

University of Suffolk

General Regulations for Students

2021/22

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SECTION 1 – INTRODUCTION

Scope

1. The purpose of the General Regulations is to provide a general framework of regulations for students during their period of study with the University of Suffolk. The Regulations also highlight and signpost students to more specific regulations. These Regulations are approved by the University of Suffolk Senate.

2.

8.1 Contractual relationship

8. A contractual relationship between an applicant and the University is formed upon acceptance of an offer to study at the University of Suffolk. These Regulations and the Relevant Policies and Procedures [See Appendix 5: Relevant Policies and Procedures] set out the next phase of the contract between a student and the University in relation to the provision of

9. The Regulations form part of the terms of the contract between applicants, enrolled students and the University of Suffolk. Upon accepting their offer, applicants agree to abide by the [Terms and Conditions of Offer](#). Upon completing their enrolment, they signify their consent to the incorporation of these Regulations as part of the terms of that contract and as such agree to abide by them.

10. In order to cancel an offer of a place at the University of Suffolk prior to enrolment:

- Students must inform the Admissions Department in writing by emailing admissions@uos.ac.uk

In order to cancel the enrolment of a place at the University of Suffolk:

- Students must inform the University in writing by emailing withdrawals@uos.ac.uk within 14 working days.

Where students can find the General Regulations and relevant policies

11. Students are required to abide by all University of Suffolk relevant policies and procedures including guidelines as required by their individual course of study. These Regulations provide an overview of the main points of the relevant student policies and more detail is available within the separate policies available on the University of Suffolk website and/or MySuffolk.

12. It is the responsibility of students to acquaint themselves with these Regulations. Students are encouraged to familiarise themselves with the relevant sections at the start of their study and consult with the Regulations at appropriate intervals throughout their study. For clarification on any element of these Regulations, students should contact the Student Centre (Infozone), or the local HE Administration Office for those studying at one of the Partner Colleges, or the Partnerships Office for those studying at any other partner institution.

13. All students are strongly advised to familiarise themselves with these Regulations and the relevant documents **prior** to enrolment as they form part of a student's contract with the University and all students will be bound by them when they enrol.

SECTION 2 – ACADEMIC/FINANCIAL MATTERS

from study at the University in accordance with the Admissions Policy.

Recognition of Prior Learning

26. As part of its mission to widen participation and promote equality and diversity the University of Suffolk offers the [Recognition of Prior Learning](#) (RPL) (including Recognition of Prior Certificated Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL)) as processes that allow applicants to gain recognition for skills or qualifications gained at work or elsewhere.

27. Applicants may be admitted with advanced standing to a programme of study provided it is clear they have fulfilled the learning outcomes associated with specific modules or levels of the programme by previous learning and experience.

The Disclosure and Barring Service (DBS) and Declaration of Criminal Convictions

28. The University is committed to equality of opportunity, including the rehabilitation of offenders who can demonstrate academic potential. Whilst promoting equality of opportunity, the University has a duty of care to its students and staff and has a responsibility to reduce or manage the risk of harm caused by criminal behaviour to individuals as well as the University community as a whole. For this reason, students on certain courses¹ are required to inform the University of any relevant unspent criminal convictions during the application process. A relevant criminal conviction would usually include convictions, cautions, reprimands, bind-over orders or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intenre o0 595e 0 1 2.04 re7ns-e3(t)-4

tuition fees before commencement of that year of study. Re-enrolment will be suspended until such time as the debt is cleared in full. If the debt remains outstanding two weeks after the year of study has commenced, the student will normally be intercalated for that year. If the debt remains outstanding two weeks after the start of the following year of study, the student will normally be withdrawn.

57. Students with a tuition fee debt at the end of their course of study will not be entitled to receive a transcript or certificate confirming their qualification until such time as all outstanding tuition fee debt has been paid in full. In addition, the student will not normally be allowed to attend their graduation ceremony or be allowed to purchase any guest tickets until all outstanding tuition fee debt has been paid in full.

58. The University reserves the right to employ a debt collection agency in the case of any student who has unpaid tuition fees for any period still outstanding on completion of their course.

Contact with the University

59. All students are required to acq03f1 0 0 1 116.544 requi30.0000kB.(ul)64Tm(0.514(ud)3(*nBTal.d4(o)1

responsibility to check their email regularly (at least once a week)

research programme will be considered under the relevant misconduct policy of the institution responsible for conferring their award.

Academic Appeals

94. The University [Academic Appeals Procedure](#) is intended to allow students enrolled on undergraduate and taught postgraduate courses to appeal their ratified academic results as published by Assessment Boards, or circumstances relating to them.

95. Students on undergraduate and taught postgraduate courses are bound in full by the assessment regulations of their programme, as found on MySuffolk, which also includes the Academic Misconduct Policy and Academic Appeals Procedure.

96. Students on a postgraduate research programme who wish to appeal an academic decision should use the appeals process relevant to the institution responsible for conferring their award.

UEA registered students should refer to the UEA [Academic Appeals and Complaints Procedure](#)
Essex registered students should refer to the University of Essex [Appeals Procedure against a Progress Decision – Postgraduate Research Students](#) or [Appeals Procedure against an Examination Decision – Postgraduate Research Students \(Thesis\)](#)

Brighton registered students should refer to the University of Brighton [regulations on academic appeals](#).

Withdrawal

Student-led withdrawal

97. If a student declines to accept a decision made by an Assessment Board, the student will be considered to have withdrawn from the programme. The student will be required to pay the full fee for the programme for the current year. The student will be required to pay the full fee for the programme for the current year. The student will be required to pay the full fee for the programme for the current year.

- Postgraduate Diploma
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103. The HEAR, which is a formal transcript detailing the student as well as extra-curricular activities, awards and prizes, will be available electronically through [Gradintelligence](#). The University will register students with Gradintelligence at the start of their course and issue a student status certification letter. An email will be sent to their University email address with details of how to activate their Gradintelligence account in order to view and share their documents. It is the responsibility of the student to activate their account. The HEAR will be available on the Gradintelligence account during the first year of study on an eligible course, following the release of ratified pass results. Students will be notified by email when new documents have been uploaded and released.

104. The student details (such as full name and date of birth) shown on the HEAR will be as shown on the University records. These details are correct. No changes can be made to the HEAR once the final version has been

decision-making in relation to allegations of misconduct will be handled in a way that is free from bias or conflict of interest.

112. There is a separate procedure for dealing with allegations of professional misconduct and/or professional unsuitability (the [Fitness to Practise Procedure](#)) which applies to students enrolled on courses which lead to professional registration. There is also a separate procedure for dealing with cases of [academic misconduct](#) including plagiarism and/or collusion and use of unfair means in examinations.

113. The University seeks to ensure that all enrolled students are aware of their obligations with regard to conduct, including acceptable standards of behaviour and performance, and of the likely consequences of failure to meet these obligations.

114. Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:

- (i) physical or sexual assault
- (ii) serious injury to people or property
- (iii) acting with intention to cause serious harm
- (iv) repeated offensive behaviour or language
- (v) deliberate damage to property
- (vi) behaviour which endangers others
- (vii) theft from other students, members of staff or the public
- (viii) sexual and/or racial misconduct
- (ix) bullying, harassment
- (x) verbal abuse or making threats against people or property
- (xi) inflicting injury on others or acting in a way which endangers others
- (xii) misuse or deliberate interference with computerised information
- (xiii) accessing or making available to others pornographic or other offensive material on computers or by any means
- (xiv) fraud or attempted fraud
- (xv) not adhering to information, instruction, training and supervision provided for their own or others health, safety and wellbeing
- (xvi) drug related offences or misuse of drugs, alcohol or substances
- (xvii) conduct, either on or off campus, which brings the University into disrepute
- (xviii) promoting unlawful acts
- (xix) accessing security sensitive materials without gaining appropriate permissions or

conducting security sensitive research

This list constitutes guidelines only. It is neither exclusive nor exhaustive, and there may be other offences which will constitute misconduct.

Students on Professional Placements, Erasmus or Study Abroad

115. A student on a programme of study where practical professional placement is a required part of the course or on an Erasmus or Study Abroad programme shall abide by the requirements of the Placement/Study Abroad Handbook and shall not act or behave in a manner which:

- a) jeopard

arrangements. Students can also contact the HE Administration Office at their Partner College for further clarification.

145. The University reserves the right to make charges for parking motorised vehicles in its grounds.

146. The University encourages the use of bicycles in support of its own and the local Facilities are provided for the parking of bicycles; the use is at the owners risk.

Retention and disposal of student records

147. [Data Protection and Data Security Policy](#). Most records with regard to students are retained for a minimum of six years after graduation or withdrawal from the University. However, the individual stud

who has been named by a student in writing to act on their behalf.

154. The University will disclose information, including details of an award gained at the University and dates of study, to a potential employer or employment agency submitting an education verification request upon signed authorisation by the student.

155. All enrolled students will be registered for an account with [Gradintelligence](#) for the purposes of providing the Higher Education Achievement Report (HEAR), a record of achievement (for courses not eligible for a HEAR) and student status certification letters. Students will be sent an email requesting activation of their Gradintelligence account in order to access and securely

SECTION 4 – APPENDICES

Appendix 1: Legislation and Guidance

These regulations have been informed by:

The Competition and Markets Authority (CMA) [Undergraduate students: your rights under consumer law](#)

Prevent Duty (The Counter-Terrorism and Security Act (2015)

General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)

Freedom of Information Act (FOI) (2000)

The Equality Act (2010)

The Health and Safety at Work Act (1999)

Appendix 2: Useful Contacts

Academic Registrar	academicregistrar@uos.ac.uk	01473 338679 <i>(PA to Academic Registrar)</i>
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Appendix 4: Definitions and Interpretation

In this policy (except where the context otherwise requires) the following words shall have the

CMA

Competition and Markets Authority.

CMA Guidance

guidance issued by the CMA in respect of consumer protection of students in higher education in England and Wales.

CTSA

the Counter Terrorism and Security Act 2015 and any subordinate legislation made under that Act from time to time.

DBS

the Disclosure and Barring Service.

Enrolment

the process whereby a student is admitted to a University of Suffolk programme and a record is maintained by the University of the s

Equality Act

the Equality Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant Government department concerning the legislation.

FOIA

the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation.

GDPR

the General Data Protection Regulation and any subordinate legislation made under that Regulation from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation.

Gradintelligence

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Relevant Policies and Procedures

the Relevant Policies and Procedures are defined in Appendix 5. The General Regulations and the Relevant Policies and Procedures include the Conditions of Offer. The terms of these two documents form part of the student contract, together with any pre-contract information (oral or written), including information contained in the University prospectus and any student-specific terms contained in each offer (but not included in these documents).

RPL (including RPCL and RPEL)

the Recognition of Prior Learning; a process that allows applicants to gain recognition for skills or qualifications gained at work or elsewhere. This can be prior certificated learning (RPCL) or prior experiential learning (RPEL).

Registration

the process whereby an individual registers as a student of the University of Suffolk, or as a student of a partner institution and the University for a programme of study validated by the University.

Senate

the supreme academic authority of the University.

Student Centre (Infozone)

the main point of contact for many of the services and activities that students may need during their time at the University.

Student Protection Plan

a plan setting out what students can expect to happen should a course, campus or institution close. The purpose of the plan is to ensure that students can continue and complete their studies, or can be compensated if this is not possible.

Tier 4 Sponsor Licence

a licence issued by the UKVI under Tier 4 of the points based immigration system or any equivalent licence arrangement(s) introduced by the Government in place of Tier 4 Sponsor Licences.

UCAS

the Universities and Colleges Admissions Service, a central organisation through which applications are processed for entry into Higher Education (HE).

UKVI

UK Visas and Immigration, the Government body responsible for securing the UK border and immigration control and/or any successor body which carries out substantially the same function.

University of Suffolk Policies, Procedures

all or any of the policies, procedures and regulations (including academic and quality assurance procedures) approved by the University from time to time and which apply directly or indirectly to any University of Suffolk programme.

