

# General Regulations for all Students

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PRIFYSGOL  
**BANGOR**  
UNIVERSITY

Date	Supersedes	Description of Change
1 April 2020.	Version 1.2.	References of the Ordinance updated to the Regulation for Student Discipline.

Document Owner	Approved By	Date Approved	Review Frequency
Governance and Compliance Office.	Senate Regulations and Special Cases Committee.	26 June 2019.	Every three years.

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.

# General Regulations for all Students



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## 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, procedures and codes 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 procedures for managing attendance monitoring.

8. Students will be given a University email address and are expected to check their University email account on a regular basis.
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 of property.
11. Students must obey instructions by University staff to move from buildings and areas controlled by the University.
12. Smoking (including the use of e-cigarettes) 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 64) whilst enrolled must declare this in writing to the Head of Governance and Compliance 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 in particular by the Policy and Code of Practice for Student Recruitment and Admissions (Admissions Policy) 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 Office 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 64). 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 enrols 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, procedures and codes 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 Head of Student Administration. 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 (Education and Student Experience).
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 Head of Student Administration or nominee.
24. A student who is in debt to the University 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.
  - Breaches of the University's regulations. Such cases are considered under the Regulation for Student Discipline.
  - Academic misconduct. Such cases are considered under the Academic Integrity Procedure.
  - Unpaid fees, fines and other charges. Such cases are considered under the University's Student Debt Management Policy.
  - Failure to meet the academic standards required in examined/assessed work. Such cases are considered under the academic regulations including the Regulations for Taught Programmes.

- If a student's attendance remains inconsistent with United Kingdom Visa and Immigration rules. Refer to the University's Attendance Monitoring Policy.
- 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 / Fitness 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 Student Services as defined by the Approving Interruption of Studies Procedure. They must also inform Student Services 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 Academic Integrity Procedure.

### **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), and in the case of an international student on a Tier 4 visa also from the Governance and Compliance Office.
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, and, for a student on a Tier 4 visa, by the Governance and Compliance Office.

### **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, in accordance with its Student Debt Management Policy:

- 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 are expected to behave responsibly and take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions, complying with any rules and requirements set out in the University's Health and Safety Policy and other associated health and safety guidance, rules, policies and instructions (spoken and written) issued to them as part of their studies and University related activities. If studying away from the University this includes adherence to the health and safety procedures of the Placement Provider.

It is essential that students participate in health and safety training as required, and cooperate with others in all areas of health and safety. Concerns, accidents and incidents should be reported to an appropriate person immediately. Actions that endanger the health and safety of others may also result in disciplinary action.

### **Cars**

39. 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.

40. 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.

41. Students must not use their own car to transport patients, clients or school children during work placements.

### **Use of University Premises**

42. Meetings and social functions may be held in University buildings and University grounds if permission has been granted by the appropriate authority. The attendance of external speakers at such events are subject to the University's Code of Practice on Freedom of Speech.

43. 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.

44. 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.

### **Acceptable Use Regulations: Regulations for the Use of IT Resources**

45. 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.

46. 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.
47. Students must not use University computing facilities in any way that is fraudulent, offensive, obscene, racist, malicious, defamatory, libellous, abusive, pornographic, sexual, indecent, constitutes a criminal offence (directly or indirectly), or which promotes extremism / terrorism and / or could constitute grooming children or other crimes against minors. Using IT Resources in a way which is designed or is likely to cause harassment, bullying, annoyance, needless anxiety, inconvenience or upset to another or breaches confidentiality is prohibited.
48. 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**

49. 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.
50. 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, Innovation and Impact Office. The student should keep any discovery or invention confidential until it has been discussed with the University.

### **Library Rules and Regulations**

51. 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.
52. 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.
53. Lack of knowledge or understanding of any rule or regulation will not provide exemption from penalties for non-compliance.

### **Data Protection**

54. The purpose of data protection legislation, is to protect the fundamental rights and freedoms of natural persons, and in particular their right to the protection of personal data. It aims to improve consumer protection and general levels of privacy for individuals.

The current data protection legislation is the Data Protection Act 2018.
55. Students have a right to request access to their personal data held by the University. Further details on how to make a request can be obtained by emailing [info-compliance@bangor.ac.uk](mailto:info-compliance@bangor.ac.uk) or on the University's data protection web pages.

## **Freedom of Information**

56. 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.
57. Subject to certain exemptions, any person who makes a request to the University for information, must be informed, within 20 working days whether the University holds that information and if so that information must be supplied (subject to any exemptions).
58. Further details on how to make a request or on the University's policy on freedom of information can be obtained by emailing [info-compliance@bangor.ac.uk](mailto:info-compliance@bangor.ac.uk) or on the University's freedom of information web pages.

## **Copyright**

59. 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.
60. 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.
61. Details about what may be copied, without infringement of copyright, are available from the Library and Archives Service.

## **Definitions**

62. **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.
63. **The University** is Bangor University, Charity Number 1141565 of College Road, Bangor, Gwynedd, LL57 2DG.
64. **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.

## Appendix 1

### **Student Code of Conduct**

This Code of Student Conduct describes the expectations for student behaviour and the procedures the University uses when students' behaviour is not acceptable. The Code describes what is considered to be unacceptable behaviour towards other people, towards property and towards the University.

This Code defines the types of unacceptable behaviour that will amount to a breach of the General Regulations. The University will treat any unacceptable behaviour seriously. The University will use this code when assessing the severity of acts, but each allegation will be considered on a case-by-case basis, taking into account the act, the circumstances in which it was committed, and whether the student has committed other breaches of the regulations. A range of unacceptable behaviours is listed only as examples, and the University can consider other unacceptable behaviour as breaches of the General Regulations.

The sanctions described in this Code have been included as examples, and the options available to Disciplinary Officers and the Board of Discipline are described in detail in the Regulation for Student Discipline.

Examples of sanctions include:

- Expulsion,
- Suspension/Exclusion,
- Restrictions/Conditions (including a requirement to make good the damage caused, if relevant),
- Formal warning,
- Withhold a student's degree, diploma or other qualification (in the case of unpaid academic fees).

## **People**

<b>Disciplinary Offence</b>	<b>Examples Of Unacceptable Behaviour</b>
Physical Misconduct	<ul style="list-style-type: none"> <li>• Punching [5]</li> <li>• Kicking [5]</li> <li>• Slapping [5]</li> <li>• Pulling hair [5]</li> <li>• Biting [5]</li> <li>• Spitting [5]</li> </ul>
Sexual Misconduct	<ul style="list-style-type: none"> <li>• Sexual intercourse or engaging in a sexual act without consent [5]</li> <li>• Attempting to engage in sexual intercourse or attempting to engage in a sexual act without consent [5]</li> <li>• Sharing private sexual materials of another person without consent [5]</li> <li>• Kissing without consent [5]</li> <li>• Touching inappropriately through clothes without consent [5]</li> </ul>

	<ul style="list-style-type: none"> <li>• Inappropriately showing sexual organs to another person [5]</li> <li>• Repeatedly following another person without good reason [5]</li> <li>• Making unwanted remarks of a sexual nature [5]</li> </ul>
Abusive Behaviour-1	<ul style="list-style-type: none"> <li>• Threats to hurt another person [5]</li> <li>• Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age [5]</li> <li>• Acting in an intimidating and hostile manner [5]</li> </ul>
Abusive Behaviour-2	<ul style="list-style-type: none"> <li>• Use of inappropriate language [5]</li> <li>• Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person [5 and/or 47]</li> </ul>

## Property

<b>Disciplinary Offence</b>	<b>Examples Of Unacceptable Behaviour</b>
Damage To Property	<ul style="list-style-type: none"> <li>• Causing damage to University property or the property of students or employees of the University or visitors to the University [5, 10]</li> </ul>
Unauthorised Taking Or Use Of Property	<ul style="list-style-type: none"> <li>• Unauthorised entry onto or unauthorised use of University premises [5]</li> <li>• Taking property belonging to another without permission [5]</li> </ul>
Causing A Health Or Safety Concern	<ul style="list-style-type: none"> <li>• Act/omission that did cause or could have caused serious harm on University premises or during University activities (for example, disabling fire extinguishers or possessing/supplying controlled drugs) [38]</li> </ul>

## The University

<b>Disciplinary Offence</b>	<b>Examples Of Unacceptable Behaviour</b>
Student engagement	<ul style="list-style-type: none"> <li>• Not attending contact points [7, 25] without valid notice of special circumstances given</li> <li>• Not checking and/or responding to University email [8]</li> </ul>
Operational Obstruction	<ul style="list-style-type: none"> <li>• Acts/omissions/statements intended to deceive the University [5]</li> <li>• Disruption of the activities of the University (including academic, administrative, sporting and social) on University premises or elsewhere [10]</li> <li>• Disruption of the functions, duties or activities of any</li> </ul>

	<p>student or employee of the University or any authorised visitor to the University [10]</p> <ul style="list-style-type: none"> <li>• Not carrying ID, using another's ID or allowing someone to use ID [6]</li> <li>• Breaching the Halls Rules of Residence [1, 33, 35]</li> </ul>
Reputational Damage	<ul style="list-style-type: none"> <li>• Behaviour which has caused damage or could have caused damage to the reputation of the University [5]</li> <li>• Breaching confidentiality by releasing information from External Examiner reports [13]</li> </ul>
Fees	<ul style="list-style-type: none"> <li>• Failure to pay academic fees [36]</li> </ul>
Site rules	<ul style="list-style-type: none"> <li>• Failure to report relevant convictions [14]</li> <li>• Driving: Failure to abide by site speed limits [40]</li> <li>• Consumption of alcohol on unlicensed areas or outside the terms of an agreement [43]</li> <li>• Bringing animals onto University premises, except assistance dogs [44]</li> <li>• Failure to maintain confidentiality (other than whistleblowing)</li> <li>• Failure to inform the University of an invention or discovery [50]</li> <li>• Failure to follow Library rules [52]</li> <li>• Failure to follow IT resources regulations [47]</li> <li>• Copyright infringements [60]</li> <li>• Smoking except in agreed designated smoking areas [12]</li> </ul>

**Notes:**

- A person consents if he/she agrees by choice and has the freedom and capacity to make that choice.
- The numbers in square brackets [] are cross-references to the General Regulations for all Students.
- Restrictions/Conditions can include a fine.

The Code must be read with other documents that describe expected student conduct:

- General Regulations for all Students
- Regulation for Student Discipline
- Academic Integrity Procedure
- Fitness to Study Procedure
- Section or School rules (for example, Halls of Residence Conditions)
- Suitability/Fitness to Practise for students leading to professional accreditation (available from academic schools)

If a student does not fulfil the expectations of this Code, the allegations will be considered as breaches of the General Regulations for all Students and will be investigated under the Regulation for Student Discipline. If the student is on a programme where there is a suitability/fitness to study procedure, allegations may be considered under those procedures rather than the Regulation for Student Discipline. If a student's behaviour causes significant concern and/or presents a risk of harm to themselves or others, the

concerns will be investigated under the Fitness to Study Procedure and/or the Regulation for Student Discipline.

Students who are under investigation, or who have raised concerns, are advised to seek support from their Personal Tutor, Senior Tutor, Student Support Services, or Students' Union.

If the student, or person acting on a student's behalf, believes that an incident constitutes a criminal offence, the student must carefully consider whether or not a criminal offence has been committed, whether to report the incident to the Police and/or to the University. Students should be aware that

- If an incident is reported to the Police and the University, then consideration of the incident by the University may be deferred until the Police investigation has been completed.
- If an incident is reported to the University, the University will only consider whether a breach of the University's regulations has occurred and will only impose penalties as permitted by the Regulation for Student Discipline.

The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. Bangor University is a member of this scheme. If you are unhappy with the outcome from Bangor University, you may be able to ask the OIA to review your case. You can find more information about making a complaint to the OIA, what it can and cannot look at and what it can do to put things right here: <https://www.oiahe.org.uk/students>.

You normally need to have completed this procedure before you complain to the OIA. Bangor University will send you a letter called a 'Completion of Procedures Letter' when you have reached the end of these processes and there are no further steps you can take internally. If your complaint/appeal is not upheld, Bangor University will issue you with a Completion of Procedures Letter automatically. If your complaint/appeal is upheld or partly upheld you can still ask for a Completion of Procedures Letter from Bangor University if you want one. You can find more information about Completion of Procedures Letters and when you should expect to receive one here:

<https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

To bring a complaint to the OIA, you need to submit a completed OIA Complaint Form within 12 months of the date of Bangor University's final decision (usually the date of the Completion of Procedures Letter), and you will normally need to send the OIA your Completion of Procedures Letter.