



## **Summary of Policies**

*Effective November 2015*

*- August 2017*

# **STUDENT REGULATIONS AND POLICIES**

[uclan.ac.uk/studentcontract](http://uclan.ac.uk/studentcontract)

## Summary of Student Policies

Below is a summary of the University's policies. The policies apply to all students studying at the University unless otherwise stated in the table below.

Tuition fee policy	This policy applies to all students except Medical (MBBS) students. It sets out the terms on which the tuition fees and any deposits are payable to the University and the sanctions the University may impose if the fees are not paid which could include termination of enrolment, withdrawing its services and/or your right to use the University's facilities.
MBBS tuition fee policy	This policy applies <u>only</u> to Medical (MBBS) students. It sets out the terms on which the tuition fees and deposit are payable to the University and the sanctions the University may impose if the fees are not paid which could include termination of enrolment, withdrawing its services and/or your right to use the University's facilities.
Academic Regulations	These policies should be read together. They contain a wide range of information about academic matters. They set out the
Assessment Handbook	University's expectations as regards student attendance, academic due diligence, and academic progress. Failure to meet these expectations may mean that you are not permitted to progress with your course. The policies also set out the University's rules regarding academic misconduct, such as plagiarism. Breach of these rules may result in a disciplinary process and the imposition of academic penalties and/or expulsion. You should check your Student Handbook for course specific information which may supplement these policies.
Regulations for the Conduct of Students	This policy contains the (non-academic) rules that students must comply with whilst studying at the University with regards to the behaviour that is expected of them. It sets out the disciplinary procedure that will be invoked for breaches of this policy and potential sanctions that may be imposed which include suspension and expulsion from the University. It also contains the dress code at appendix 1.

<p>IP Regulations (IP stands for intellectual property)</p>	<p>This policy sets out the circumstances when the University will own the intellectual property made or created by its students, the automatic licence granted to the University to use the intellectual property owned by students and the obligations on students in relation to the intellectual property owned by the University.</p>
<p>Regulations governing posters, notices, temporary signs and the distribution of literature</p>	<p>This policy contains the rules for displaying and distributing literature on campus. Breaches of these Regulations by students may be treated as misconduct under the Regulations for the Conduct of Students invoking the disciplinary procedure.</p>
<p>Fitness to Practise Procedure</p>	<p>This policy applies <u>only</u> to students studying on professionally regulated courses which lead directly to or which satisfy the conditions of a professional qualification or which confer a direct licence to practise a particular profession – examples of such courses are Medicine, Pharmacy, Nursing and Teaching. A failure to observe the professional requirements may call into question a student’s fitness to practise and result in a disciplinary process and the imposition of sanctions, including expulsion. Information about the student may be passed on to the relevant professional body where the University is required to do so and other third parties where appropriate.</p>
<p>Fitness to Study Procedure</p>	<p>This policy applies to all students and describes the steps the University may take if there are concerns about your health and wellbeing that raise questions about your fitness and suitability to continue to study. Where there are significant or persistent concerns, the student may be subject to an interim suspension or other outcomes which are deemed to be appropriate and proportionate in the circumstances.</p>
<p>Student Complaints Procedure</p>	<p>This policy sets out the process for students to complain about any programme of study or related facility or any other service provided by or on behalf of the University. The Complaints Procedure can be used to appeal all decisions made by the University (once the rights of appeal under the relevant policy have been exhausted) save as where those decisions come within the categories excluded on page 3 of the policy.</p>

Rules for the Use of the Library	This policy provides the rules that students must comply with when using the library. Breaches of the rules may result in the student being unable to use the library and its IT facilities and/or formal disciplinary action being taken pursuant to the Regulations for the Conduct of Students. The policy also confirms the rules for loaning items from the library. Fines are imposed for late returns. Please note that there must be no use of mobile phones or technology in the 'silent areas' of the library which are intended for quiet reading and working only.
Rules for the Use of IT Facilities	This policy sets out the rules for using the University's IT facilities. There is important information at section 6 which prohibits use of the IT facilities for the creation, display, storage or transmission of certain material. Breaches of the rules in this policy may result in the student being unable to use the University's IT facilities and/or formal disciplinary action being taken pursuant to the Regulations for the Conduct of Students.
IT Security Policy	The IT Security Policy sets standards outlining the way electronic information and IT systems should be managed and operated to ensure the University complies with its obligations in relation to IT Security. The policy sets out how all users of University IT systems and the information they contain must act to ensure these standards and obligations are met.
Wireless Fair Usage and Security policy	This policy governs your use of the University's wireless network service. Breaches of this policy could result in the suspension or termination of your connection (potentially without notice).
Technical Services Loans policy	This policy relates to the loaning by students from the University of technical resources/equipment. Fines are charged for late returns and breaches of the policy may result in withdrawal of the right to use the facilities and/or formal disciplinary action pursuant to the Regulations for the Conduct of Students.
Email use policy	This policy sets out what is considered to be acceptable and unacceptable use of the University's email system. Breaches of the rules in this policy may result in the imposition of sanctions set out in the Rules for the Use of IT facilities and/or formal disciplinary action being taken pursuant to the Regulations for

	the Conduct of Students.
Disability policy	This policy applies to students with a disability. It explains the University's commitment and its legal obligations to those students. The University will not always be in a position to make adjustments that students request.
Guidance to accompany Disability policy	This guidance accompanies the Disability policy and provides detailed information about the process from disclosure of a disability to the implementation of reasonable adjustments.
Data Protection policy	This policy sets out the University's requirements regarding data protection and the legal conditions which must be satisfied in relation to the processing of personal data.
Freedom of Information policy	This policy confirms how the University complies with the Freedom of Information Act 2000.
Student Harassment policy	This policy sets out what a student should do if they feel they are being harassed by a fellow student or a member of staff.
Smoking policy	This policy prohibits smoking all substances (including electronic cigarettes and shisha pipes) in University buildings, areas designated as non-smoking and in University vehicles.
Admissions policy & Applicant complaints procedure	This policy applies to students and applicants. It contains a requirement that applicants undergo an enhanced Disclosure Barring Service check (organised by the University) before they can be enrolled on certain courses. Depending on the outcome of that check, the applicant may not be eligible to enrol on those courses. There is a complaints procedure through which applicants can challenge the operation of the policy.