
Student General Regulations



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1 Introduction

- 1.1 These general regulations form part of the contract between enrolled students and the University. Enrolment at the University is made on the basis that, in accepting an offer of enrolment, students signify their consent to the incorporation of these Regulations as part of the terms of that contract.
- 1.2 These General Regulations should be read in conjunction with the Academic Regulations of Bath Spa University and its academic frameworks.

2 Legal Framework

- 2.1 Bath Spa University is a higher education corporation with powers conferred by the Privy Council to grant academic awards up to the level of doctoral degrees. All activities at the University are conducted in accordance with the provisions of the Education Acts 1944 to 2004. The University conducts its business in accordance with Articles of Government made by the Higher Education Corporation and approved by the Secretary of State for Education.
- 2.2 The responsibilities of the Board of Governors, the Vice-Chancellor, the Academic Board, and students are defined by the Articles of Government of the University.

3 Definition

- 3.1 "The University" means Bath Spa University.
- 3.2 "BSU" means Bath Spa University.
- 3.3 "Governors" means the Board of Governors of the University.
- 3.4 "Vice Chancellor" means the Vice Chancellor of the University or his nominee, or such officer as the Governors authorise to perform the duties of the Vice-Chancellor.
- 3.5 "Academic Board" means the Academic Board of the University established under the Articles of Government, or a committee or other agent of the Academic Board authorised to act on its behalf.
- 3.6 "Students' Union" means any association of the generality of students formed to further the educational purposes of the University and the interests of students as students.
- 3.7 "Student" means any person admitted or enrolled by the University to follow a programme of studies, or any sabbatical officer of the Students' Union.
- 3.8 "Programme of studies" is the set of modules for which an individual student has registered.

4 Enrolment, Registration and Attendance

- 4.1 Enrolment. Before any student can start their course at Bath Spa University they must enrol. Enrolment occurs when a student has accepted an offer of admission to a programme of study (or part of a programme) and presents him or herself to the Registrar at a place and time specified by the Registrar for the purpose of confirming an application or an intention to register or to proceed to an examination, including by electronic means where this is indicated. All students must produce at or before first enrolment evidence of having satisfied the specified entry requirements. Students must also re-enrol each subsequent academic year.

4.2 **Registration.** Registration occurs when a student has, in the required manner, enrolled and paid the fees in accordance with arrangements approved by the Board of Governors. All students, other than sabbatical officers of the Students' Union, are required to register or re-register for each successive year or other relevant part of a programme. Once registration is completed, a person is deemed to continue as a registered student until the end of the programme or until re-registration is required, whichever is the earlier, provided that a person shall cease to be a registered student if withdrawn, or expelled from their programme of studies, or expelled from the University. Students must notify the Registry of any changes occurring during the academic year to the information supplied on enrolment or re-enrolment.

4.3 **Attendance.** Students will be regarded as in attendance at the University whether they are present within the University buildings or engaged elsewhere on some legitimate activity pursuant to the programme (e.g. attending a field course), always provided that they maintain regular academic contact with tutors and adhere satisfactorily to the programme for which they are registered.

5 Health and Safety

5.1 Each student is responsible for looking after their own health and safety and that of others affected by their University-related work and leisure activities. To this end, students have the following specific responsibilities:

- a) to comply with all University policies and procedures and with the arrangements which the University has in place to control health and safety risks;
- b) to ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others;
- c) not to endanger themselves or others by intentionally or carelessly interfering with, or misusing, any article, substance or material provided by the University or on its premises;
- d) to attend appropriate induction and training;
- e) to use any protective equipment provided, and ensure, so far as is reasonably practicable, that they understand and abide by safe systems of work and any safety procedures and regulations established by the University in connection with any of its activities;
- f) to report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person; and
- g) not to interfere with any equipment provided for the benefit of health and safety.

5.2 Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, to inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

5.3 Failure to comply with the University policies and procedures to control health and safety risks is a disciplinary matter. For some work, students may be expressly required by law to undertake training provided through the University Health and Safety Manager.

6 Code of Conduct

6.1 Bath Spa University exists as a community for the acquisition and advancement of knowledge, skills and understanding. This code is designed to protect the rights of all members of that community, whether staff, students or visitors, to participate freely in the purposes of the institution, both formally and informally.

- 6.2 All students are expected to conduct themselves with due regard for their own legal responsibilities as students of Bath Spa University an Institute of Higher Education and to conduct themselves in a way that preserves and enhances its good name and reputation.
- 6.3 Signing the enrolment form, or otherwise partaking of University services, confirms that students are willing to comply with this Code and the University's rules, regulations and procedures.
- 6.4 Students are obliged to keep themselves familiar with general University regulations, those relating to their programme of study, and with this Code.
- 6.5 A student of the University will have breached the University's Code of Conduct if s/he has:
- a) engaged in any conduct which prevents, obstructs or disrupts:
 - teaching, learning or research carried on within the University or as part of the University's approved programme of teaching, learning (including work- based learning) or research on field-work and industrial placements
 - the administration, proper functioning or activities of the University
 - the discharge of the duties of any member of the University staff
 - the holding of, or the orderly conduct of, any lawful meeting or other lawful group within the University.
 - b) obstructed or attempted to obstruct access of staff, students or members of the public (entering with the permission of the University authorities) to any building or premises within the University environs;
 - c) assaulted or harassed any fellow student, member of the University staff or visitor to the University or engaged in any other form of harassment or discrimination relating to a person's race, colour, ethnic or national origin, gender, sexual orientation, age, religious or political beliefs, disability or marital status or any other individual or group characteristics. This includes verbal abuse towards fellow students, staff or visitors. (For further guidance on these matters and hate incidents see the Harassment Policy).
 - d) deliberately misused or damaged any learning materials, equipment, furniture, fittings or property belonging to or under the control of the University or the property of any student or member of the University staff;
 - e) misappropriated any funds or assets of the University;
 - f) committed any breach of University regulations specific to support services, including Information Services, Residential Hall agreements or any other University facilities and locations;
 - g) invaded or abused or attempted to abuse the security, integrity or privacy of any files or confidential material (including those held within the University's computerised data banks);
 - h) been found guilty while a student of the University of any criminal offence such as will damage the good name of the University, or behaved in such a way as would be deemed to amount to a criminal offence or otherwise conducted himself or herself in the University or elsewhere, in a manner calculated or likely to bring the University into disrepute;
 - i) accrued an unacceptable level of financial debt to the University as determined by the Head of Finance;
 - j) provided misleading, fraudulent or untrue information to gain admission to the University;
 - k) provided misleading information with regard to the determination of Fee Status or of financial support administered by the University;
 - l) been found to have fabricated or attempted to fabricate academic references or qualification papers;

- m) provided misleading information about the existence and nature of previous criminal offences. This regulation applies only to those programmes which are subject to the Protection of Children; Home Office/DFEE/DOH/Welsh Office Joint Circular;
- n) portrayed themselves or provided inaccurate and/or misleading information about themselves or the University through any medium, including social networking sites, which is deemed to undermine the operation of the University or brings into question their suitability for continued registration on their programme of study; and
- o) engaged in such other conduct as might be deemed unacceptable by the Vice Chancellor.

6.6 Any breach of this Code of Conduct may be dealt with under the University Disciplinary Procedure at the discretion of the Vice-Chancellor. Breaches of other codes of conduct and regulations relating to behaviour including:

- professional misconduct/Fitness to practise
- academic misconduct
- financial regulations
- examination regulations
- Information Services regulations
- residences regulations
- harassment

will be dealt with in accordance with the procedure set out in the relevant code. This may include a matter being referred through the Student Disciplinary Procedure.

6.7 Where a student complaint relating to the behaviour of another student is upheld the Student Disciplinary Procedure will apply.

7 Disciplinary Regulations

7.1 These Regulations are intended to provide fair and orderly procedures for maintaining reasonable student conduct and behaviour while enrolled with the University.

7.2 The Regulations will be used to protect the right of all students to pursue argument, discussion and activities proper to their study in higher education. All students are encouraged to participate in debate and a wide range of activities, whether this is directly related to their own study programmes or to matters of wider community and public interest. Equally, all students are expected to respect the rights of others to study, to work, and to participate freely in the life of the institution. This is consistent with the Mission Statement of the University, with the traditions of higher education, and with freedom of speech and association in a democratic society.

7.3 These rules aim to encourage the development of mutual respect between students, staff and University management. To this end it is important that students exercise their rights responsibly and with respect for others, and so contribute to the orderly running of the institution as a whole. This is the context in which these Regulations and procedures should be read and used.

7.4 No student shall behave in a manner in which danger or a breach of the peace is likely to ensue. For the purposes of this regulation, any employee or agent of the University has the right and duty to act on her/his own initiative to protect the safety of persons in attendance at the University premises, if necessary by effecting the immediate suspension of a student pending application of the formal disciplinary procedure.

- 7.5 No student shall enter parts of the University premises other than those that are open for the purposes of academic and other legitimate student activity, unless invited to do so by an authorised employee or agent of the University.
- 7.6 Students are bound by the [University's Harassment Policy for Staff and Students](#).
- 7.7 No student shall deny access to University premises or to premises being used for University purposes to persons entitled to such access, nor incite or assist others to take such actions.
- 7.8 No student shall wilfully damage or threaten to damage the University premises or any property thereon, nor breach the privacy of any information held by the University, nor incite or assist others to take such actions.
- 7.9 Alleged breaches of these regulations should be reported to the University.

8 Complaints Procedure [link to Complaints Procedure]

- 8.1 Complaints must be made as soon as possible under the [University's Complaints Procedure](#), and should be addressed to the Complaints Officer. Unless there are exceptional circumstances, the University will not hear a complaint which is raised more than three months after the apparent service failure. The Complaints Officer will keep a log of complaints and their outcomes. An annual review highlighting any common themes or trends will be presented to the Board of Governors. The University will keep the complaint confidential in so far as is necessary to comply with its data protection obligations to the complainant and other involved parties. No complainant will be disadvantaged whilst the complaint is being heard unless health and safety is at risk.

9 Disciplinary Powers of the Vice-Chancellor

- 9.1 The Vice-Chancellor shall have the power to suspend students pending the results of the Disciplinary Procedure.
- 9.2 For students found to be in breach of the regulations, the Vice-Chancellor shall have the powers:
- of formal reprimand;
 - of suspension, during which students shall be prohibited from using any or all University equipment and premises;
 - of expulsion from any or all University activities and premises, which shall include being prohibited from using University equipment to levy a fine not exceeding £100 per head in connection with any damage to University premises, or damage or loss to University equipment or property; and
 - to require repayment of any costs incurred by the University.

10 Financial Obligation to the University

- 10.1 The University annually reviews and publishes fees and charges for tuition, learning materials, studio levies, field trips, educational visits, including any payments due to the University in respect of books, loans or other equipment.
- 10.2 It is the responsibility of students to notify the University in writing if they are in financial difficulties and are unable to pay their charges by the due date, explaining the reason for the difficulties and their proposals for payment.

11 Computer Facilities

- 11.1 All use of BSU computer facilities is covered by the [Regulations for Use of Computer Facilities](#) and by legal statute. The regulations also cover any use of BSU computer facilities involving access to other computers external to BSU.

12 Intellectual Property Rights

- 12.1 The intellectual property rights over works produced by a student normally belong to the student unless they are externally sponsored or where they are working on specific projects in which case other regulations, specified by the funding body, may apply. The IPR of research students on contracts with the University are governed by the terms of their contract.

13 Equality and Diversity

- 13.1 Students must adhere to the University's Equality and Diversity Policy. [[link to E&D Policy](#)]

14 No Smoking Policy

- 14.1 The University operates a campus-wide no-smoking policy inside buildings. Staff and students are not permitted to smoke within ten metres of buildings.

15 Freedom of Speech

- 15.1 Members, students, and employees of the University must conduct themselves so as to ensure that freedom of speech within the law is secured for members, students, and employees of the University and for visiting speakers. The freedom protected by this Code of Practice is confined to the exercise of freedom of speech within the law. The University believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.
- 15.2 Whilst there is no legal prohibition on offending others, the University expects speakers and those taking part in meetings or protest activities to respect its values, to be sensitive to the diversity of its community and to show respect to all sections of that community. An event which is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.