



Academic Regulations 2024/25

Contents

Section 1: General Provisions	7
1. Authority	7
2. Delegations	7
3. Academic year	8
4. Programme approval, amendment & review	8
5. Emergency provisions	10
Section 2: Admission, enrolment & registration	11
1. Admission of students	11
2. Entrance qualifications & requirements	11
3. Non-standard entry	12
4. Enrolment & registration of students	13
5. Programmes of study, transfer and intermission	15
6. Academic engagement	17
7. Withdrawal	21
8. Termination of studies or withdrawal of offer	21
Section 3: General assessment regulations for taught programmes	23
1. Authority	23
2. Principles of assessment	24
3. Appointment of External Examiners & Specialist External Assessors	24
4. Setting of assessment	25
5. Attendance at examinations & submission of coursework	26
6. Marking	29

7.	Resit.....	29
8.	Consideration of results	30
9.	Academic misconduct (including plagiarism).....	31
10.	Publication of results & transcripts	34
11.	Academic Appeals	34
12.	Submission of Appeals.....	35
13.	Academic Appeal Process	36
14.	Stage One: Initial consideration	36
15.	Stage Two: Referral to Academic Appeals Panel.....	37
16.	Stage Two: Referral to Extenuating Circumstances Panel (ECP).....	39
17.	Conclusion of Stage Two	39
18.	Stage Three: Formal review	39
19.	Student Status.....	41
20.	Reporting requirements.....	41
	Section 4: Research degree regulations	42
1.	Research degrees: scope	42
2.	Registration & submission deadlines	42
3.	Attendance & programme of study.....	45
4.	Revision of research proposal.....	46
5.	Upgrade procedure	47
6.	Transfer to Writing Up status.....	50
7.	Submission & examination.....	50
8.	Allegations of plagiarism or other research misconduct during the programme of study.....	54
	Section 5: The Student Experience.....	55
1.	Introduction	55

2. Jurisdiction	55
3. General Principles.....	55
4. Completion of procedures	56
5. Equal Opportunities Statement	56
Section 5A: Student code of conduct & Disciplinary procedure.....	58
1. Introduction	58
2. Definition of misconduct	58
3. Applying this regulation	58
4. Equality, diversity and inclusion	59
5. General student responsibilities	59
6. Temporary precautionary measures under the Principal's emergency powers (section 5C)	60
7. Alleged misconduct which may constitute a criminal offence	61
8. Special circumstances: criminal convictions	61
9. Special circumstances: notification of police investigation and/or legal proceedings taking place against a student.....	62
10. Disciplinary procedure Stage 1: preliminary investigation	63
11. Disciplinary procedure Stage 2: School Disciplinary Panel.....	66
12. Right of appeal and appeal procedure: Stage 3 Appeal Panel	68
13. Office of the Independent Adjudicator (OIA)	70
Appendix A: Examples of breaches of the Code of Conduct	71
Appendix B: Policy on referral to the Police or the Disclosure and Barring Service (DBS).....	74
General principles.....	74
Policy	74
Appendix C: Disciplinary tariff guidelines.....	76

Section 5B: Support to train and study	77
1. Introduction	77
2. Limitations of this regulation.....	79
3. Support to train and study procedures	79
4. Temporary precautionary measures under Principal's emergency powers .	83
5. Right of appeal and the appeal process.....	84
6. Return to study and training	86
7. Office of the Independent Adjudicator	87
Section 5C: The Principal's emergency powers.....	88
1. Introduction	88
2. Temporary precautionary measures in relation to the support to train and study procedures (section 5B).....	89
3. Temporary precautionary measures pending disciplinary investigation (section 5A)	89
Section 5D: Student complaints	92
1. Introduction	92
2. Scope.....	92
3. Advice and support	93
4. General Principles.....	94
5. Making a complaint: an overview of the process.....	96
6. Stage One: Informal resolution.....	97
7. Stage Two: Formal Complaint.....	98
8. Stage three: Request for review.....	100
9. Complaints against the conduct of members of staff.....	101
10. Office of the Independent Adjudicator.....	105
11. Summary Report	105

Appendix A: Flowchart of processes for student complaints about staff behaviour	106
Section 5E: Fitness to practise procedure	108
1. Introduction	108
2. Possible issues which could cause concern	108
3. Procedure for dealing with a concern.....	108
4. Procedure when concern for a student is referred to the Fitness to Practise Committee	109
5. The hearing	110
6. Appeal procedures	111