

# Important Information for Students

Aberystwyth University and Aberystwyth University Students' Union have worked together to develop a Student Charter that clearly sets out what the University, the Union and students can expect of each other. A copy of this Charter is available at: <https://www.aber.ac.uk/en/student/charter/>

- **1. Property**

1.1 Students should take care of their property as neither the University nor the Students' Union accept responsibility for loss of, or damage to, students' property on University or Students' Union premises.

1.2 Misplaced/lost property found within University buildings and premises will be transferred to the Campus Security Team, who are based at Campus Reception at the entrance to Penglais Campus. The Security Team are contactable on 01970 622900 or [security@aber.ac.uk](mailto:security@aber.ac.uk). Items will be stored for a period of three months.

- **2. Intellectual Property**

Students should note that in most cases they own the intellectual property which they create independently of others during the course of their studies and research subject to the provisions set out in the Aberystwyth University and Bangor University Common Intellectual Property Policy. This Policy also sets out the position of the University with respect to the creation, ownership, protection and exploitation of Intellectual Property together with procedures for, and obligations of, staff and students. The policy is available to view at: <https://www.aber.ac.uk/en/rbi/business/intellectual-property/>

- **3. Students' Union**

Full details about Students' Union membership benefits can be found [Students' Union](#).

The Students' Union Disciplinary Committee is empowered to deal with offences committed on Students' Union premises or premises hired by the

Students' Union and offences as defined by the constitution of the Students' Union. The relevant Bye-law can be found [here](#).

- [4. Photocopying of Copyright Material](#)

## 4.1 Multiple Copies

Multiple copies of copyright material may not be made except subject to the strict limitations, agreed with the Copyright Licensing Agency. Details are posted in locations adjacent to photocopiers.

## 4.2 Single Copies

Single copies of copyright material recommended to students at a lecture, seminar or tutorial may be made, subject to the limitations prescribed by the Copyright Licensing Agency. Single copies may also be made subject to limitations, provided the copy is used for private study or research for a non-commercial purpose by the individual concerned.

Details of limitations are available from the Director of Information Services.

**The University reserves the right to recover from any individual full costs arising from an infringement of the Copyright Law.**

- [5. Electoral Registration](#)

The University and Students' Union encourages all students to ensure that they are registered to vote in elections. Registration must be undertaken by each student themselves and cannot be done by the University. To facilitate the work of the local Electoral Services office, the University (UK) must supply the County Council with lists of students who may be entitled to vote, in order that they may be contacted for the purposes of updating the electoral roll. Students can register to vote by visiting the [gov.uk/register-to-vote](http://gov.uk/register-to-vote) website.

- [6. Processions](#)

Permission must be obtained from the Police before public demonstrations, processions, etc. are organised in the local area. Students are advised to consult the Pro Vice-Chancellor (or designated authority) before an approach is made to the Police by email to the Vice-Chancellor's Office ([vice-chancellor@aber.ac.uk](mailto:vice-chancellor@aber.ac.uk)).

- [7. Guidance for Students on the Use of Social Networking Sites](#)

## 7.1 Introduction

**7.1.1** The University recognises that many students use social networking sites, and appreciates that the use of these tools can enhance student life and promote participation in social and professional networks. Similar technology may also be utilised to support teaching and learning.

**7.1.2** However there are some dangers associated with social networking that students need to be aware of. In particular it is necessary to understand that certain activities can bring students into conflict with University regulations. The issues discussed here fall into three categories:

(i) internet safety

(ii) general interaction

(iii) reputational issues

**7.1.3** This information is of relevance to undergraduate, postgraduate and others studying at the Institution, whether that is on a full or part time basis. This also includes students who attend short courses and Summer Schools.

**7.1.4** The University may have to become involved and take subsequent action in cases where a student has acted inappropriately towards another student, a member of staff or towards an individual unconnected with the University, especially in instances whereby the student has misused University computer facilities to this end.

**7.1.5** It should also be noted that extreme misuse of social working websites might be interpreted as criminal acts and repercussions from such activity would involve the police or other authorities.

## 7.2 Internet safety

**7.2.1** It is possible to use social networking and related tools safely, but this requires an awareness of the kinds of dangers that exist in an online environment. It is possible to be perfectly safe online as long as individuals adhere to a number of basic principles.

**7.2.2** Above all else, individuals must protect their identity and information which they would consider personal. Unscrupulous people can use any number of methods to try and obtain someone's identity and use this data to perform embarrassing, harmful and possibly illegal acts. This might include:

- (i) using a social media account in order to insult someone anonymously
- (ii) using account information in order to download illegal or inappropriate internet content
- (iii) illegal, fraudulent activities such as posing as someone else in order to obtain important personal information from family and friends
- (iv) Illegally obtaining money from an individual's banking or Paypal account.

**7.2.3** Students should, therefore:

- (i) Never disclose their username and password information to anyone
- (ii) Never share address book or contact information with anyone online
- (iii) Think carefully before disclosing their University or personal e-mail address online

(iv) Always take care to keep login information and contacts private when using them in a public space or on a PC used by others

(v) Never respond to e-mails or messages from unknown individuals and never disclose login information in an e-mail, no matter who asks and for whatever reason

(vi) Never accept invitations to access any site or online service using details that have been created for another purpose.

**7.2.4** In addition to this, it is important to protect other forms of personal information. Students should be wary of placing photographs, video clips or text on sites that would allow them to be identified or contacted in wider society. Even if it is necessary to use a site to promote a band, society or other enterprise, it is safest not to reveal home addresses or those of fellow students and friends. It is also sensible to refrain from advertising other means of contact such as mobile phone numbers.

## 7.3 General interaction

**7.3.1** Students should be acutely aware of the way in which they interact with other users of social media and networking sites. The need for respect and courtesy should be borne in mind. The use of derogatory or abusive language can easily lead to charges of bullying and harassment, whether that was what was meant or not. It is the effect on the recipient that counts, not the intentions of the sender.

**7.3.2** Bullying covers any behaviour that is calculated to offend, alienate or intimidate another person and accusations of bullying will always be investigated and may result in disciplinary action.

**7.3.3** Harassment is considered to be unwanted and persistent conduct which has the purpose or effect of either violating an individual's dignity or creating an intimidating or hostile atmosphere for an individual. In relation to this, and to

other categories of discrimination, the Equality Act 2010 recognises 9 protected characteristics: age; disability; gender reassignment; marriage/civil partnership; pregnancy and maternity; race; religion or belief; sex (gender); sexual orientation. Similarly, such actions will be investigated and may result in disciplinary action.

**7.3.4** Students should be aware that bullying or harassment may arise not only from the posting of offensive language but also from the use of images or multimedia.

**7.3.5** Students should also note the following broader points:

7.3.5.1 Thanks to the anonymity it affords, the internet is home to standards of behaviour that often fall short of those expected in an academic environment. It is not unusual to find very dismissive and sometimes highly offensive language on the internet or language of a highly personal nature or that which derives from homophobic, sexist or racist stereotypes. Deliberately provocative, careless and even casual use of this kind of language is liable to cause offence and has no place in any activity related to educational courses or in circumstances which might cause a student to be associated with the University. Any deviation from this principle will be treated as prejudicial to the wellbeing of other students and staff.

7.3.5.2 In addition to this, modern technologies allow people to produce photographs, sound recordings and video clips which can be placed on the internet very easily. This allows information to be made public, and the person who created it can very quickly lose control of its dissemination. In cases where these recordings capture individuals in compromising or embarrassing situations, or in cases where a recording is used in a way that makes the subject the object of fun, derision or contempt, the author may be held responsible for bullying.

## 7.4 Reputational issues

**7.4.1** In addition to bullying it is important that students consider carefully their online identity and the impact that this could have on their personal and professional image. One of the great freedoms that the internet affords is to be able to 'recreate oneself' and to explore different aspects of one's character in the creation an online identity. However, it is important to be aware of the repercussions of any unwise decisions in this regard. Even something as simple as adding a Facebook 'like' to a particular page might have unforeseen reputational impact.

**7.4.2** It is now common for potential employers to search social networking sites for evidence of a job applicant's character or credentials and the same information might be viewed by potential clients. It is also possible that colleagues or clients might come across this information and form a negative or unhelpful opinion of someone as a result.

**7.4.3** Students intending to enter the legal or teaching professions or other positions where there will be significant responsibilities should be particularly sensitive to how they are portrayed on the internet.

**7.4.4** Those students who undertake placements as part of their degree, or who come into contact with any individuals from any outside organisation in the course of their studies must be particularly aware of the dangers involved in discussing them in any way that could cause them to be identified or which might cause them embarrassment or distress. This is particularly important for students undergoing teacher training and it is also vital that photographs of children are not placed on the internet without the express permission of teachers and parents.

## **7.5 Privacy settings, terms and conditions and other regulatory issues**

**7.5.1** Many online social networking or media facilities allow users to set privacy levels. It is important that students are aware of how these work and

recognise the importance of implementing appropriate settings. However, even the use of these settings does not preclude an account being 'hacked' or a friend copying material which has been uploaded and posting it in a more public forum.

**7.5.2** Students should ensure that they know the identity of people whom they add to networks as friends, remembering that anyone can search for names on Facebook and similar sites and access profile pictures. It is also possible for people to "fish" many sites for names and other personal details.

**7.5.3** Where students are in a position of trust or responsibility they should take particular care not to breach that trust by placing online any information which may be confidential or may compromise their position. This is especially important for anyone acting as a mentor or counsellor.

**7.5.4** Similarly, students should also consider the wisdom of accepting invitations to join the networks of other individuals, especially if these are children or persons over whom they have a duty of care or confidentiality. This can also have unforeseen consequences and may compromise professional relationships with that individual or cause others to question judgement and even motives.

**7.5.5** If students are working in, or with, external organisations such as schools or companies, they should familiarise themselves with, and pay due regard to, any regulations which that organisation has in place governing the use of social networking sites.

**7.5.6** It is important that students are also familiar with the terms and conditions set down by the social networking sites themselves and any updates or modifications made to those terms and conditions. They should particularly note any third party recipients of their personal data (i.e. anybody the website may pass personal details on to) and details relating to ownership of any material they post on the website (e.g. who owns the words, sounds, photographs and other images once they have been uploaded).

**7.5.7** Care should be taken when re-using any comments or images posted on social networking sites. Students should respect the ownership rights of copyright holders and should seek appropriate permission for the copying and re-use of material.

**7.5.8** Students should never attempt to pass off others' works or as their own, whether that is within, or external to, an educational setting. This includes anything from minor comments to artistic works. Any attempt to pass off another person's work as one's own in an academic context is likely to result in disciplinary action.

**7.5.9** In addition to clauses 17.5.7 and 17.5.8, students should refer to the University's *Regulation on Unacceptable Academic Practice* which can be found at: <https://www.aber.ac.uk/en/academic-registry/handbook/regulations/#academic-regulations>

- **8. Policy on Public Interest Disclosure**

The University's Policy can be found [Whistleblowing \(Public Interest Disclosure\)](#).

- **9. Omission or Misrepresentation of Significant Information during Application or After Registration**

## **9.1 Omission or Misrepresentation of Academic Information**

**9.1.1** All applications are considered by the University on the basis of information provided by the applicant. The UCAS handbook can be accessed here: <https://www.ucas.com/>

**9.1.2** Undergraduate applicants are informed at the offer stage under the verification section of the offer package that all new undergraduate students should be able to prove that they have fulfilled the necessary academic conditions for admission. Aberystwyth University reserves the right to cancel

registration if the applicant once admitted as a registered student is unable to prove that they hold the appropriate qualifications that were stipulated for admission.

**9.1.3** Postgraduate students are subject to the matriculation requirements of Aberystwyth University and must, if they are not graduates of Aberystwyth University, provide evidence of their qualification to Aberystwyth University.

**9.1.4** If, after registration, the student is unable to provide evidence of the academic qualifications or academic history claimed for the purposes of admission, the relevant Faculty Pro Vice-Chancellor will consider the case.

**9.1.5** The student will be invited to attend an interview with the Faculty Pro Vice-Chancellor either alone or in the company of a fellow student of the University, a representative of the Students' Union or a member of his or her family.

**9.1.6** The penalties open to the Faculty Pro Vice-Chancellor will be:

(i) to impose certain conditions on the student being able to continue in the University;

(ii) to require the student to withdraw temporarily or permanently.

**9.1.7** The student will have a right to request a Final Review under the terms of the Academic Regulation on Academic Progress. In requesting a Review the student must give grounds for not making the new evidence available earlier.

## 9.2 Omission or Misrepresentation of Medical Circumstances

The existence of medical or other problems does not obviate the responsibility of the student for their education or their responsibility towards other members of the academic community. In line with the 'Omission or Misrepresentation of

Significant Information During Application or After Registration' students are required to declare any illness or disease likely to interfere with their health or studies or the health or studies of other students. This is to ensure the University is in a position to discharge its duty of care to safeguard the health, safety and wellbeing of all its students and to enable reasonable adjustments to be made to support students in their studies in line with Equality Legislation.

### 9.3 Fitness to Attend/Return

Where, as a result of ill health or disability a student's behaviour is impacting adversely on the health, safety, wellbeing or academic progress of themselves or others, and requires positive management rather than disciplinary action, the University will invoke its Fitness to Attend Policy. The Fitness to Attend Policy is intended to provide an effective framework for protecting the integrity of a student's learning, academic achievement and student experience and for ensuring that effective and appropriate support is available for those facing a health crisis which includes mental health issues. For further information about the Policy please contact [Student Support Services](#).

Updated: September 2023

# Student Rules and Regulations

- [1. Introduction](#)

1.1 The Rules and Regulations of the University apply at all times including term and vacation.

As part of their responsibility for the administration of the University, the Director of Finance and Corporate Services (or deputised authority) is responsible for all University premises including the Students' Union Building and for the maintenance of good order. They have authority to:

(i) require people not to assemble on University property and grounds;

(ii) require people to leave University property and grounds;

(iii) withhold consent for meetings;

(iv) require the termination of meetings.

This authority will only be carried out once all reasonable attempts to consult with Human Resources (HR), with Campus Services and with the Students' Union have been exhausted, and will only be considered if one or more of the following criteria apply;

1. That there has been a contravention of the University's Rules, Regulations and Policies;

2. That the safety and wellbeing of the speaker, attendees or those in the vicinity has been compromised;

3. That there has been an environmental or infrastructure emergency, e.g. adverse weather or utilities failure.

They may delegate this authority in whole or in part to other employees of the University, in particular out of normal working hours or in their absence. In

these cases, as before, any decision to require people not to assemble must fall under one or more of the above three criteria, and again all reasonable attempts to consult with Human Resources HR, with Estates, Facilities and Residences and with the Students' Union must have been made and evidenced.

1.2 All members of staff have a part to play in assisting in the maintenance of student discipline and most cases of minor misconduct will normally be dealt in the first instance by an individual member of staff on an informal basis by guidance on the correct behaviour and conduct.

- [2. Rules](#)

2.1 Students must not disrupt the academic activities of any member of the academic community or authorised visitor, or any ceremony, meeting or social, cultural, political or sporting event of the University held on the University's premises or elsewhere whether or not the event or meeting is open to the public.

2.2 Students must not disrupt the administration and general operation of the University.

2.3 Students must not bring the University into disrepute or incur any liability on behalf of the University.

2.4 Students must not obstruct persons authorised by the University or authorised visitors in the performance of their duties, functions or other activities.

2.5 Students must not engage in any criminal activity against any other student.

2.6 Students must not perform any act which might render the University liable in criminal law.

2.7 Students must not damage, deface or misappropriate any property of the University, the Students' Union, any other organisation or body of students in

the University or any other member of the academic community or employee of the University.

2.8 Students must not engage in activity contrary to the University's policy on Equal Opportunity: <https://www.aber.ac.uk/en/hr/info-staff/employment/equal-opportunities/>

2.9 Students must not:

2.9.1 behave in a violent manner;

2.9.2 behave in an indecent manner;

2.9.3 behave in a disorderly manner;

2.9.4 behave in a threatening manner;

2.9.5 engage in oral or written abuse towards other students, staff or other individuals.

2.9.6 Students must not engage in the following forms of behaviour: harassment, sexual harassment, harassment on grounds of sexual orientation, harassment on grounds of gender identity, racial harassment, harassment of disabled people, bullying, stalking, cyber-bullying, and sexual abuse.

This list is not exhaustive and other forms of behaviour may be found to be in breach of these Rules.

Rules 2.9.1 – 2.9.6 include communication via e-mail and social media.

2.10 Students must not take or use without authority any property belonging to the University, the Students' Union, any student organisation, any other student, member of staff or authorised visitor.

2.11 Students must not drive any vehicle belonging to, or hired by, the University, the Students' Union or any other student organisation without the approval of an authorised officer.

2.12 Students must not, while on the property of the University, or while engaged in any University activity, have in their possession any illegal substances.

2.13 With the exception of student licensed clubs, where licensed gun owners must keep guns safely stored in the Students' Union's licensed gun cabinet, students must not bring onto any property of the University a firearm of any description, or imitation firearm, replicas and models, all airguns, pellet, Nerf and BB guns, electric stun guns and all other devices including spear guns howsoever capable of discharging any shot, bullet, arrow, bolt or other missile or electric charge; any other weapon, ammunition, or any explosive material (including fireworks), or any substance hazardous to life without the written authority of a person authorised by the University Executive.

2.14 Students must not engage in fraud, deceit, deception or dishonesty in relation to the University, its staff or students, or in connection with holding any office in the Students' Union.

2.15 Students must not use the name of the University or their position in the Students' Union or in the University to engage in fraud, deceit, deception or dishonesty.

2.16 Students must disclose their name and other relevant details to a person duly authorised by the University in circumstances when it is reasonable to require that such information be given.

2.17 Students must respect copyright in all materials, including those in which copyright lies with the University itself or with its members of staff. Such material (e.g. lecture notes, research notes, publications, recorded lectures)

should not be posted to the web without explicit permission from the appropriate member of staff and/or the University Copyright Manager.

2.18 Students shall not persistently break University Regulations as set out in Section 3 below.

## **2.19 Health and Safety**

2.19.1 Every student is under a legal obligation to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions whilst studying at the University. The duties and expectations for all students in respect of health and safety legislation, such as the Health and Safety at Work Act 1974, is provided in the University's Health and Safety Policy, which is available at: <https://www.aber.ac.uk/en/hse/policy/>. Every student must comply with the rules and requirements set out in this Policy and other subordinate and associated policies and procedures.

In particular, legal duties for all students will include, but will not be limited to:

- (i) Participate in appropriate health and safety training, as required;
- (ii) Undertake or assist with the undertaking of suitable and sufficient risk assessments and/or follow and adhere to the associated control measures and procedures;
- (iii) Work together with colleagues and students to enable them to carry out their own health and safety responsibilities;
- (iv) Report to supervisory staff any situation, working practice or procedure which they suspect is potentially hazardous;
- (v) Report promptly all accidents and incidents to supervisory staff or other appropriate person;
- (vi) Use, but not misuse, protective clothing, equipment or materials provided;

(vii) Comply with the health and safety rules, policies and instructions, both spoken and written, which are issued to them; and

(vii) Use machinery, chemicals, biological material, plant or equipment in the manner for which they were designed and in accordance with the appropriate safety precautions.

2.19.2 Every student whose course involves work in a laboratory or other high-risk areas must obey the special safety rules applicable to that area. These rules will be issued by the Faculty/Department concerned.

2.19.3 In order to carry out its duties under Health and Safety legislation, the University instructs undergraduate and taught postgraduate students that they must not enter laboratories and other high-risk areas except as indicated by the timetabled provisions for their courses. Postgraduate research students working in research laboratories must observe the Faculty/Department rules regarding access to such areas both within and outside of normal working hours.

2.19.4 It is a criminal offence to tamper or interfere with any fire safety equipment, provided for the safety of all persons in and around buildings. This includes letting off or tampering with fire extinguishers (except in the event of a fire), wedging open fire doors, tampering or otherwise interfering with the fire alarm system and removal or alteration of any fire related safety signage.

2.19.5 Students should note that if they commit a breach of these rules they render themselves liable to criminal prosecution at the instigation of the Health and Safety Executive or the Fire and Rescue Service.

## **2.20 Freedom of Speech**

2.20.1 Students must comply with the requirements of the University's Code of Practice on Freedom of

Speech. <https://www.aber.ac.uk/en/media/departmental/governance/policies/20-07-30---Code-of-Practice-on-Freedom-of-Speech.pdf>

2.20.2 The University's Code of Practice on Freedom of Speech notwithstanding, students must not engage in 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs' (being the definition of 'extremism' in the UK Government counter-terrorism 'Prevent Strategy').

## **2.21 General Provisions**

2.21.1 Students must not encourage, assist or conspire with any other person to act in breach of these rules.

2.21.2 Where a student is alleged to have committed a criminal offence, the University may consider temporary or other appropriate action under the Student Disciplinary Procedure.

## **2.22 Definition**

2.22.1 The premises of the University are defined as all land or buildings owned, occupied, leased or rented by the University.

- [3. Regulations](#)

### **3.1 Student Status and Residence**

3.1.1 A **student** is a person registered by the University on an approved, course of study. Once registered, they will remain a student until one of the following occurs:

(i) Successful completion of the course is formally confirmed and recorded on AStRA.

- (ii) Academic failure is formally confirmed and recorded with no further opportunities to retrieve the failure.
- (iii) The student is excluded permanently on financial, disciplinary or other grounds.
- (iv) Expiry of the final deadline for completion of a course.
- (v) The death of the student.
- (vi) The formal approval and recording of an application for permanent withdrawal from the course by the student.
- (vii) The failure of the student to re-register as required each academic session; such students shall be deemed to have permanently withdrawn in the absence of any information to the contrary.

3.1.2 The University shall provide certification of student status for all registered students. However, this cannot be done for the following groups:

- (i) Students who have temporarily withdrawn or been temporarily excluded from their course. During the period of withdrawal or exclusion they remain **candidates** for the award but are not registered or pursuing their studies. The University can confirm (for example, for the purpose of UK Council Tax exemption) that they have not completed or permanently left their course. This includes students undertaking internships or years in employment which are not part of their course of study.
- (ii) Postgraduate students in a 'writing-up' or resubmission period who have completed the registration period required for the degree are no longer recorded as registered students but remain **candidates** for the degree and can be certified as such. Certificates of exemption from Council Tax can be provided on request to full-time PhD and MPhil students for 12 months and 6 months respectively of their writing up periods.

3.1.3 To be certified as a **full-time student**, the student must at the time be registered as a full-time candidate for the award. Certification will normally confirm the mode of study (full-time, part-time, distance learning etc.).

3.1.4 All full-time students are required to be resident within reasonable daily travelling distance of the campus at which they are studying and being available to attend any scheduled activities within normal teaching hours). For undergraduate students, this applies during term time; students should also ensure they are available to undertake resit exams during the summer resit period to retrieve any failed credits before the next academic session begins.

3.1.5 Full-time taught Master's students are required to be resident within reasonable daily travelling distance from the campus during the full twelve months of their courses. However, students may leave Aberystwyth during the project/dissertation phase, provided that they attend all required teaching sessions, have completed all required laboratory work, make arrangements for supervision to be delivered remotely, and have the approval of their department. Student Visa sponsored students will need to contact the Compliance Office to discuss the implications for their sponsorship of leaving Aberystwyth.

3.1.6 All full-time students are expected to be resident within reasonable travelling distance of Aberystwyth. In line with research Council expectations, research postgraduates should be resident for 44 weeks each academic year, during their registration period. It is important that students are available to take part in compulsory activities, such as research training, as well as to take advantage of other opportunities for personal and career development, and to benefit from being part of a community of research staff and students within departments and Institutes, and the wider university.

Additionally, visas and financial sponsors may stipulate residence requirements over and above those set by the University, which must be adhered to.

Certain exceptions to this requirement are built in to specific programmes of study, including the following arrangements (NB – this is not an exhaustive list):

(i) Split site PhDs, where the student spends part of the period of study at a partner university

(ii) Internal PhDs, where the student is full-time but based elsewhere

(iii) Collaborative projects, where the student may be based entirely in another location

(iv) Funded projects, where the nature of the research dictates that the student must be located elsewhere

(v) Approved fieldwork, which require a student to spend significant periods of time elsewhere

Registered full-time research students who wish to spend more than **two months** away from Aberystwyth in an academic year, for purposes unrelated to their research project, require the approval of their Faculty Associate Dean (Research) and the Head of the Graduate School. There may be exceptional circumstances which warrant such a request but the student must show that:

(vi) They are able to attend the University for any compulsory activities

(vii) They are able to maintain close contact with the supervisory team

(viii) They are able to maintain satisfactory progress in their research

Such cases will be carefully monitored by the Faculties at their regular monitoring meetings, and students who are not progressing satisfactorily may be advised that they need to return to Aberystwyth, take temporary withdrawal, or be prevented from continuing with their research under the Academic Regulation on Academic Progress.

3.1.7 Students holding Student Visas to study in the UK also have to meet Home Office requirements for residency in Aberystwyth for the duration of their CAS and must not be resident elsewhere in the UK.

3.1.8 These residency requirements shall not apply where students are undertaking approved fieldwork, research, work experience or other activity as part of their programme which require them to reside elsewhere. In addition, collaborative and distance learning programmes may be approved where students will be resident elsewhere for part or all of their studies.

### **3.2 Regulations relating to University Residences**

3.2.1 Students should note that University Residences have additional regulations, incorporated in the University's Accommodation Licence and Resident's Handbook, which form part of these University Regulations and are subject to the University's Student Disciplinary Procedure. Further information can be found at <https://www.aber.ac.uk/en/academic-registry/handbook/student-discipline/>

### **3.3 General Regulations of the University**

3.3.1 Students other than those referred to below must return to University by the first day of each term, and must register at the start of each academic year. Postgraduate students whose registration begins on a date other than the first day of the academic year must register before beginning their course.

3.3.2 All students in Aberystwyth are encouraged to register with a local GP in order to access 24 hour health care. Prior registration is not required. Private health insurance can also be obtained. Further information on health services for EEA and non-EEA students may be found in the *Information for Students* publication.

3.3.3 NOTE: Requirements on attendance at classes and the submission of written work are indicated in:

(i) The Academic Regulation on Academic Progress, which is available on the Web (<https://www.aber.ac.uk/en/regulations/academic-progress/>);

(ii) Departmental statements which are distributed to students each year.

**Fraudulent use of attendance monitoring systems could lead to disciplinary action under the Rules and Regulations for Students.**

3.3.4 Student Support and Careers Service must be informed immediately if there is an outbreak of any infectious disease in a house or flat or if a student is seriously ill.

3.3.5 Students must inform their departments of all special circumstances, personal or medical, that may affect their academic performance by completing a 'Special Circumstances Form', ensuring they submit it along with all appropriate supporting evidence at the time they are affected.

3.3.6 Students must update their student record immediately upon any change to their home and term-time addresses. Students must also provide emergency contact details. Student records can be accessed here: <https://studentrecord.aber.ac.uk/en/login.php>

**3.3.7 Smoking**

Smoking is prohibited in all University buildings, semi-enclosed building entrances and outside entrances, windows and other areas where smoke could enter a building.

**3.3.8 Purchases**

Goods or services must not be purchased by students on behalf of the University. Purchases on behalf of the Students' Union or student societies must be made only by persons authorised to act on their behalf.

**3.3.9 Telephones**

3.3.9.1 University telephones must not be used by students for private calls.

### **3.3.10 Data Protection**

3.3.10.1 When registering, all students should note how the University processes their personal data by reading the privacy notice for students: <https://www.aber.ac.uk/en/about-us/corporate-information/information-governance/data-protection/student-privacy-notice/>

Students must not construct or maintain computer files containing data relating to identifiable living persons for use in connection with their academic studies or research without the express authority of an appropriate member of staff.

3.3.10.2 When given such authority students must abide by the Data Protection Principles in all cases where they use or encounter personal data controlled by the University.

#### **3.3.11.1 Skateboards, roller skates, roller blades, cycles or similar items of equipment**

The use of skateboards, roller skates, roller blades or similar items of equipment is prohibited on all University premises and grounds; cycles must only be used on roadways. Exceptions to this regulation for sporting events may be granted on application to the Sports Centre (for facilities managed by the Centre) or the Director of Finance and Corporate Services (or deputised authority) (for all other locations).

#### **3.3.11.2 Personal electronic equipment**

Personal electronic equipment (for example, laptop computers) must not be connected to the mains power supply where it causes a health and safety hazard in teaching or other space. Local rules will apply in workstation rooms, libraries, Estates, Facilities & Residences facilities and academic department space (such as laboratories).

### **3.4 Regulations in Respect of Motor Vehicles**

3.4.1 The roads on the University campus are private roads and vehicles are allowed to be parked thereon only at the express understanding that they are entirely at the owner's risk and that the University will not be responsible for any loss or damage whatsoever which may occur.

3.4.2 Students bringing motor vehicles, including motor cycles, on to all University campuses must obey the law and observe the Highway Code applicable to vehicles taken on to public roads. No unlicensed, uninsured or unroadworthy vehicles shall be brought on to University campuses or other University property.

3.4.3 Vehicles must not be parked on University campuses or on other University property, except in authorised places.

3.4.4 No student may park a vehicle on any University campus or any other University ground without an official parking permit unless authorised otherwise by Campus Security. Parking permits are valid only for the academic session or accommodation licence period (as relevant). Parking permits relate to specific car park zones. Applications for permits must be made each session to Campus Services Security. For further information on parking permits, car parks, enforcement and parking rules & regulations, visit [www.aber.ac.uk/en/parking](http://www.aber.ac.uk/en/parking)

3.4.5 Learner drivers must not drive within University grounds, whether accompanied by an instructor or not.

3.4.6 Drivers must observe the speed limit of 20 mph.

3.4.7 Drivers of vehicles must stop when signalled to do so by any duly authorised member of the University staff.

### **3.5 Regulations Relating to the Use of Sports Facilities**

3.5.1 Students must have paid the appropriate fee or possess the appropriate membership status to be eligible to use sports facilities.

3.5.2 Students must be prepared to produce their membership cards on request by a member of the Sports Centre Staff.

3.5.3 Students must be appropriately dressed for their sports activity.

3.5.4 Students must ensure that their equipment conforms to the safety specifications laid down by the governing body of their sport.

3.5.5 Students who have a medical condition that is likely to put them or others at risk during physical activity must inform the person responsible for that activity.

3.5.6 Students are expected to abide by the Sport Centre's terms and conditions of membership to which they sign up. Further regulations exist in respect of the use of specific sports facilities. These are part of, and subject to, the University Disciplinary Procedure set out in Section 5 below.

### **3.6 Information Services Regulations**

IS regulations can be found

at: <https://www.aber.ac.uk/en/is/regulations/isregs/>

### **3.7 Regulations Relating to the Payment of Tuition and Other Fees**

3.7.1 It is a condition of admission to a degree or the award of a diploma or a certificate that all tuition fees due to the University have been paid.

3.7.2 Each student remains individually liable for all fees, debts and other charges payable to the University on his or her behalf. The fact that a body representative of students or any other body has advised non-payment or any other course of action that threatens to involve the University in financial loss does not affect this individual responsibility.

3.7.3 Students not in receipt of financial assistance towards their tuition fees will remain liable for the full amount of those fees, e.g. from a loans agency or other sponsor.

3.7.4 All official offers of admission to postgraduate study shall be made by the University. Applications must be submitted through the appropriate methods and applicants are required to satisfy the University that they have adequate finance to pay the fees. This regulation shall apply both to entrants new to the University and to graduates from the University.

3.7.5 A change of registration which increases the duration of a postgraduate course shall be regarded as a new admission, and shall be subject to the checks required in 3.7.4 above.

3.7.6 Students required to repeat a year in consequence of academic failure or other circumstances may not do so unless they can satisfy the University that adequate finance is available to meet their fees.

3.7.7 Any student who has not paid tuition fees may no longer receive the emoluments of any fellowship, studentship, scholarship or prize awarded by the University.

3.7.8 Students who have not paid their tuition fees, may be subject to one or more of the following sanctions:

(i) withdrawal of the right to use University facilities;

(ii) loss of right of progression to the next academic year;

(iii) loss of right to be presented for any University qualification;

(iv) loss of right to attend the graduation ceremony;

(v) cancellation of registration at the University.

3.7.9 Action may be taken through the Courts for the recovery of students' debts to the University.

3.7.10 Interest at not more than the normal bank rate may be charged on any outstanding fees due to the University from the date from which the fees are due.

3.7.11 Students become liable to pay tuition fees in full at the start of each academic year. Students may, with the approval of the Director of Finance and Corporate services, pay their tuition fees in instalments. Please refer to <http://www.aber.ac.uk/en/student-finance/undergraduate-uk/tuition-fees/how-to-pay/> for full payment options. The University reserves the right to demand immediate payment of any outstanding sums notwithstanding any agreement to pay in instalments.

### **3.8 Regulations Relating to Fees for University Accommodation**

3.8.1 A student's acceptance of an offer of a place in University accommodation constitutes a binding contract to occupy that place for a complete session unless otherwise specified.

The student is then liable to pay the fees for the whole of the licence period. Where exceptions have been made allowing a student to leave on approved medical or welfare grounds the student remains liable to pay the fees due for the whole of the period for which they have been in residence or otherwise responsible for the accommodation.

3.8.2 Acceptance of a place in University accommodation binds the student to comply in all respects with the terms and conditions of occupancy set out in the Accommodation Licence Agreement for the relevant academic year. The University reserves the right to demand immediate payment of any outstanding sums notwithstanding any agreement to pay in instalments.

3.8.3 It is a condition of the contract under which a student is admitted to University accommodation that all accommodation fees are paid by the due date.

3.8.4 Supplementary charges may be made to compensate for any loss suffered by the halls account by failure of a student or students to pay fees on the due date. Further information on the supplementary charges can be found on the Accommodation Website - <http://www.aber.ac.uk/en/campus-services/>

3.8.5 Students who have not paid accommodation fees may be subject to the following sanction:

- (i) Eviction due to breach of the terms of the Accommodation Licence Agreement;
- (ii) Loss of right to receive further University accommodation;
- (iii) Retention of accommodation deposit;
- (iv) Referral of debt to external debt collection agency.

### **3.9 Regulations in Respect of the Students' Union**

3.9.1 Students using the premises of the Students' Union or any property belonging to the Students' Union or other student organisation in the University are subject to the Rules and Regulations of the University. They are also subject to the Rules and Regulations of the Students' Union or such other

student organisation when using the premises of the Students' Union or property belonging to the Students' Union or any other student organisation or when attending meetings or other functions or events arranged by the Students' Union or any other organisation of students.

### **3.10 Email accounts and web logs**

3.10.1 E-mail is utilised as the main form of communication with students and all students are expected to read their e-mails regularly.

3.10.2 In strictly controlled circumstances the University may access students' email accounts and web logs as part of an investigation into a specific allegation of unfair practice or if it is suspected that students have contravened University Regulations or have broken the law.

- [4. Penalties](#)

4.1 Penalties for a breach of a University Rule (except 2.17 and 2.18) are set out in the Student Discipline Procedure.

4.2 The procedure to be adopted in the case of a breach of rules on 'Omission or Misrepresentation of Significant Information during Application or after Registration' is laid down in point 26.2 of the document entitled Information for Students.

4.3 The procedure to be adopted in the case of a breach of rules on 'Criminal Convictions' is laid down in section 15.2 of the Student Discipline Procedure.

4.4 In addition to the penalties outlined in the Student Discipline Procedure, students may be required to pay compensation to the University, an individual member of staff or a student, or to the Students' Union or any other

organisation of students for damage caused or loss incurred subject to the production of an invoice.

4.5 Any breach of the parking rules and regulations leaves the driver of the vehicle liable to the issue of a Parking Charge Notice by a Campus Security operative. The notice gives the driver details of the breach and an opportunity to appeal the charge or settle the debt by payment to the University's contracted scheme management company. If the debt is paid within 14 days a 50% discount will be applied.

4.6 Compensation must be paid for the loss of a book, periodical or other Information Services property, or any equipment on short-term loan from the University, subject to the production of an invoice.

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