



## ESSENTIAL INFORMATION FOR STUDENTS ON UNIVERSITY REGULATIONS FOR ACADEMIC YEAR 2019/2020

### Introduction

This document provides you with information on University Regulations.

Your School/Collaborative Partner will provide you with detailed information about your course. This will normally include a Course Handbook and a Module Handbook/Guide. Handbooks may be provided in electronic formats, for example on the web, or on your virtual learning environment.

You must familiarise yourself with the University's regulations, policies, procedures and codes of practice. You are expected to abide by them and they ensure that your rights are protected during your time at the University. If you are studying at a Collaborative Partner you should follow their policies and procedures in the first instance. However, you must also familiarise yourself with the University's regulations because they apply to you and your course, and they ensure that your rights are protected during your time with the University.

**You can see the University's student regulations at:**

[www.tees.ac.uk/studentregulations](http://www.tees.ac.uk/studentregulations).

The main areas of student regulation are outlined below.

### Academic and Assessment regulations

This section contains regulations and policies related to your studies.

It includes, but is not limited to, the Internal Transfers Policy, Academic Misconduct Regulations, Assessment Regulations, Attendance Policy, Extenuating Circumstances Regulations, and Academic Appeal Regulations. Your School (or Collaborative Partner) will make you aware of any variance from the assessment and progression regulations which has been approved by the relevant University Committee.

The University would like to specifically draw your attention to the following Regulations:

- **Academic Misconduct Regulations (Taught Provision)**  
Academic misconduct is treated very seriously by the University. It is defined as any activity or attempted activity which gives an unfair advantage to one or more students over their peers. In order to avoid academic misconduct, the

University is committed to continually educating students on how to develop good academic practice and writing skills.

If found guilty, you will receive a penalty, the most serious of which can be exclusion from the University.

If you are found guilty of academic misconduct after the end of your course, any award that you have received may be withdrawn. This can be done after you have graduated.

We have an Exceptional Cases process, which can be used when it is suspected that a piece of work submitted by a student is not their own work. You could be interviewed to determine the authorship of work. You are therefore strongly advised to retain materials used in developing work.

The following tips may help you avoid academic misconduct:

### Do

- familiarise yourself with the regulations and penalties that can be incurred. For professional courses, a single case of academic misconduct may result in you being discontinued from your course.
- make sure that you know how to acknowledge other people's work or opinions correctly and get feedback from your tutor on whether or not you are doing this correctly.
- take care when making notes from books or articles and always keep a record of whether your notes are a paraphrase of the source or a direct quotation, so that you don't inadvertently include quotes without proper acknowledgement, (this is a frequently cited reason students give when accused of academic misconduct).
- seek support from your module or personal tutor if you are experiencing difficulties in completing your work on time.

### Don't

- cut and paste, or reproduce, chunks of material from electronic sources or books/articles, (even if you acknowledge the source, material not stated as being a direct quotation will make you vulnerable to an accusation of academic misconduct)
- loan your work to other students, (if it is then copied, you may be accused of academic misconduct)
- borrow work from current or previous students
- submit the same work for different assessments
- get someone else to do your work, (essay-writing websites don't always keep their promises and have been known to inform universities of students who have purchased work).
- **Extenuating Circumstances Regulations (Taught Provision)**  
All students are required to attend examinations and to submit work for assessment by the set date. However, there may be times when, for reasons

outside your control, you have not performed as well as you could in your assessment. Or there may be circumstances that prevent you from submitting a summative assessment on time or attending an examination.

It is important that you discuss your situation as soon as possible with an appropriate member of staff, such as your Module Leader, Course Leader or Personal Tutor, who will be able to provide you with guidance on the most appropriate course of action.

There are three types of remedy that can be offered, according to the severity of the circumstances:

- an Extension of the assessment deadline to a later date;
- Interruption/deferred submission of studies;
- Mitigating Circumstances.

In all cases you will need to make a formal application which will need to be considered and approved by your School/Collaborative Partner. The following points will help you when submitting an application.

#### Do

- review the grounds for applying for extenuating circumstances (see Appendix 1 of the Extenuating Circumstances Regulations)
- seek guidance from your Module Leader, Course Leader or Personal Tutor if you are experiencing difficulties in completing your work on time
- meet with a tutor prior to the submission/examination date discuss with a tutor whether an extension would be appropriate, and if so, what type
- request an extension where you are unable to meet the deadline
- submit an application that covers all module assessments you are taking during the period of difficulty
- submit the application prior to the submission/examination date and of claims of Mitigating Circumstances within 14 days from the submission/examination date
- complete all sections of the application
- include evidence to support your case with your application
- make sure that you receive a receipt from your School/College when you submit your application form.

#### Don't

- apply for mitigating circumstances if you have been granted a long extension for the same set of circumstances
- apply for any formative assessment – pieces of assessment that do not count to your overall module mark
- use evidence that is undated or solely from family members supporting your application – you have to provide independent evidence.

- **Attendance Regulations**

All student have a responsibility to engage actively with their studies. As such, regular attendance is important to both academic progression and experience of University/Collaborative Partner life. All students are required to attend all formal teaching sessions and make use of the recommended learning material supplied.

You must inform an appropriate member of staff if you are not able to attend classes. The University/Collaborative Partner reserves the right to withdraw you if you persistently fail to attend or to engage with your studies. Withdrawals will be reported to relevant external authorities, for example the Student Loans Company or Home Office UK Visas & Immigration. The University operates an Attendance Monitoring Policy and Procedure to assist in the consideration of students who do not adhere to appropriate attendance and progression. Students studying at Collaborative Partner may also be subject to an attendance monitoring process.

International students should be aware that it is a condition of your visa that you attend all your classes and maintain contact with the University/Collaborative Partner. Your attendance and engagement will be monitored regularly throughout your studies to ensure compliance with Home Office regulations.

- **Academic Appeal Regulations**

The University operates Academic Appeal Regulations for students to request that the University/Collaborative Partner reconsiders a decision about their academic progress that could have the effect of hindering progress, terminating studies, or affecting the level of award.

If you wish to appeal the decision of an Assessment Board, you may do so but only under specific grounds and after your results have been ratified and published by an Assessment Board. This procedure cannot be used to challenge academic judgement or question marks/grades awarded. Applications can only be submitted within 15 days of your results being formally published (if you have invoked the Early Resolution Stage, within 7 days from its conclusion.)

An Application Pack can be downloaded from the University's website at [www.tees.ac.uk/studentregulations](http://www.tees.ac.uk/studentregulations) (see University Application Packs).

For more information:

01642 384210

[oscar@tees.ac.uk](mailto:oscar@tees.ac.uk) [tees.ac.uk/oscar](http://tees.ac.uk/oscar)

### **Admissions regulations**

These relate to the University's admissions processes and include the Admissions Policy and the Criminal Convictions Policy.

### **Computing regulations**

These govern the use of the University's computing facilities. Where appropriate, Collaborative Partners will have their own computing regulations. Students studying at these institutions must follow the respective computer regulations.

An overview leaflet and all associated University policies are located at [tees.ac.uk/computerregulations](http://tees.ac.uk/computerregulations).

Answers to frequently asked questions are available from the University's IT Help Centre: <https://extra.tees.ac.uk/helpcentre/pages/mymail.aspx>. For students studying at Collaborative Partners details on IT support should be available in their Course Handbook.

For additional queries please contact the University's IT Service Desk. 01642 342220  
ithelp@tees.ac.uk tees.ac.uk/itservices

### **Financial regulations**

The Fees and Charges Regulations summarise your financial obligations to the University. They include information about the financial implications of withdrawing, and set out the main processes for repaying debts.

If you are studying at a Collaborative Partner alternative financial obligations may apply. Any queries should normally be directed to relevant Collaborative Partner in the first instance.

### **General regulations**

These are mainly regulations that apply to all members of the University community.

They include, but not limited to, the Student Complaints Policy and Procedure, the Health and Safety Policy, Equal Opportunities Policy, Fitness to Practise Regulations and the Fitness to Study Policy and Procedure, and the University's statement on how we communicate with students.

In some instances these Regulations are applicable for students studying with a Collaborative Partner. An example of this is the Student Complaints Policy and Procedure. If a student is directly enrolled with the University studying a franchised course with a Collaborative Partner then students should normally exhausted the Collaborative Partner's Complaints Procedure in the first instance before progressing their complaint to the University for consideration. Where a student is normally directly enrolled with a Collaborative Partner and studying a validated course, for which the University is the awarding body the use of the University's Student Complaints Policy and Procedure is limited. Further details on the Policy are available on the webpage cited above.

### **Legal regulations**

These include the University's policies relating to CCTV, copyright, Data Protection, Freedom of Information, and Intellectual Property.

If you are studying at a Collaborative Partner alternative obligations may apply. Any queries should normally be directed to relevant Collaborative Partner in the first instance.

Data Protection: The University will use your personal data in accordance with its Data Protection Policy and General Student Privacy Notice, which can be found at:  
[http://www.tees.ac.uk/sections/about/public\\_information/copyright.cfm?display=privacy](http://www.tees.ac.uk/sections/about/public_information/copyright.cfm?display=privacy)

### **Research regulations**

These contain the University's regulations that relate to undergraduate and postgraduate student research activities. They include, but not limited to, the Extenuating Circumstances Regulations (Research Degree Programmes) and the Regulations relating to Research Misconduct on Research Degree Programmes.

### **Student conduct regulations**

There are various regulations in this section, including the disciplinary procedures that apply at School, University and/or Collaborative Partner level, including the University's

Student Code of Conduct which sets out the standards and expectations of the University in relation to the behaviour of its students, and provides examples of what the University may deem as misconduct. The University expects its students to conduct themselves at all times in a manner that does not bring the University into disrepute; this includes conduct whilst not on University premises.

Good conduct means:

- In general realising that you are an ambassador for the University and behaving accordingly. This applies anywhere and at any time but is particularly important in the local community around the University, whilst on fieldwork, whilst on other study away from the University, on the sports field and whilst engaged in any other University-related activity.
- Recognising the diversity of the University community and not discriminating against others.
- Acting responsibly, being honest, being considerate, respectful and courteous towards others. Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied and abiding by the law.

Acceptance of the University's Student Code of Conduct is implicit in a student's acceptance of its Terms and Conditions. It is therefore expected that all students familiarise themselves with its content. Any failure to adhere to the University's Student Code of Conduct could lead to action being taken against a student under the University's Student Disciplinary Regulations.

Where appropriate, Collaborative Partners will have their own Code of Conduct (or equivalent). Students studying at these institutions must follow the respective regulations.

### Other regulations

There are other regulations that apply to the use of specific facilities such as the University's Library and the University's Terms and Conditions. For further information: 01642 738188 or go to [regulations@tees.ac.uk](mailto:regulations@tees.ac.uk) [tees.ac.uk/studentregulations](http://tees.ac.uk/studentregulations).

### Further Information

- **The University's Office of Student Complaints, Appeals and Regulations (OSCAR)**

OSCAR can endeavour to provide answers to questions you may have about University policies and procedures, and can provide you with printed copies of regulations on request.

For further information: 01642 384210  
[oscar@tees.ac.uk](mailto:oscar@tees.ac.uk) [tees.ac.uk/oscar](http://tees.ac.uk/oscar)

- **The Students' Union**

The Students' Union has a number of professional Advisers who can offer free and totally independent advice on a number of academic and student support issues. In addition, there is a mediation service to help students who are in conflict with housemates.

For further information: [suss@tees-su.org.uk](mailto:suss@tees-su.org.uk) 01642 342247.

Students enrolled at Collaborative Partners should contact their Students' Union (or equivalent) for support.

- **The Office of the Independent Adjudicator (OIA)**

At the conclusion of the University's internal processes connected with the above student regulations, a student shall be issued with a 'Completion of Procedures' letter of internal proceedings in the manner prescribed by the Office of the Independent Adjudicator for Higher Education (OIA). A student who is of the opinion that his/her case is unresolved may apply to the OIA for reconsideration of the case under the rules of its scheme within 12 months of the issue of the 'Completion of Procedures' letter.

Where appropriate, a Collaborative Partner may issue a student with a 'Completion of Procedures' letter where the Collaborative Partner has had responsibility for the service delivered to the student.

Information on the process may be obtained directly from the OIA at <http://www.oiahe.org.uk> or telephoning 0118 959 9813.