detail with academic offences. The regulations relating to examinations prohibit any attempt by a candidate to complete his or her examination script by unfair means, or to communicate with any other candidate in the examination room (including copying from any other candidate's script, allowing his or her own script to be copied, and passing material to or receiving material from any other candidate).

1.3 No candidate shall attempt to complete their script by unfair means, or communicate with another/others inside or outside the examination room.

[1] The procedure for requesting deferral in an examination is explained in Chapter 5 of these Regulations.

1.4 Candidates' behaviour at all times should respect other candidates' rights to an examination environment free from unnecessary distraction or disturbance.

1.5 Where it has been established in accordance with approved procedures that a candidate has cheated or otherwise committed an academic offence, the candidate may be failed for all or part of the assessment and may also be excluded from the University.

1.6 Candidates are required to produce their University ID Card at every examination which they take. Candidates should place their cards on their examination desk for inspection by an invigilator.

1.7 Candidates must bring their own pens, pencils, including spares and ruler, and may use drawing instruments. These materials may only be brought into the examination room in clear bags/cases. Any additional materials may only be used when issued by the invigilator or where specifically allowed in the rubric of the examination paper. Invigilators do not provide student with stationery.

1.8 Candidates may not bring into the examination room any electronic device unless approved in advance. This includes mobile phones, smart watches, fitness trackers and any data storage or internet enabled device. All unapproved electronic devices must be switched off and placed in the plastic bag provided on the exam desk and then placed on the floor under the exam desk. For the purposes of this regulation, examinations shall include any formally assessed session, including, for example, assessed laboratory sessions.

1.9 The University reserves the right to implement security processes, such as the use of a hand-held metal detector, to confirm the absence of such devices.

1.10 Non-compliance with this regulation will be regarded as an academic offence and will be dealt with under the Academic Offences Regulations (Chapter 4 of these Regulations).

1.11 Unless specifically prohibited, a candidate may use an electronic calculator which performs the usual arithmetic functions (addition, division, calculation of percentages, etc).

1.12 Except where specifically provided for in the rubric of a particular examination paper, a candidate may not use a programmable calculator which can store textual information or formulae. Where such devices are found invigilators will require the calculator memory to be cleared and

reset and the matter will be reported to the Faculty Academic Practice Officer, as per chapter 4 of these regulations.

1.13 As a general rule, invigilators are therefore liable to confiscate calculators with a full alphabet face unless the rubric specifically allows for their use.

1.14 Possession by a candidate of a programmable calculator or any kind of dictionary, where this is not allowed in the rubric, will be deemed to be evidence of an attempt by the candidate to complete the examination by unfair means, and will be dealt with as an academic offence under the University's regulations.

1.15 If any candidate brings into the examination room any notes, drawings, tracings or books (including electronically stored information), other than those which may be specifically permitted by the particular rubric of the examination, it is the responsibility of the candidate to give them up to an invigilator, or otherwise remove them from their person (including clothing), desk and/or vicinity of their desk before the commencement of the examination.

1.16 Possession by a candidate of any unauthorised material (which is defined as material not expressly permitted within the examination room) during the course of an examination will be dealt with as an academic offence under the University's regulations.

1.17 Candidates should note that invigilators do not have to be satisfied that a candidate has used or attempted to use the unauthorised material. The mere possession of that material is sufficient for the candidate to be charged with an academic offence.

1.18 Candidates may not bring into the examination room a text or electronic di

1.21

conditions for Students on non-standard programmes, for example postgraduate or Nursing and Midwifery programmes. It is the student's responsibility to complete the application process within the deadlines. The University will not be able to make arrangements for individual conditions where applications are submitted after these stated deadlines.

2.7 Students together with an appropriate member of Staff in Student and Academic Services must complete a form "Individual Examination Arrangements".

2.8 Further advice is available on the Student and Academic Services web pages found here: https://www.dmu.ac.uk/current-students/student-support/index.aspx

2.9 Individual examination arrangements may be made by the Head of Academic Services or their no896 (n)10 -3 (u)10 (s)4 5p, ( )]16 (her (f)2 ( )]TJ 0 -0 -1.3

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Chapter 7 Student personal data: capture, retention and disposal

1 Introduction

1.1 The University is committed to ensuring that the personal information of all Students is handled in accordance with the principles of current Data Protection legislation, includ ation, (n)6 -3B7ncen(ha)10 (ndl)-

2.1.5 As soon as possible after Assessment Board meetings, candidates will be informed of the final results which they have achieved in individual assessments.

2.1.6 The notification of examination results to Students does not imply any element of negotiability regarding those results, nor is it related to the formal procedures which exist for the review of Assessment Board decisions. Staff must not discuss with Students the proceedings of Assessment Boards.

2.1.7 Except for data determined and stored from previous Assessment Board meetings, no final examination or assessment results should be subject to automated data storage. No 'new' final examination or assessment results should be placed on a machine automated file prior to 40 days before the date on which an Assessment Board is to consider such assessment.

2.1.8 By making final stage results available to candidates under the standard procedures set out above, the University would expect to minimise requests on other occasions for access to machine-stored data. Adherence to the directions in paragraph 2.1.7 above will mean that information available to individuals through such applications will only be that which has been formally considered and presented to an Assessment Board.

2.1.9 Applications by data subjects for access to machine-stored data otherwise than under the standard procedures set out in paragraphs 2.1.1

the individual concerned. Any exceptions must be agreed with the Information Governance Manager.

3.3 Requests for information about individuals must be made in accordance with current Data Protection legislation and addressed to the University's Information Governance Manager.

3.4 Requests for information made in accordance with the Freedom of Information Act must be addressed to the University's Information Governance Manager.

3.5 The University will disclose certain information, including details of attendance and academic progress, to the sponsor(s) of a Student where such disclosure is a specific condition of the sponsorship and this has been evidenced. The University will disclose information of a specified kind, upon verification of identity, to a representative who has been named by a Student to act on their behalf.

3.6 The University may undertake to make reasonable attempts to pass on information from a third party to a Student without acknowledging to the third party whether or not the individual is a student at DMU.

3.7 The University will not accede to requests for personal data about groups or categories of Students where individual Students might be identified unless it is able to secure the consent of each individual Student concerned.

3.8 Students who have successfully completed their programmes of study are usually eligible to attend graduation ceremonies or similar public events. Graduation brochures, and other material associated with such events, may contain lists of Students who have achieved degrees and other academic awards.

3.9 In cases of any doubt, advice should be obtained from the University's Information Governance Manager.

4 Policy on image capture

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Chapter 8 Students' right of appeal against Assessment Board or Research Degrees Committee decisions

Students subject to this procedure may ask the Office of the Independent Adjudicator for Higher Education (OIA) to review their case but only after the University's procedure has been exhausted. Information on the OIA scheme can be found at http://www.oiahe.org.uk.

1 Definitions

1.1 A Student has the right to appeal for reconsideration of a decision by an assessment board or, in the case of a research Student, a decision of the Research Degrees Committee or Examiners:

1.1.1 Concerning an assessment outcome in a module or modules or constituent parts of a non-modular programme, subject to the permittable grounds as in 1.3.

1.1.2 Concerning the determination of progression or non-progression, or determination of an intermediate or final award, or a decision not to make an award or additionally, in the case of a research Student, a decision to end their registration or the outcome of the Probation Review.

1.2 A Student whose appeal is pending retains Student status and is entitled to proceed (provided that their other results do not bar the Student from doing so) until the appeal is resolved. Entitlement to proceed relates to theoretical work only and not to work-based learning (e.g. placement or practice).

1.3 The grounds on which a Student can appeal for reconsideration of a decision are limited to one or more of the grounds set out below:

1.3.1 <u>During the examination or assessment</u>

the Doctoral College. The Student Appeals and Conduct Officer (or nominee's) decision to dismiss in accordance with paragraph 2.3 above shall be final and not subject to review by any other University forum.

2.5 A Student whose appeal has been dismissed by the Student Appeals and Conduct Officer (or nominee) at this stage may not seek reconsideration of this decision through the University's Student Complaints Procedure.

2.6 Where it appears to the Student Appeals and Conduct Officer (or nominee) that the academic appeal should be upheld or partially upheld, an offer of resolution shall be made that puts the Student back to the position they would have been in before the error occurred. This will be considered in discussion with the Faculty/ Doctoral College.

2.7 It is noted that an upheld appeal does not guarantee that a Student's mark will change, or that the outcome of an Assessment Board will change. It is not University policy to adjust results where an appeal is upheld, but to give Students a chance to perform to the best of their academic abilities.

2.8 If a Student is not happy with the resolution of the upheld academic appeal offered to them by the Student Appeals and Conduct Officer (or nominee), they may request their case to be heard at an **Academic Appeals Panel**. This request must be received in writing within 10 calendar days of the date of the outcome letter. Failure to do so will result in the Student Appeals and Conduct Officer (or nominee's) decision standing.

2.9 The Academic Appeals Panel shall comprise:

- Chair: The Vice-Chancellor, the Deputy Vice-Chancellor, a Pro Vice-Chancellor, a Pro Vice Chancellor/Dean, Associate PVC Research, or a Deputy Dean holding a doctorate degree (in the case of a research Student)
- A member of the Student

2.11 The Academic Appeals Panel is empowered to examine appeals made to it under the grounds cited in sections 1.3.

2.12 The Student will be given notice of the hearing and the members of the Academic Appeals Panel in writing. Due notice will be deemed to have been given if the notice and supporting information was sent by first class post and/or securely using an encrypted and password protected document to the Students University email and any personal email addresses provided by the Student, no less than 10 working days before the date of the hearing. If the Student does not attend the hearing, the hearing will go ahead in their absence.

2.13 The Student is entitled to be accompanied by a Student Companion whose role is set out in the Glossary to these Regulations.

2.14 The procedure adopted by the Academic Appeals Panel shall be as follows:

2.14.1 The Panel will be sent all necessary and appropriate documentation 7 working days prior to the hearing date.

2.14.2 First the Student then Department representative may state their case, without any questioning by each other or the Panel.

2.14.3 Once both have stated their case, Panel members may ask questions of the Student and the Department representative and the Student and Department representative may ask questions, provided that questions are for clarification rather than cross-examination. All questions should be addressed through the Panel Chair.

2.14.4 The Panel will retire to consider its decision in private. Once a decision has been reached the Student (and the Student Companion if present) and the Departmental representative(s) return to the meeting room. The Panel Chair will read the decision of the Panel. The decision will be confirmed formally in writing thereafter.

2.14.5 The Chair has general discretion to adjourn proceedings if necessary, for instance to seek expert advice where it is thought that the appeal is straying into technical areas of knowledge, and after such advice is received is entitled to reconvene the meeting. The Panel will share any further information, evidence or advice it has obtained with the Student and the Department

representative. The Panel will give both the appellant and the Department an opportunity to question any further information, evidence or advice for the clarification of matters of fact.

2.15 The Academic Appeals Panel is empowered to reach one of the following decisions:

2.15.1 That there are no grounds for the appeal and the original decision of the Assessment Board or Research Degrees Committee should stand.

2.15.2 That the appeal is upheld and the decision giving rise to the appeal is set aside. The Academic Appeals Panel requires any assessed work concerned to be newly examined, either by the original examiners or by new examiners as determined by the Academic Appeals Panel. The Academic Appeals Panel shall also determine the conditions of this examination, consulting the assessment board or Research Degrees Committee if necessary.

2.15.3 The appeal is upheld and the decision giving rise to the appeal is set aside. The Academic Appeals Panel grants the Student the opportunity to submit work for assessment as if for the first time,

4 Behaviour

4.1 If at any time during the appeals process the Students behaviour is considered vexatious or malicious, the University may decline to continue consideration of the appeal and / or make a referral under the Student Disciplinary Procedure.

Chapter 9 Student Complaints Procedure

De Montfort University's Students Complaints Procedure (SCP) has been developed to reflect the framework of the Office of the Independent Adjudicator (OIA), the Higher Education Ombudsman. It is based on "The Good Practice Framework: handling student complaints and academic appeals"[1] and complements the advice and guidance on concerns, complaints and appeals published by the UK Quality Code for Higher Education.[2]

The University recognises the importance of effective complaints management as both a tool and a source of information for service improvement. The University recognises the right of current Students and alumni to raise issues of concern about the services provided by the University.

If you want to understand how we process your personal data, and our legal basis for doing so, please refer to our Privacy Notice, found here:

3 What will not be dealt with under the SCP

3.1 Academic appeals or other matters that relate to Assessment Board decisions. Appeals against Assessment Board decisions are managed by the Academic Support Office and are dealt with under a separate appeals procedure contained within the General Regulations and Procedures Affecting Students. Any complaint made under the SCP which appears to be an academic appeal will be referred to the Academic Support Office for consideration. If you require further information about the procedure for academic appeals, please contact acasupportoffice@dmu.ac.uk and the team will assist you.

3.2 A challenge to an admissions decision. This should be raised under the University Admissions Policy found here: https://www.dmu.ac.uk/documents/dmu-students/academic-support-office/student-admissions.pdf

4.2 While there are three clear Stages in the Procedure, the people involved in the complaint may resolve matters informally at any point in any Stage, with

- x Referral to a different procedure (for example to the Academic Appeals process)
- x Rejection of the complaint (for example due to lateness of submission)
- x Referral to Local Resolution (for example if this stage has not been attempted)
- x Referral to mediation (for example where this will more likely result in swift and mutual agreement) and can be requested by the Student or the University
- x Referral to formal investigation by the Student Appeals and Conduct Officer (or their designated nominee)

9.2 If a complaint is deemed to be eligible

14 Anonymous and confidential complaints

14.1 The Student Appeals and Conduct Officer (or their designated nominee) will not respond to anonymous complaints but issues raised in anonymous complaints may be investigated if in the University's discretion, it is felt that such investigations would be justified. The University does however recognise that complainants may wish to raise concerns in confidence. In such cases the Student Appeals and Conduct Officer (or their designated nominee) will try to resolve the issue without disclosing the complainant's identity. It must be borne in mind that:

- It may be difficult to investigate complaints without revealing the identity of the complainant.
- It may be possible to make preliminary investigations without revealing the identity of the complainant but if the allegations are serious or the case is complex, the complainant may need to be identified if the case is to be pursued further. In such instances the Student Appeals and Conduct Officer (or their designated nominee) will discuss the situation with the complainant before the case proceeds.
- The person or department which is the subject of a complaint may recognise the complainant because of the issues or allegations raised.
- No Student will suffer reprisals for making a complaint.

15 Collective complaints

15.1 Should a group of Students have a complaint, the Students can submit a collective complaint and nominate one Student as their representative in resolving the complaint, provided that all Students provide their personal consent under the requirements of the Data Protection Act and confirm the accuracy of any evidence and information submitted to support their complaint. While the complaint may be submitted and potentially investigated collectively, it may be that appropriate resolution is different for the individuals involved dependent on their individual circumstances.

15.2 When investigating certain types of complaints, it may be that investigation can only be progressed if the Student or Students, and not solely their representative, participate in an investigatory meeting.

16 Frivolous, malicious or vexatious compl aints

16.1 The University reserves the right to decline to investigate a complaint at Stage 1 or Stage 2 if it considers it to be frivolous, malicious or vexatious. In such instances the Student Appeals and Conduct Officer (or their designated nominee) will write to the complainant or their

representative explaining why they are terminating consideration of the matter. In such circumstances the Student Appeals and Conduct Officer (or their designated nominee)'s decision is final and not subject to review by any other University body.

16.2 Should the Student Appeals and Conduct Officer (or their designated nominee) determine that a complaint is frivolous, malicious or vexatious, the complaint will be closed and appropriate disciplinary action may be taken if the complainant is found to have breached the disciplinary code set out in Chapter 2.

17 Timescales for making complaints

17.1 All stages of the process have a timeline and deadlines, but with the flexibility for the complainant or the University to request an extension to those deadlines where there is good reason to do so.

17.2 Complaints should be raised at Stage 1 (Local Resolution Stage) with the Student’s personal tutor either verbally or in writing. If for whatever reason the Student i ased a

within Stage 3, the University's Procedure will be concluded, and therefore will issue a Completion of Procedures Letter. The Student may then refer the complaint to the OIA should they remain dissatisfied. The OIA considers complaints from Students only at the conclusion of the University's internal complaints handling procedures and only if the complaint meets the OIA's eligibility requirements. The complaint must be received by the OIA within twelve months of the Completion of Procedures Letter being issued by the University. It typically takes a number of months for the OIA to consider a complaint and issue an outcome. Further information about escalating a complaint to the OIA is available on here: https://www.oiahe.org.uk/students/how-to-complain-to-us/.

Appendix 1

Stage 1 – Local Resolution

University Response Timeline	Considerations made	University's response
one calendar month from receipt by the University of the complaint in writing *	x What specifically is the complaint about and which area(s) of the University are involved? x What outcome is the complainant hoping to achieve? x Is the complaint straightforward and likely to be resolved or responded to with minimal investigation or by using an existing University policy? x Can another member of Staff assist in seeking informal resolution if I am not in a position to do so? x What assistance or support can be provided 4.9 (e)102.6 (ng 0.002 Tw 15.337 03.8	

Chapter 10 Health and Safety Policy

1 General statement of Safety Policy

1.1 It is the policy of the University to provide and maintain a healthy and safe environment for employees, Students, contractors and visitors. The main campus can be accessed by the general public, and as such the campus environment is kept to a high standard.

1.2 Health and Safety policies are reviewed every three years, unless there is a change in legislation or in the way activities are undertaken. The University provides the resources (finance, training for staff etc.) required for each faculty and professional service in meeting high standards.

1.3 The ultimate responsibility for health and safety rests with the Vice-Chancellor on behalf of the Board of Governors, and accords health and safety matters equal priority to other management or educational functions within the University.

1.4 The Vice-Chancellor further expects University Managers and Supervisors to accord the same level of priority to health and safety matters and requires all University Staff and Students to ensure that this policy is observed.

1.1 The University Health and Safety Policy (SP1) is the overarching

2.1.2 To co-

3.4 Areas considered to be higher risk include:

- Laboratories
- Workshops
- Construction sites
- Other hazardous buildings or work areas.

3.5 The health, safety and wellbeing team can be contacted at this email address: healthandsafety@dmu.ac.uk and offices are located in John Whitehead Building.

Chapter 11 Access to University premises

1 Scope of procedure and normal opening hours

1.1 Only those Students formally registered with the University are permitted access to University premises under the requirements of this provision. Student

2 Access out of hours procedure

2.1 Students are not normally permitted to access University administrative buildings outside normal opening hours. (See 1.3 above)

2.2 Students requiring to be in University academic buildings (excluding libraries: see paragraph 3 below) outside normal opening hours, including weekends, bank holidays and public holidays, will need to ask the relevant academic supervisor to complete a Request for Out of Core Hours Access to Buildings form (form B) available from their Faculty Student Advice Centre, Student Union or Estates Services Building receptionhTc 0 (0 Tc (aTc s)8(f)-:c (aTc/)4.2Tc/) (aTc0.004(e)((i) (TTj 4 T1 () (aTcal)

building. Access may be refused at any time for operational reasons e.g. loss of utilities.

3 Access to University libraries and associated learning spaces

3.1 Students who wish to use the University libraries and their associated learning spaces (hereafter referred to as “the Library”) may gain access only within the times and period that these are open for business, as published on the Library entrances and the Library website: https://library.dmu.ac.uk/DMU, and on production of a valid University identity card. Library opening times will vary during holidays and outside core teaching weeks.

3.2 Temporary access to the library may be refused by University Staff at any time the Library is open. This is for safety reasons, however the Director of Library and Learning Services (LLS), or nominee, has the right on a more permanent basis to refuse admission to the Library.

3.3 Where a Student or other library user has been identified as displaying or using inappropriate words or behaviour that affects the other users of the Library, or puts their safety at risk, they may be asked to leave. The Director of LLS or nominee may upon the receipt of a complaint, restrict the individuals access to the Library, to timeframes that focus that person towards managing their learning experience in a more focussed and beneficial way. For example, restricting 24-hour access to 16,12 or 10 hours access per day. Additionally, a ban on attending the library may be put in place for a limited time.

3.4 Such restrictions may be placed for a period of no longer than a month and then each individual case reviewed. For repeat offenders consideration will be given to referring the individual into the University disciplinary process at panel level.

Annex 1 Regulations for using Library and Learning Services

1 The Directorate of Library and Learning Services ("the Library") provides users with resources, services and facilities in support of learning, teaching and research. These regulations are designed to ensure that such provision is made as effectively and fairly as possible and that the integrity of the service is maintained.

1.1 The regulations apply to all users of the Library, including Students registered at DMU, Staff employed at DMU, and other external users and visitors.

2 Access and membership

2.1 All current DMU Students and all Staff working for the University are entitled to make use of the Library and borrow those materials which are available for loan, provided that they are not already in breach of these regulations.

2.2 Users who have been granted access to the Libraries or other institutions by virtue of their De Montfort University status must abide by the visited Library's regulations. Any breach of these, or any other form of misconduct, will also be regarded as a breach of De Montfort University Library regulations.

2.3 To access the Kimberlin Library one of the following forms of identification are required:

Current DMU Staff / Student	External member of the Library service
Student University ID card Staff University ID card Temporary day pass	

2.7 In line with University policy, children under the age of 16 may accompany a DMU Student or Staff member for a brief visit to the Library of up to 30 minutes (e.g. to collect or return materials and at the discretion of Library Staff during Staffed service hours). Children permitted entry do so at the risk of their guardian who is responsible for their safety and wellbeing at all times. Where a child will be present for other than a short period of time, the Student or member of Staff accompanying the child must obtain “express written permission” from the Director of Library and Learning Services or their nominee before the child enters University property. The Director of Library and Learning Services or nominee reserves the right to withdraw permission and request removal of any child within Library spaces.

2.8 Animals, other than service dogs, may not be brought into the Library.

2.9 The Director of Library and Learning Services or their nominee has the ri

3.6 Lost Library and DMU ID cards must be reported as soon as possible. Cardholders will be held responsible for the consequences of any misuse of their cards prior to the notification of the loss.

3.7 Normal loans are issued for two weeks and will auto-renew unless required by another Library users.

3.8 Reservations may be made for items on loan and all material is subject to recall after a minimum of one week, which may require an item to be returned earlier than its original due date. Courtesy messages will be sent via email. Such items must be returned within the time specified in the recall notice, including if taken out of the country. Items not returned within 14 days of a reminder to return will be assumed lost and a replacement cost charged.

3.9 The Director of Library and Learning Services or nominee has the right to refuse to lend material, to restrict the loan period for items in heavy demand or to make special arrangements for borrowing.

4 Using IT and online r esources in the Library

4.1 The IT facilities and equipment provided by the Library are for use by DMU Staff and Students only. The use of IT facilities and equipment, including personal laptops and mobile devices, shall be in accordance with the General Regulations and Procedures Affecting Students (see Chapter 2, Annex 4) and other University regulations, guidelines and codes of practice for IT use. Any breach of regulations, guidelines and/or codes of practice will be treated as a disciplinary offence.

4.2 Online resources (e-books, e-journals, databases) subscribed to by the Library can only be accessed by DMU Staff and Students. Separate registration may be required to access some online resources.

4.3 Where the Library has entered into agreements with external agencies for the supply of online services, users will abide by these agreements and the conditions of use specified by such suppliers. These agreements may require the University to supply user data to external agencies in order to deliver these services. The supply of data will be in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

4.4 Usernames and passwords provided for access to IT and online resources must not be shared. The sharing of such information will be treated as a disciplinary offence, as defined in Chapter 2 of these regulations, and additional action may also be taken by third party suppliers of services to DMU.

4.5 Damaging or otherwise tampering with any IT equipment provided is not permitted and will be deemed a disciplinary offence as defined in Chapter 2 of these regulations.

5 Conduct

5.1 All Students using the Library, are bound by the Disciplinary Code as defined in Chapter 2 of these regulations. The Disciplinary Procedure may be invoked for any breach of the Library Regulations.

5.2 Library users are expected to treat Library Staff and other Library users in line with DM policies on dignity and respect as defined in Chapter 2 annex 9. Disorderly, abusive, threatening or offensive behaviour or language will not be tolerated and will be treated as a breach of the disciplinary code.

5.3 The Library is a learning and study environment. Users are asked to choose a study area (group, quiet study, silent study) appropriate to the type of study being undertaken and to observe study signs. Mobile phones should be set to silent. Headphones should be used when listening to music, videos and other audible content and set to a volume that does not disturb others.

5.4 Hot food and alcohol are not permitted in any Library and learning space (Kimberlin Library, Greenhouse, Eric Wood, Law Library). Users should take care not to disturb others when eating or drinking, particularly in terms of noise, smell and mess. Bottled water only is permitted in the Law Library.

5.5 Smoking is prohibited in the Library, including the use of tobacco substitutes and electronic cigarettes.

5.6 The possession and supply of illegal drugs is prohibited on campus and is a criminal offence.

5.7 Users must ensure that they do not remove items from the Library without authorisation or cause the security alarm to be activated by being in possession of unissued Library property. Library Staff may check books and other materials in the possession of anyone leaving the Library and users may be required to open bags, folders or empty pockets for inspection of their contents. Users who remove or who attempt to remove Library property without authorisation, or who refuse to submit to reasonable checks by Library Staff, may have their borrowing rights suspended.

5.8 Users must not deface or damage Library property including books, equipment, furniture and the fabric of the buildings.

5.9 Users must not enter or leave through doors marked as fire exits, or enter areas marked for “Library Stathe

6.5 Borrowing rights will be suspended for any Library users with items on loan beyond the due date and time or with outstanding Library charges in excess of £15.

6.6 Users failing to return overdue items within two weeks of the due date will be billed for the cost of replacement plus an administrative charge. Charges may be waived if the circumstances of the Library Fines Exceptions Policy found here: https://library.dmu.ac.uk/spd/finespolicy are met.

6.7 On loan items which are lost or otherwise misplaced will be charged for replacement cost plus administrative charge.

6.8 Users will be liable for any charges incurred by the Library for the loss or late return of items supplied by third parties, such inter Library loans or items borrowed under reciprocal access arrangements.

6.9 Appeals against penalties imposed for breaches of Library regulations will be dealt with in line with category of use, as follows:

DMU Student or Staff	External user
Student s have the right of appeal against the decision of the Authorised Officer, to the Disciplinary Appeals Committee in accordance with Part G of Chapter 2 of the General Regulations and Procedures Affecting Students. Staff should appeal via the appeals section of DMU's formal disciplinary procedures.	An appeal can be submitted by contacting the Director of Library

Chapter 1 2 Disruption of service

1 The University will take reasonable steps to provide the teaching, examination, assessment and other educational services set out in its prospectuses and as laid down in approved documents relating to programmes offered at the institution. The University does not however guarantee provision of such services. Should circumstances beyond the control of the University interfere with its ability to provide educational services, the University will take reasonable steps to minimise the resultant disruption to those services.

2 Such circumstances may include:

- Acts of vandalism and/or terrorism
- Severe weather conditions
- Industrial action by staff and/or students
- Health and safety requirements (such as communicable diseases).

These are examples of circumstances beyond the control of the University but they do not represent an exhaustive definition of such circumstances.

Chapter 1 3 Intellectual property rights

1 Policy on IPR (non- research students) (the “Policy”)

1.1 The Policy applies to all Students registered on programmes other than our postgraduate research programmes. The latest version is available in full on the website.

1.2 It is important that each Student reads and understands the full version of the Policy.

1.3 For Students, the general position under the Policy is the Student will own any IPR the Student creates except in the following circumstances:

1.3.1 if the Student did work (as part of their programme of study or in response to a task or project set by the University) before the Policy came into effect and:

1.3.1.1 the University had already used the IPR in relation to such work on one of the University’s pieces of research, ûÞpÝÈß the Student Á ÌgBwÀÌÜÔ 1.3.2 the Policy came into effect and

the work was done in the circumstances described in sections 1.3.3 to 1.3.11 (inclusive); or

1.3.3 if the Student does work that relates to one of the University’s pieces or research, development projects or other projects (whether new or ongoing); or

1.3.4 if the Student does work the purpose of which is to research or develop: (i) IPR already owned by the University or licensed to the University; or (ii) IPR to be owned by the University or licensed to the University; or

1.3.5 if the Student does work in relation to tasks or activities that are set by the University’s Staff for a purpose that does not directly concern the Student’s programme of study; or

any dissertations and theses the Student writes in the University's repository and copy, publish and distribute them at the University's discretion (by way of example, through the British Library Electronic Theses On-line System).

4 Recording material delivered as part of a course or programme of research

4.1 A Student who through disability or illness is unable to take notes or uses other types of learning support as recommended in an assessment of needs is permitted to record delivered material such as lectures, tutorials and seminars by prior arrangement with the member of Staff delivering the material, provided the recording is for personal use and reference only.

Chapter 15 Code of practice on freedom of speech within De Montfort University

This Code is issued by the Board of Governors of the University pursuant to section 43 of the Education Act (No 2) 1986 and applies to Students and Staff of the University.

1 Intro Tc h0D1 ( )2 (i)63 (nn)1TJ 0TT101 Tf -Students and visiting speakers. This also includes the duty to ensure, as is reasonably practicable, that the use of any of the University's premises is not denied to any individual or body of persons on the grounds of their beliefs, views, policies or objectives. The University is also required to produce this Code setting out the procedures to be followed by Students and Staff in connection with the organisation of meetings and activities which fall within any class specified within this Code, together with the conduct required of Staff and Students in connection with such meetings and activities.

1.2 The University endorses and adopts the principle of freedom of speech and expression within the law as one of the cardinal principles upon which all institutions of learning should be founded. It also has regard to the need to ensure that academic Staff of the University, have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or any privileges they may have at the University. Every person employed at the University and Students' Union and every Student registering at the University should

are insufficient to prevent serious disorder in premises subject to its control, it may decline to permit such meetings to be held. Before doing so, however, the University may consult the police with a view to establishing whether the serious disorder can be prevented or otherwise dealt with appropriately by attendance of police officers or some other conditions.

3.8 Where any person or body to whom this Code applies is engaged in the organisation of any meeting or like event on premises controlled by the University or Students' Union or any affiliated body at which, because of, for example, the nature of the speaker or their views expressed in the past or likely to be expressed at such a meeting or the cause they represent, it is reasonably suspected that disorder is likely to occur, the organiser shall give the appropriate Pro Vice-Chancellor not less than 14 days'

have a right to make representations. These shall be made to the Vice-Chancellor within 7 days of the date of the letter confirming the decision. The Vice-Chancellor shall consider such representations and within 7 days shall confirm in writing to the person or body making them whether the original decision is to be upheld or varied.

4.4 Where a breach of this Code occurs, it shall be a duty of all to whom this Code applies to take t (t)1h-0.006 Tc 0.ee012 T[(as c)4 (on)10abe l sts t (s)14e (c)4 (u

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Chapter 16 University employment of its Students: security aspects

1 Introduction

1.1 The University is increasingly employing its own Students in a wide variety of areas. This development is to be encouraged. However, Students should be aware that there are security implications which may limit the availability of certain types of employment. The principles set out below describe these limitations and are intended to protect DMU Students in employment with the University.

2 Principles

2.1 All Students employed in University departments will undertake DMU Staff induction training, and any additional training required by the role that pertains to processing of data. This includes:

- personal data concerning individuals, whether Student

Chapter 1 7 Principles governing the introduction of changes to regulations

1 The University reserves the right to change those general regulations which are common to all Students and which are the means by which the University seeks to regulate the whole Student community. Such regulatory changes must be notified to Students in order to be effective. Such changes are normally introduced at the start of an academic session only. Examples of these regulations include: Appeals Regulations, Disciplinary Regulations, Health h ie.0o3T* -0.004a

he University seeks to keep to a minimum, changes to regulations which apply an individual Student's performance on a programme of studies. Thus, aterial changes to academic regulations are normally introduced in relation to ew Students only. Examples of academic regulations include: the credit cheme, assessment and reassessment schemes, progression rules, module nd course templates.

ccordingly, material changes to academic regulations are only normally pplied to current Students where the written consent of such Students has een obtained in advance.

aterial change is defined as a change which directly affects a Student's ward. Examples of material changes include: degree title, assessment iteria, progression criteria and classification criteria.

he University

regulations are notified to Students by such means as poster campaigns and are made available to Students on all sites. The University also provides leaflets which summarise the provisions of key regulations (for example, academic appeals, cheating and plagiarism, course transfer or withdrawal).

8 Where, exceptionally, a material change is applied to current Students the change must be applied in such a manner that the Student's award is not adversely affected.

9 Due to the potential length of the period of registration of part-time Students, it may be impracticable for the University to continue to apply previous versions

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