

## **Guidance regarding the status of advice given by members of staff to students**

Put simply, there are many things that staff (tutors, for example) can advise you about but it may not be them who make the final decision, and you need to keep this in mind.

A tutor, module leader, programme leader or any other member of the academic or administrative staff may at some time give you advice verbally or in writing to help you understand and interpret matters of a regulatory nature. For example, they might advise you about academic standards and the work you submit for assessment, or the meaning of processes such as those for appeal, or mitigating circumstances, or unfair means.

It is important for you to understand that the advice they give you about the regulations and their implications for you cannot be regarded as definitive. Staff will do what they can to predict what might happen, what decisions might be taken, what might be the best course of action, for example, but they are not in a position to know for certain.

For example:

- If a tutor advises a student that they feel the student's mitigating circumstances are likely to be accepted, this is a prediction that may or may not be proven to be true. The decision depends on the student's case being made to the mitigating circumstances panel, according to the advice on the website and within the regulations and cannot be predicted with certainty;
- If a tutor advises a student of their mark for a piece of work, that mark may or may not eventually stand. The assessment board and ultimately Senate, not individual tutors, confirms marks;
- If a tutor gives advice to a student about appealing against an assessment board decision made about them, any indication they give about the success or otherwise of that appeal may or may not prove to be correct.

Issues like these can be complex, as are many of the regulations that relate to them. Staff may unwittingly make a mistake or give incorrect advice in good faith.

Although staff do what they can to help students understand the University's procedures and regulations, it must be understood that any such advice given by tutors cannot be definitive and should not be relied on as such.

This is one of the reasons why the Student Handbook web-pages have been created – to try to give a consistent message to all the University's staff and students.

## **Conforming to regulations**

Students must accept and conform to the University's regulations in force including but not confined to those regarding examination, assessment, conduct, equal opportunities

and health and safety. Breaches will be pursued according to the published policies and procedures of the University.

From time to time, the University will review and update its regulations. Any changes will apply to all students unless expressly stated otherwise in the relevant regulation. If there are major changes that affect students, these will be communicated to students by the University.

### **University regulations and course regulations**

The University of Bolton's regulations apply to all the University's students. The most important of these are present on the University of Bolton website. Sometimes individual programmes will have additional regulations that supplement and/or replace standard University regulations, usually due to accreditation by an external professional body. These programme-specific regulations are known as course regulations and you will be informed of their existence by the programme team. Details of them will normally also be included in your programme handbook for you to refer to.