General Regulations

2014/2015

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Approved by Academic Quality and Standards Committee, 2008

Technical updates of this document is undertaken on an annual basis to reflect changes to the University’s organisational and management structures and to incorporate earlier, approved amendments to related policies, procedures and regulations

This document relates to the current year. If you become aware of any previous versions that are available on line please notify SEO@bolton.ac.uk so that action can be taken to remove the document(s).
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1. **Enrolment and Registration**

1.1. All applicants must satisfy entrance and any other specified requirements for the course or programme of study to which they are admitted.

1.2. A student is a person who is enrolled by the University to follow a course or programme of study approved by Senate. A student, once enrolled, remains a student until due to re-enrol or until he or she withdraws (or is withdrawn) and this is finalised, or until the completion of his or her course or programme of study as defined by the Academic Regulations, whichever is the sooner. This is provided that the relevant Period of Registration has not expired or been cancelled by a confirmed Assessment Board result or the student’s status has changed by exclusion.

1.3. Enrolment is the process of accepting the student, whether studying on- or off-campus, in the UK or elsewhere, into the University for the relevant academic period in each academic year through the collection of relevant personal information and the approval of the student's academic programme. Enrolment gives the student rights and responsibilities under the various regulations, including being subject to these General Regulations, the Disciplinary Procedures and the Academic, Examination and Assessment Regulations (including any approved, programme-specific regulations), and gives access to the University’s premises, facilities and services, the Students’ Union, and the course/programme of study. This is renewed at re-enrolment for each subsequent academic period of the course or programme of study.

1.4. Students studying with an external organization for an award of the University under a validation arrangement (external students) are not required to enrol with the University, but must register with the University for an award. External students have no rights of access to the University’s premises, facilities and services, or Students’ Union, except where specifically determined in the validation agreement between the University and the external organization, but such students are subject to the Academic, Examination and Assessment Regulations. (including any approved, programme-specific regulations) related to the validated programme.

1.5. Registration continues whilst all conditions are fulfilled (academic, financial, regulatory) for each of the periods or academic years appropriate for that programme of study, following re-enrolment. The Period of Registration is defined by the University's Academic Regulations or the regulations of any external validating body, and otherwise will cease with the final decision by an Assessment Board on the student's progress or the Conferment of a Final Award for the student.

1.6. All students are required to enrol or re-enrol each academic year prior to the commencement of their course or programme of study in that year, including students who are dormant or on work placement/experience or abroad for all or part of the academic year. The procedures for enrolment are determined by the University.

1.7. It is the responsibility of each person wishing to register or maintain registration for a University Award to satisfactorily complete enrolment in each relevant academic year, either by signing an Enrolment Form or accepting electronically the Conditions of Enrolment. Enrolment must be completed by the student for each course leading to a different registration for a University Award.
1.8. Registration is not complete until:
   a) University Enrolment Form (or on-line equivalent) has been satisfactorily completed; and
   b) where appropriate, written evidence has been provided, from a Local Authority (LEA), Student Loan Company (SLC) or appropriate sponsor (e.g. an employer, parent) confirming that the sponsor accepts responsibility for the payment of the fees; and
   c) full payment has been made of all fees required as prescribed, or arrangements have been made with Financial Services to pay by instalments; and
   d) any necessary verification of entry qualifications has been made; and
   e) verification of identity and, where appropriate, immigration status, has been made; and
   f) any other administrative or academic procedures, which may be determined from time to time by the University or external validating body, have been satisfied.

1.9. Students who have outstanding financial commitments to the University will not be allowed to enrol or re-enrol or receive any University Award.

1.10. Only in exceptional circumstances, and by prior agreement with the Head of Student Services, will students who have outstanding financial commitments to the University be allowed to enrol or re-enrol.

1.11. In the event of a student's Registration being cancelled the student shall be informed in writing, together with, where appropriate, the LA, SLC, employer or other sponsor.

1.12. Students must amend their University student record information promptly of any change of contact details (e.g. address, telephone or personal email) or other material fact given on their Enrolment Form or electronic Enrolment Record.

1.13. Students are required to inform the University's Head of Student Services if they are convicted of a criminal offence. The University is obliged under the terms of its International Student Sponsor Licence to report information of criminal activity by international students to the UK Visas and Immigration (UKVI).

2. Attendance (Home/EC Students)

2.1. Students are required to attend all learning and teaching sessions, as set out in the University's Student Attendance Policy.

2.2. Absence from the University may be classed as either notified (authorized) or unexplained (unauthorized). An absence will be notified in the following circumstances:
   a) the student has obtained prior permission from their module tutor to be absent from timetabled classes;
   b) where the planned absence is for two or more days during term time, the student has obtained prior permission from the nominated Academic Leader/supervisor for leave
of absence from the University (information can be found in Programme Handbook)

c) in the case of illness or other unplanned or unforeseen occurrences (e.g. transport delays, illness of a family member, bereavement), the student has notified their academic department or Student Advisors in the Student Centre of their absence within 24 hours of their absence from classes and, if requested by their tutor, provided a medical certificate or other corroborating evidence to explain their absence.

All other absences will be regarded as unexplained and may be reported to the student's sponsor, including an employer, the Local Authority or Student Loan Company.

2.3. The University will inform the Local Authority/Student Loan Company/ Sponsor/employer of any continuous absence exceeding four weeks, whether or not the absence has been authorized.

2.4. A student who is absent for a continuous period of at least four weeks (60 days if for illness) without the authorisation of the designated Academic Leader will be deemed to have withdrawn from the course or programme of study, and their Registration will be cancelled and their Local Authority, the Student Loan Company or other sponsor, informed.

2.5. Where the student's absence may have an effect on their assessment, the student should follow the mitigating circumstances procedure.

3. Attendance (International Students)

3.1. Students are required to attend all learning and teaching sessions, as set out in the University's Student Attendance Policy.

3.2. Absence from the University may be classed as either notified (authorized) or unexplained (unauthorized). An absence will be notified in the following circumstances:

   a) the student has obtained prior permission from their module tutor to be absent from timetabled classes;

   b) where the planned absence is for two or more days during term time, the student has obtained prior permission from the nominated Academic Leader/supervisor for leave of absence from the University (information can be found in Programme Handbook)

   c) in the case of illness or other unplanned or unforeseen occurrences (e.g. transport delays, illness of a family member, bereavement), the student has notified their department of their absence within 24 hours of their absence from classes, and, if requested by their tutor, provided a medical certificate or other corroborating evidence to explain their absence.

All other absences will be regarded as unexplained and may be reported to the student's sponsor or the UKVI.

3.3. In accordance with UK immigration law, a report will be made to the UKVI if an International student holding a student visa is absent from the University for more than 10 working days without authorization or, in the case of research students, fails to attend
10 scheduled supervisions.

3.4. Where the student's absence may have an effect on their assessment, the student should if appropriate follow the mitigating circumstances procedure.

4. **Student Identity Card**

4.1. Each enrolled student shall possess a valid Identity Card of the University for the period of their enrolment on the course.

4.2. The student identity card will act as the Library card. Users of the Library must comply with library regulations.

4.3. It is the responsibility of students to keep their Identity Card secure and for their use only, for as long as they remain registered for that course and to obtain a replacement as soon as possible if the Card is lost, damaged or defaced, or expires.

4.4. Students shall carry their Identity Card at all times while on University premises and will be required to produce their Identity Card when reasonably requested to do so by a member of University staff or its authorised agent (e.g. Security, Catering staff), or a Students' Union Officer or employee, in order to establish the student's identity and/or access to any service, facility or premises.

4.5. All students are required to display their Student ID Card at formal examinations and to copy the information from their Identity Card onto their examination answer books. Students may not be able to sit the examination if they fail to bring their Student Identity Card with them to the examination. If a student does not have an Identity card they should obtain a replacement card from Student Services before sitting an examination. Invigilators may not be able to accept a passport or drivers licence as alternative forms of ID for the purpose of the examination.

5. **Course Fees**

5.1. When a student completes enrolment (whether in person or electronically) it is acceptance of personal liability for the ultimate payment of the course fees, even if it is intended that these will be paid by someone else (e.g. the SLC, employer or other sponsor). The acceptance of this becomes part of the student's contract with the University. Details of the University's policy in relation to Course Fees is set out in detail in the Course Fees Policy, which is updated annually.

5.2. Once the enrolment on a course has been accepted (subject to any conditions) the University undertakes to reserve a place for the student on this academic programme for the current academic year. If the fees are not paid, the student will not be allowed to stay on the course, and may still be liable for any outstanding fees.

5.3. Students should remember to:

- Ensure that they are aware of the course fees before agreeing to the Conditions of Enrolment.
- Ensure they have applied for Student Support Funding if they are intending to pay their fees by obtaining a tuition fee loan or grant (Home and EU students only).
- Ask Student Services for further information or advice on fees.
- See Financial Services about how to pay fees and let them know promptly of any
problems.

- Pay all fees quickly and within the time limits.
- Notify their Academic Department and the University’s Student Data Management Unit of a withdrawal as soon as possible.
- Check the fees and regulations for each year of the course.
- Put all requests for refunds or reduction of fees in writing to the Student Data Management Unit.

6. Courses and Awards

6.1. The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in those further documents describing the teaching, examination, assessment and other educational services offered by the University.

6.2. The University does not, however, guarantee the provision of such services. It reserves the right to discontinue or change any course should circumstances so require. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to those services.

6.3. Work made from materials supplied by the University as part of a programme of study may not be removed from University premises until all assessment processes have been completed and only where written permission has been obtained from the designated Academic Leader. Students wishing to possess such work may be required to contribute towards the resources consumed.

6.4. The University may delay an award within its own jurisdiction, or defer making an award recommendation to an external body, to a student who has not fulfilled all legitimate outstanding requirements of the University; this may include the resolution of a disciplinary matter or payment of financial debts.

7. Examinations and Assessment

7.1. Students shall observe the Examination, Assessment and other Academic Regulations as approved, from time to time, by Senate.

7.2. Students are responsible for submission of their examination entries for external examinations and special examinations and for complying with any specific examination and other regulations of such bodies. Information about external examinations, entry regulations etc., will be provided by the Academic Office.

7.3. Examinations and/or other assessments normally form an integral part of each course. Absence from and/or failure in these examinations or assessment may prevent a student from progressing on a course.

7.4. Senate has approved a scheme for requesting the review of decisions of Assessment Boards (Academic Appeals) and the Board of Studies for Research Degrees.

8. Conduct

8.1. Students are expected to
- attend all learning and teaching sessions regularly and punctually;
- co-operate with staff in the keeping of attendance and assessment records;
• submit prepared work as and when required.

8.2. At all times students are expected to conduct themselves in a reasonable and orderly manner with due regard to other people or University property. Students whose conduct is deemed to be otherwise unacceptable may be subject to disciplinary action.

8.3. All students are subject to the Student Disciplinary Procedures which have been drawn up in accordance with the University's Articles of Government.

8.4. Under UK legislation smoking is not permitted inside public buildings, which includes University buildings.

8.5. Food and drink may be consumed only in authorised areas and not in classrooms or specialist laboratories.

8.6. Students may not sell goods or services on University premises without the prior approval of the University Secretary.

8.7. Any form of unauthorized gambling on University premises is illegal and strictly forbidden.

9. Vacation of Premises

Students are normally permitted to be present in such parts of the University premises as are made available to them for the purpose of academic study or other recognised activity during the time when such premises are officially open to them, but they may be required to vacate the University premises at any time. The emergency evacuation procedures are available on the University's website.

10. Safety

10.1. The prevention of accidents is the duty of everyone and any student observing a hazard (real or potential) should notify a member of staff immediately. A Statement on Health and Safety Policy organisation and responsibilities has been produced by the University and is available on the University's website.

10.2. All accidents which result in personal injury, however slight, must be reported to the member of staff in charge of the area in which the accident occurred.

10.3. Students are required to comply with all safety regulations in force and attention is drawn to Section 8 of the Health and Safety at Work, etc., Act 1974, viz

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

10.4. Students must make themselves aware of the instructions on action to be taken on discovering a fire and the procedure to be followed when the fire alarm is sounded.

11. Loss or Damage to Property

11.1. Neither the University, nor its members, servants or agents accept any responsibility for personal property lost or damaged on University premises. Students are therefore
advised to obtain insurance cover for personal property where they feel it would be appropriate.

11.2. Students causing loss of or damage to University property may be held personally responsible and liable for the cost of replacement or repair as necessary.

11.3. In certain cases a charge may be made or deposit taken for the use of University property, e.g. laptops.

12. Data Protection

12.1. The University holds personal data in computer-based systems. All such data is kept in accordance with the Data Protection Acts 1984 and 1998 which provides, inter alia, that unauthorised disclosure of personal information is a criminal offence.

12.2. Breaches of security of personal data are treated very seriously by the University, and any student who comes into possession of computer-based personal information about another individual must immediately report the fact to the Head of Information Systems and Technology.

12.3. In all other respects students are required to comply with the provisions of the Data Protection Acts and all relevant University policies and procedures.

13. Vehicles

13.1. The University is under no legal obligation to provide parking facilities for cars, motor-cycles or cycles. Where such facilities are provided, the University accepts no liability for loss or damage arising out of their use.

13.2. Students who are blue badge holders should contact Student Services to arrange access to the disabled parking bays on the University's car parks.

13.3. Students must not park within the University other than in authorised areas.

14. Communication by email between the University and its students

All enrolled students will be allocated a University email account. All email communications by the University to students will be made to the University account. Similarly, all official communications to the University by students, e.g. notification of absence, must be made using the University account. Students are expected to check their emails regularly, i.e. at least once per week.

15. Private Mail/Telephone Calls

Except in the case of residents in a Hall of Residence who may use the Hall address, students should not normally use the University name and address for the receipt of private mail. The University telephone service should not be used for incoming or outgoing calls except in cases of extreme emergency.

16. Interpretations

The completion of enrolment is a declaration by the student that he or she will conform to these General Regulations, and to all of the approved regulations and procedures of the
University as amended from time to time. Such other regulations include, but are not limited to, Academic, Examination and Assessment Regulations, Library Regulations, Emergency Evacuation Regulations, Disciplinary Procedures and the requirements set out in the Living in Harmony booklet for students staying in the University's Halls of Residence.

17. Other Related Policies

Other relevant policies include:
- Academic, Examination and Assessment Regulations
- Library Regulations
- Emergency Evacuation Regulations
- Disciplinary Procedures
- Student Attendance Policy
- Mitigating circumstances procedures

18. Dissemination of and Access to the Policy

This Policy will be available on the University's website

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