

General Regulations for all Students

Regulation 13: 2016 Version 01
Effective 1 November 2016



PRIFYSGOL
BANGOR
UNIVERSITY

Introduction

1. Students agree to abide by these general regulations at enrolment. By agreeing to abide by these regulations, students also agree to abide by all other rules and regulations of the University including:
 - The academic regulations of the University and of their course.
 - Rules in the School in which they are studying.
 - Regulations and Rules of each section of the University, e.g. the Library.
 - Rules of Halls of Residence.

Student Discipline

2. The University expects students to meet the standards of conduct defined by its regulations. The University will take disciplinary action when there is any breach of the regulations.
3. The University will report any allegation or suspicion of criminal activity to the Police.
4. Disciplinary Officers deal with minor breaches of discipline. More serious cases are referred to the Board of Discipline. The penalties include a reprimand, a fine, suspension from the University or termination of enrolment/registration.

General Rules

5. All students must, whether they are on or off University premises:
 - Refrain from conduct which is in any way unlawful or amounts to dishonesty, nuisance or harassment of another person or persons (including another student or students of the University or any other institution, or members of the public).
 - Refrain from inciting criminal activity or breaches of the University's regulations.
 - Behave in an orderly manner.
 - Obey all lawful authorities.
 - Behave appropriately in public and in all forms of communication, including electronic communication and social media.
 - Not bring the University (in the opinion of the University) into disrepute or incur any liability on behalf of the University.
6. Every student must carry their University ID card at all times when on University Property. Students must give their name and present their ID card when requested to do so by a member of the academic staff, a member of the administrative staff, security staff, or any other person in authority. Students must not allow anyone to use their University ID Card. Students must not sign-in or confirm attendance on behalf of anyone else, or ask anyone else to confirm attendance on their behalf.
7. Student attendance will be monitored as described in the University's Policy Statement on the Monitoring of Student Attendance and Engagement (<http://www.bangor.ac.uk/ar/main/student-attendance.php.en>).
8. Students will be given a University email address and are expected to check their University email account on a regular basis.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

9. Students on courses which involve a placement with an external organisation must comply with the rules and regulations of the placement provider, and with the codes of conduct of any relevant professional body.
10. Students must not interfere with:
 - Academic or administrative functions of the University.
The functions include examinations, ceremonies and meetings, and any notice posted on an official notice board on behalf of the University.
 - People working or studying at the University.
These include officers, members of staff, employees and students.
 - University property
This includes removal, damage, misuse or defacing property.
11. Students must obey instructions by University staff to move from buildings and areas controlled by the University.
12. Smoking is prohibited within all University buildings and hired, owned and leased vehicles. On University land smoking is also prohibited within five metres of any building, with the exception of agreed University designated smoking areas. A breach of the University's Non-Smoking Policy will be considered a disciplinary offence. Smoking in areas of high risk or sensitivity, such as laboratories, store rooms or near flammable materials, may be considered to be an act of gross misconduct and immediate disciplinary action may be taken.
13. External Examiners' reports are confidential to the University and the information in them must not be released outside the University. Any student who breaches the confidentiality of External Examiner reports will be subject to the University's disciplinary procedures.
14. All students who receive a relevant conviction (as defined in paragraph 68) whilst enrolled must declare this in writing to the Academic Registrar within 14 days. Students also have to inform any member(s) of staff identified for their specific course.

Admission

15. The admissions criteria are determined by the University's regulations and codes of practice and by the requirements of specific courses.
16. Applications for undergraduate degree courses, foundation degrees and Higher National Diplomas must normally be through UCAS. Applications for other courses must be through the University's Admissions Offices or through partner institutions.
17. The Chair of the Senate Regulations and Special Cases Committee is authorised to take executive action on any special cases referred by the Admissions Office. In exceptional cases, applications may be referred to the Committee for consideration
18. Applications may be cancelled if the application contains inaccurate information or if the applicant has not declared relevant convictions (as defined in paragraph 68). Offers of places to study at the University may also be cancelled if the application was inaccurate or if the University is informed of any other relevant information.

Enrolment and Registration

19. Enrolment is the process by which a student formally enrolls for a named award of the University. Enrolled students are subject to the Rules & Regulations of the University throughout the period of enrolment. At the start of their programme of study, enrolled students become 'registered' students for the current academic session. Students must re-register for each academic year of their studies.
20. Students are required to enrol and register on dates as specified by the University or by a partner institution. Students must:
 - Agree to abide by the regulations of the University (See Paragraph 1).
 - Confirm their ability to meet their financial commitments to the University.

- Confirm, at the request of the University, that they are fit to study and/or that they meet any medical criteria specified for their chosen course.
21. Students who fail to register on the specified date(s) will be charged a late registration charge as defined annually by the University. A student who is unable to register must send a written explanation to the Academic Registrar. Students with documented extenuating circumstances may be allowed to register on alternative dates.
 22. Students are not allowed to register after four weeks from the first day of a Semester without the permission of the Head of the admitting school and approval by the Pro Vice-Chancellor (Teaching & Learning).
 23. Each student's course of study (i.e. module choices) must be approved by the admitting school. Module changes may be approved by the admitting school within three weeks of the start of a Semester 1 and within two weeks of the start of a Semester 2. Any other changes must be approved by the Academic Registrar or nominee.
 24. A student who is in debt will not normally be allowed to register. The Head of Admissions is authorised to determine whether temporary registration for a defined period is allowed.

Termination and Suspension of Studies

25. A student's enrolment/registration may be terminated for any of the following reasons:
 - Failure to engage with the academic programme (including attendance and completion of work). Such cases are considered under the Termination of Studies Procedure (Procedure 06)
 - Breaches of the University's regulations. Such cases are considered under the Ordinance for Student Discipline, supplemented as appropriate by department-specific procedures (e.g. Halls of Residences).
 - Academic unfair practice. Such cases are considered under the Unfair Practice Procedure (Procedure 05)
 - Unpaid fees, fines and other charges. Such cases are considered under the University's procedures for dealing with debtors.
 - Failure to meet the academic standards required in examined/assessed work. Such cases are considered under the academic regulations including the Code of Practice for the Assessment of Students on Undergraduate and Taught Postgraduate Courses (Code 02).
 - If attendance is inconsistent with United Kingdom Visa and Immigration guidelines. Refer to the University's Policy Statement on the Monitoring of Student Attendance and Engagement, available at <http://www.bangor.ac.uk/ar/main/student-attendance.php.en>.
 - Failure to comply with any mandatory administrative procedures without good reason and/or written notification within a reasonable timeframe.
26. Students' studies may be terminated by specific procedures approved as part of the approval/validation process for their course, including Suitability for Practice Procedures and conditions imposed by professional bodies or sponsors.
27. The University will accept evidence provided by a host organisation if there are concerns about a student's conduct on a placement.
28. The Senate Regulations and Special Cases Committee has the authority to suspend or terminate the studies of any student on health grounds.
29. Students wishing to suspend or terminate their studies must contact the Student Services Centre as defined by Procedure 07 (Approving Interruption of Studies). They must also inform the Student Services Centre when they are ready to restart their studies.

Academic Rules

30. The University must be informed if a student is unable to pursue the course or attend examinations because of illness or injury. Medical certificates should normally be provided.
31. All students taking examinations are subject to the rules governing University examinations. Every student must present their University ID card at each examination when requested to do so by a member of University staff. If a student is unable to provide their University ID card they may be asked to leave the examination.
32. Students may be required to submit electronic copies of assessments. These assessments may be submitted to a database used to detect plagiarism. Plagiarism is described in the University's Code of Practice on Plagiarism (Code 13).

Rules of Residence

33. During term, full-time students must:
 - Live within a reasonable distance of the University or designated teaching centre.
 - Enter a term-time address with the University.
 - Notify the University of any change in their term-time or home address.
34. Permission for absence from lectures or classes should be sought from the Head of School (or nominee).
35. Full-time postgraduate students must be at the University, or other agreed location, during the whole of the registration period. Any periods away from the University, for leave or study, must be approved in writing by the course organiser or research supervisor.

Payment of Fees and Other Charges

36. Every student must pay fees and fines determined by the University. Fees must normally be paid in advance of the study period but payment by instalments can be arranged.
37. If fees or fines are not paid, the University may:
 - Refuse to allow a student to register.
 - Terminate the student's enrolment
 - Take disciplinary action.
 - Take the case to the civil courts.
 - Withhold a student's degree, diploma or other qualification.

Health and Safety

38. Students must abide by the rules in the University's Health and Safety Policies and Student Handbooks. They must:
 - Attend a School/College safety lecture when they start at University.
 - Not interfere with firefighting equipment or with fire-safety doors in corridors and stairways.
 - Abide by all rules issued by their School, including rules about working in laboratories, clinical areas and when on site visits.
39. Students must normally register with a GP in Bangor or local area at the commencement of their studies.
40. Students studying away from the University must abide by the health and safety procedures of the placement provider or institution.
41. Actions that endanger the health and safety of others may lead to disciplinary action by the University and to prosecution under the Health and Safety at Work Act, 1974.

Cars

42. Parking on University premises is restricted to cars with a parking permit. Residents in Halls will normally be allocated a permit for the specific Hall. Students living outside Bangor can apply for a parking permit and will be issued with a permit subject to availability.
43. When driving on University sites, all students must abide by the speed limits of that site. Failure to do so may result in the loss of parking privileges.
44. Students must not use their own car to transport patients, clients or school children during work placements.

Use of University Premises

45. Meetings and social functions may be held in University buildings and University grounds if permission has been granted by the appropriate authority.
46. Consumption of alcoholic drinks in unlicensed areas of the University is allowed only if permission has been granted by the appropriate authority. The consumption of alcoholic drinks in licensed areas of the University must be in accordance with the terms of the licence.
47. Students are not allowed to bring domestic animals, other than assistance dogs, into University buildings. On University grounds, outside University buildings, domestic animals must be kept on a lead and the handler must be in attendance at all times.

Regulations for the Use of Information and Services (Acceptable Use Regulations)

48. Students who use the University's computing services must abide by the Acceptable Use Regulations (AUR). A copy of the AUR is available on the IT Services web site.
49. The University's computing services are provided for acceptable, authorised purposes only. The AUR state individual users' responsibilities. The AUR includes sections on acceptable use, prohibitions, conditions of access, and privacy of user data. The AUR encourages responsible use of facilities, maximises the availability of Information Technology (IT) resources, and minimises exposure to misuse from inside or outside the University.
50. Students must not use University computing facilities to view or transmit offensive, obscene or illegal material.
51. Failure to comply with the AUR could result in action under the University disciplinary procedures, withdrawal of privileges or withdrawal of access to IT resources.

Student Intellectual Property Rights

52. The general principle is that Intellectual Property created by a student during the course of their studies belong to the student. There are circumstances where the University will own the Intellectual Property in a student's work and the University may require a student to assign their Intellectual Property to the University (or a third party). Further information is available in the University's Intellectual Property Policy.
53. A student who makes or contributes to an invention or discovery should immediately draw it to the attention of his/her tutor or supervisor who will discuss it with the Research and Enterprise Office. The student should keep any discovery or invention confidential until it has been discussed with the University.

Library Rules and Regulations

54. All enrolled students are entitled to use the Library. Students must keep their library card safe at all times. Students must not lend their library card to another person.
55. Students must abide by the library rules, borrowing regulations and entitlements, acceptable use policies and other guidelines. Details of these can be found on the library website which all students are expected to read.
56. Lack of knowledge or understanding of any rule or regulation will not provide exemption from penalties for non-compliance.

Data Protection

57. The purpose of data protection legislation is to:

- Ensure that personal data is not processed without the knowledge and, except in certain cases, the consent of the data subject.
- To ensure that personal data which is processed is accurate.
- To enforce a set of standards for the processing of personal data.

The current data protection legislation is the Data Protection Act 1998. The 1998 Act covers data held in manual files and computer files.

58. Students have the right to check the validity of the data held about them by the University. By submitting a request in writing, and paying the fee required, students may obtain a copy of all the data held about them. The appropriate form for making a data subject access request can be obtained from the Assistant Registrar responsible for compliance with the Act.

Freedom of Information

59. The Freedom of Information Act 2000 gives individuals the right to make a written request (including by e-mail or fax) for non-personal information from public authorities, including the University.

60. Subject to certain exemptions, any person who makes a request to the University for information, must be informed, within 20 days whether the University holds that information and if so that information must be supplied (subject to any exemptions).

61. The Freedom of Information Act complements the Data Protection Act 1998.

62. Further details on how to make a request or on the University's policy on freedom of information can be obtained from the Assistant Registrar responsible for compliance with the Act.

Copyright

63. Copyright covers most of the academic activities at the University including course packs, showing of videos, listening to audio recordings, examination papers, tutorial handouts etc. The Copyright, Design and Patents Act 1988 along with a number of licensing schemes set out a framework to which the University must adhere.

64. Unauthorised copying of copyright work is an infringement of copyright that can result in legal action or criminal proceedings which could lead to substantial fines (and/or imprisonment). The Licensing Agencies exist to prosecute copyright infringement and you personally would be liable as well as the University.

65. Details about what may be copied, without infringement of copyright, are available from on the University Website (Registrar's Office, Legal, Risk and Emergency Compliance)

Definitions

66. **Student(s)** are any person following a programme of study delivered by the University or on behalf of the University. Programmes of study include award-bearing and non-award bearing courses.

67. **The University** is Bangor University, Charity Number 1141565 of College Road, Bangor, Gwynedd, LL57 2DG.

68. **Relevant criminal convictions** are only those convictions for offences against the person, whether of a violent or sexual nature, and offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and need not be disclosed. For courses in teaching, health and social work, or courses involving work with children or vulnerable adults, any criminal convictions, cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974.