



ESSENTIAL INFORMATION FOR STUDENTS ON UNIVERSITY REGULATIONS

Introduction

This document provides you with information on University Regulations.

Your School/Partner College will provide you with detailed information about your programme. This will normally include a Programme Handbook and a Module Handbook. Handbooks may be provided in electronic formats, for example on a memory stick, 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 Partner College you should follow the college's 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 programme, 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.

The main areas of student regulation are outlined below.

Academic 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*, Assessment and Feedback Policy, Attendance Policy, Extenuating Circumstances Regulations, and Academic Appeal Regulations. Your School (or College) 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 Components and Programmes)**
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.

Support available to you includes:

- advice and guidance from The SU Student Support based in the Students' Union
- Learning Hub, located in the Library, where advisors provide writing and academic skills support including referencing <http://lis.tees.ac.uk>
- a facility for students and staff to use plagiarism e-detection software
- briefings on academic misconduct provided at student induction events and during relevant modules.

To ensure students are treated fairly and equitably, academic misconduct is divided into three types:

Academic negligence

This is regarded as the least serious offence and covers first time minor offences. It includes plagiarism that is small in scale, not related to the work of other students, and which is considered to have resulted from ignorance or carelessness.

Academic malpractice

This covers extensive paraphrasing of material with no acknowledgement of the source, systematic failure to reference, submitting work which has already been submitted for another assignment and subsequent cases of academic negligence.

Academic cheating

This is regarded as the most serious offence and covers plagiarism in dissertations, final year projects and taught doctorate modules, collusion with other students, theft, commissioning or purchasing work, falsification of results/data and all examination irregularities.

If suspected of academic misconduct, you will be required to attend either an informal or formal meeting and, if subsequently 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 programme, any award that you have received may be withdrawn. This can be done after you have graduated.

We have an Exceptional Cases Procedure, 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 programmes, a single case of academic misconduct may result in you being discontinued from your programme
- 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 Components and Programmes)**
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, Programme 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/College. 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, Programme 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 students are required to attend all formal teaching sessions and to engage actively with their studies. You must inform an appropriate member of staff if you are not able to attend classes. The University 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.

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. You will be required to sign in 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 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 25 days of your results being formally published (if you have invoked the Early Resolution Stage, within 15 days from its conclusion.)

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

For more information:
01642 384210
oscar@tees.ac.uk tees.ac.uk/oscar

Admissions regulations

These relate to the University's admissions processes.

They include the Admissions Policy and Admissions Appeals Procedure, as well as policies relating to English language abilities and previous criminal convictions.

Computing regulations

These govern the use of the University's computing facilities.

An overview leaflet and all associated policies are located at tees.ac.uk/computerregulations

Answers to frequently asked questions are available from the IT Help Centre:

<https://extra.tees.ac.uk/helpcentre/pages/mymail.aspx>

For additional queries please contact the 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. This section also includes a guide on how to appeal to the Fees and Charges Panel if you have exceptional circumstances that make it difficult to pay your fees.

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.

- **Good Conduct for the University Community**

This section also includes the 'Guide to Promoting a Mutually Respectful University Community'. It explains that all Teesside University students and staff are members of the University community. Every member of the University community has an equal responsibility to ensure that it is an inclusive and

supportive environment for learning. In practical terms this means that we should all:

- be aware of how our actions can impact on others, behaving in a considerate way at all times
- use language sensitively and listen to others' views, showing respect for different cultures and opinions
- attend learning activities and meetings at the scheduled time, preparing in advance so that we can make a full contribution.

More information can be found in the University's Guide to Promoting a Mutually Respectful Community: tees.ac.uk/respectfulcommunity

Legal regulations

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

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 and University level.

Other regulations

There are other regulations that apply to the use of specific facilities such as the Library. For further information:

01642 738188

regulations@tees.ac.uk 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 tees.ac.uk/oscar

- **The SU Student Support**

SU Student Support (SUSS) 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 01642 342247

- **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 used with a 'Letter of Completion' 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.

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