

RULES, REGULATIONS AND INFORMATION

for Students

2011 - 2012

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One copy of this booklet is issued to each new student upon entry to the University. Students are expected and are assumed to have noted the contents.

Students of Coleg Ceredigion are expected to observe the rules and regulations when they are on the premises of Aberystwyth University laid down in this booklet in as much as they are applicable to them. Breaches of these rules and regulations by students from Coleg Ceredigion will be reported to the College authorities.

Students of Aberystwyth University, who commit offences on the premises of Coleg Ceredigion will be reported to the University authorities.

NOTE:

In this booklet the word **University** and **student(s)** refer to Aberystwyth University and to the students registered there.

RULES AND REGULATIONS OF THE UNIVERSITY

1. INTRODUCTION

- 1.1 The Rules and Regulations of the University apply at all times including term and vacation.
- 1.2 As part of his/her responsibility for the administration of the University the Registrar and Secretary is responsible for all University premises including the Students' Union Building and for maintenance of good order. He/She has authority to require people not to assemble on University property and grounds, to require people to leave University property and grounds, to withhold consent for meetings, or to require the termination of meetings. He/She may delegate this authority in whole or in part to other employees of the University. Students who fail to respond to requests to vacate premises or not to assemble will be in breach of Rule 2.3 requiring them not to obstruct any person authorised by the University in the performance of his/her duty.
- 1.3 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 counselling in 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 obstruct persons authorised by the University or authorised visitors in the performance of their duties, functions or other activities.
- 2.4 Students must not engage in any criminal activity against any other student, employee of the University or any authorised visitors.
- 2.5 Students must not perform any act which might render the University liable in criminal law.
- 2.6 Students must not damage, deface or misappropriate any property of the University, the Students' Guild, any other organisation or body of students in the University or any other member of the academic community or employee of the University.
- 2.7 Students must not engage in activity contrary to the University's policy on Equal Opportunity.
- 2.8 Students must not behave in a violent, indecent, disorderly or threatening manner or use violent, indecent, disorderly or threatening language while on the University's premises or engaged in any Institutional activity.
- 2.9 Students must not take or use without authority any property belonging to the University, the Students' Guild, any student organisation, any other student, member of staff or authorised visitor.
- 2.10 Students must not drive any vehicle belonging to or hired by the University, the Students' Guild or any other student organisation without the approval of an authorised officer.
- 2.11 Students must not, while on the property of the University, or while engaged in any Institutional activity, have in their possession any drug proscribed by law.
- 2.12 Students must not bring onto any property of the University a firearm of any description, or imitation firearm, 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 Institution.
- 2.13 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 Guild.
- 2.14 Students must not use the name of the University or their position in the Guild or in the University to engage in fraud, deceit, deception or dishonesty.
- 2.15 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.

- 2.16 Students must not, either before entry to the University or during their period of registration, withhold or misrepresent information relating to medical conditions or illness which may have an effect upon their or another student's ability to study.
- 2.17 Students must not, either before entry to the University or during their period of registration, withhold or misrepresent information relating to criminal convictions (with the exception of motoring offences for which the penalty was no greater than a fine and/or three penalty points).
- 2.18 Students shall not persistently break University regulations as set out in Section 3 below.

Health and Safety at Work Act 1974

- 2.19 The provisions of this Act apply to all students on all the University's premises including grounds, and including the means of access to the exit therefrom, also when engaged on official University activities separate from the premises, such as field courses. Students must not act on the University's premises or grounds in a manner prejudicial to the health or safety of others.

There must be no interference with fire-fighting equipment or other safety equipment or notices or with smoke doors in corridors and stairways.

Every student whose course involves work in a laboratory or other hazard area must obey the special safety rules applicable to that area. These rules will be issued by the Department concerned.

In order to carry out its duties under the Act, the University warns undergraduate students that they must not enter laboratories and other hazard areas except as indicated by the timetable provisions for their courses. Postgraduate students working in research laboratories must observe the Departmental rules regarding access to laboratories both within and outside normal working hours.

Students should note that if they commit a breach of this rule they render themselves liable to criminal prosecution at the instigation of the Health and Safety Executive or the Fire Brigade.

Freedom of Speech

- 2.20 Students must comply with the requirements of the University's Code of Practice on Freedom of Speech, a copy of which is included as Appendix A.

General Provisions

- 2.21 Students must not encourage, assist or conspire with any other person to act in breach of these rules.
- 2.22 Students must comply with any penalty imposed under Section 4 'Penalties' below.
- 2.23 Where a student is alleged to have committed a criminal offence, the University retains absolute discretion to decide whether to invoke the Disciplinary Procedure set out in Section 5 below, to suspend its investigations until the matter has been dealt with by the courts, or to leave the matter in the hands of the police.

Definition

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

3. REGULATIONS

3.1 General Regulations of the University

- 3.1.1 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.

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

1. The Academic Regulation on Academic Progress, which is available on the Web (<http://www.aber.ac.uk/students/acadregs.html>)
2. Departmental statements which are distributed to students each year.

- 3.1.2 Students must notify the Registrar and Secretary immediately of any change of their home and term-time addresses.
- 3.1.3 Smoking is prohibited in all University buildings, semi-enclosed building entrances and outside entrances, windows and other areas where smoke could enter a building.

- 3.1.4 The Registrar and Secretary 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.
- 3.1.5 Students who are unable to sit examinations on account of ill health must forward a medical certificate to the Medical Centre at the first opportunity.
- 3.1.6 Students who are absent from their studies on medical grounds, other than at examination time, are required to submit a medical certificate if they have been absent for more than seven days.
- 3.1.7 **Purchases**
Goods or services must not be purchased by students on behalf of the University. Purchases on behalf of the Students' Guild or student societies must be made only by persons authorised to act on their behalf.
- 3.1.8 **Telephones**
University telephones must not be used by students for private calls.
- 3.1.9 **Data Protection**
- .1 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.
 - .2 When given such authority students must abide by the Data Protection Principles in all cases where they use or come into contact with personal data registered by the University.
 - .3 Students are not allowed to use University computers for personal purposes unless they have the specific approval of the relevant Head of Department. Where such approval is given, students who construct or maintain computer files containing data relating to identifiable living persons are not covered by the University registration under the Data Protection Act. Such students must consult with the appropriate member of staff who may insist that the students register in their own right with the Information Commissioner.
- 3.1.10 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 Director of the Sports Centre (for facilities managed by the Centre) or the Registrar and Secretary (for all other locations).
- 3.1.11 Personal electronic equipment (for example, laptop computers) must not be connected to the mains power supply in centrally-timetabled teaching space; only internal battery power may be used in these areas. Local rules will apply in workstation rooms, libraries, Residential and Hospitality Services facilities and academic department space (such as laboratories).
- 3.2 **Regulations in Respect of Motor Vehicles**
- 3.2.1 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.
- 3.2.2 Students bringing motor vehicles, including motor cycles, on to the Penglais site 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 the Penglais site or other University property.
- 3.2.3 Vehicles must not be parked on the Penglais site or on other University property, except in authorised places.
- 3.2.4 No student may park a vehicle on the Penglais campus or any other University ground without an official car park permit which must be fixed to the top left-hand corner of the windscreen when viewed from the driver's seat. Car park permits are valid only for the session and the car park zone. Applications for permits must be made each session to the site warden.
- 3.2.5 Learner drivers must not drive within University grounds, whether accompanied by an instructor or not.
- 3.2.6 Drivers must observe the speed limit of 20 mph.
- 3.2.7 Drivers of vehicles must stop when signalled to do so by any duly authorised member of the University staff.

3.3 Regulations Relating to Halls of Residence

3.3.1 Halls of Residence have additional regulations, incorporated in the University's Accommodation Licence, which form part of these University Regulations and are subject to the University Code of Discipline.

3.4 Regulations Relating to the Use of Sports Facilities

3.4.1 Students must have paid the appropriate fee to be eligible to use sports facilities.

3.4.2 Students must be prepared to produce their membership cards on request by a member of the Physical Education Staff.

3.4.3 Students must be appropriately dressed for their sports activity.

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

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

3.4.6 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.

3.5 Information Services Regulations

Introduction

These Regulations are prepared so that all Information Services users may be informed about the rules governing use of Information Services facilities. The Regulations are designed to ensure that all our users have the fullest opportunity to make proper use of our many facilities and services. Ignorance of the Regulations may lead to inconvenience for other users and to fines and penalties for you, so please take the time to read them. The Information Services Service Guidelines for University Departments and users show the standards of service which you have a right to expect from us. In return we ask you to follow these Regulations for the benefit of yourselves and other users. We also produce more specific Guidelines to explain more fully how these Regulations relate to the use of specific facilities.

Clearly the Regulations cannot cover every eventuality and we recognise that there are occasions where a strict interpretation of rules may not be justified. Please contact a member of Information Services staff as early as possible if there are potential difficulties and we will try to assist before problems arise. If you are dissatisfied with the application of any of these Regulations or your treatment by our staff please write to the Director of Information Services setting out the grounds of your complaint.

3.5.1 General

- .1 Use of Information Services is normally permitted to registered users only and is conditional on observance of the regulations and associated guidelines in force at the time. The Regulations are from time-to-time updated to reflect changes in law and local experience. All users are notified by e-mail when this occurs and are fully bound by such changes. All registered users are therefore presumed to know and agree to these Regulations which are available via the University Web pages.
- .2 Throughout these regulations the term Information Services means all or any of the library services of Aberystwyth University, the computing and media facilities and buildings where such services are delivered. Use of facilities means use directly associated with the academic or administrative work of the University. Throughout these regulations the word University refers to Aberystwyth University.
- .3 Information Services staff are empowered to levy charges for specific services, as displayed within Information Services and in general publicity.
- .4 The Director of Information Services is authorised to suspend the Information Services privileges of any person and to impose fines or other appropriate penalties for breaches of the Regulations. The exercise of the power to impose a fine or suspend facilities may be delegated by the Director to a member of Information Services staff. Any action taken by the Director under this regulation may be reported to the appropriate authorities.
- .5 All users of Information Services facilities undertake to indemnify Aberystwyth University against all actions, suits, proceedings, claims, demands and costs (including any legal costs or expenses properly incurred and any compensation costs and disbursements paid by the University on the advice of their legal advisers to compromise or settle any claim) occasioned by the University in consequence of any breach of Information Services regulations or UK law which they commit.

- .6 These regulations will apply to the use of computer systems away from Aberystwyth where it is local registration which allows such access. Such registration may require the disclosure of information on the user held at Aberystwyth.
- .7 Information Services produce a number of supplementary Guidelines to help in following the Regulations and users have a responsibility to adhere to these Guidelines, which are available via the I.S. web pages

3.5.2 Access to Information Services

- .1 Members of the staff of the University and registered students of the University, together with any others who have appropriate privileges as members of the University are entitled to the use of Information Services facilities. Students who have taken their final examinations cease to have access. On graduation they may register as graduate members under regulation .2 below.
- .2 Graduates of the University may use the libraries for reading purposes. A fee will be charged for borrowing privileges.
- .3 Staff and students of certain other institutions are entitled to use Information Services facilities in accordance with the terms of the agreement between the institution and the University. Such users agree to conform to the Information Services regulations of Aberystwyth University.
- .4 Other persons may be allowed by the Director or his nominee to read in any Library on producing a satisfactory recommendation. In certain cases, at the discretion of the Director, they may also be allowed to borrow books and have access to other Information Services facilities. In either case the Director has discretion to charge an appropriate fee for such privileges or for particular services. Such users agree to conform to the Information Services regulations of Aberystwyth University.
- .5 Access to Information Services facilities is primarily provided in furtherance of the University's activities. Although a limited amount of non-academic activity is allowed as a privilege to our users such access and any resources thereby used will not be allowed to conflict with our primary aims. For any use of Information Services facilities for commercial purposes any intending user must first obtain authorisation from the Director of Information Services and a fee may be levied for such activity.
- .6 Information Services staff do not normally inspect the contents of emails or data files belonging to users in any way except in cases such as the following:
 1. Where a virus or large-scale emailing is threatening the functioning of the email system or is likely to delete or corrupt user data, in which case email headers and other patterns of data may be examined to identify and delete the material involved.
 2. Where there is a firm suspicion that Information Services facilities have been misused under the terms of these Regulations.
 3. In co-operating with the police where it has been established that such co-operation is in the direct furtherance of a criminal investigation.

Under these Regulations you are agreeing to the right of inspection by Information Services staff under these specific circumstances.

3.5.3 Conduct

- .1 An Information Services user card, also known as an Aber Card, is issued only for the use of the person named on it. It must not be lent or transferred to or used by any other person. A computing personal password must not be divulged to any other person. Users will be held responsible for misuse of Information Services facilities attributed to them.
- .2 Persons using Information Services should carry with them their User Card or other identification and should be prepared to show this to Information Services staff or other authorised University staff on request.
- .3 Any behaviour likely to disturb or inconvenience other users or be detrimental to the property of Information Services is forbidden.
- .4 Users must not mark or damage books, computers or other property of Information Services. Any such damage must be made good to the satisfaction of the Director of Information Services

- .5 Users must not attempt to remove any property belonging to Information Services except such as may have been properly issued to them under the borrowing regulations. All members of Information Services staff are authorised to inspect any books, bags or other goods in the possession of users entering or leaving Information Services premises.
- .6 Users must abide by local regulations as displayed in I.S. premises relating to the consumption of food and drink.
- .7 Animals (other than those providing disability assistance) may not be brought into any I.S. premises.
- .8 The reservation of seats in any Information Services area is not permitted. Books and other articles left unattended for any length of time may be removed by staff.
- .9 The University accepts no responsibility for personal belongings left anywhere in Information Services, including lockers, at any time.
- .10 Mobile telephones must be set to silent in libraries. Personal stereos and other noise making personal property may not be used in Information Services Libraries or workstation areas at any time.
- .11 Personal portable computers and other mains powered equipment may only be used in I.S. areas when permitted by Information Services staff. It is the responsibility of the owners of mains powered equipment to have it tested for electrical safety, and use is conditional on the owners' acceptance of responsibility for damage to University property caused by their equipment.
- .12 Persons using Information Services reprographic and computing facilities must observe copyright law, other relevant civil and criminal legislation in force, and the terms of suppliers' licenses. Use of JANET wide area network is governed by the "JANET Acceptable Use" policy which is available via the Web or on application in any Library. Use of software and databases is governed by individual product licences.
- .13 Information Services users must not use the University network to create or display information that could give offence to other reasonably minded people, including material calculated to incite hatred of any particular individual(s) or racial or religious groups. This applies both to textual and graphical material. If, as part of your research work you do need to create or display material that reasonably minded people would find offensive you must ensure that your Head of Department is made aware of your research requirements and that the Director of Information Services has similarly been informed.
- .14 All users must abide by the terms of the Data Protection Act 1998. Under no circumstances must data either directly concerning living persons or indirectly attributed to living persons be held on the computer without prior consultation and agreement with the University Data Protection Manager.
- .15 Users must not access or attempt to use any computing facilities without authority. This includes using a password which belongs to another user, however obtained. Any attempt to alter or delete material belonging to other users or to tamper with hardware or software will be an offence against University regulations and may also be a criminal offence.
- .16 The University accepts no responsibility for problems caused by loss of service or for the correctness of data and no liability for any direct or consequential loss or damage.
- .17 Users are responsible for the transfer of any computing data which they may wish to keep when their registration expires.
- .18 Users must leave the libraries and other Information Services areas by closing time, immediately on hearing a fire alarm, or on the request of Information Services staff.
- .19 Users should immediately report any accident, theft or other such incident to a member of Information Services staff.

3.5.4 Borrowing

- .1 Information Services users, if eligible, must register before borrowing materials from any Aberystwyth University Library.
- .2 Users may borrow materials up to the limits applicable to their status. These limits are determined by Information Services Committee and displayed in Information Services publicity.
- .3 Users must not attempt to remove materials from any Library which are not available for loan except as permitted by Information Services staff. Certain materials will be subject to restricted loan availability.

- .4 Users shall return material to the Library of issue by the date specified or upon demand. It is the responsibility of users to ensure that they are in a position to respond promptly to recall notices.
- .5 Fines or charges on overdue materials will be levied as determined from time to time by the Information Services Users Committee. Unpaid fines or charges may prevent users from borrowing materials. Users will be notified of these restrictions as appropriate.
- .6 Users shall not lend any book or other Information Services property issued to them to another person.
- .7 AAny user who loses Information Services books or other property on loan will be required to bear the cost of a replacement and an administration charge.
- .8 Student users must inform the Academic Office immediately if their address changes. Users should also inform Information Services staff if they are going to be absent from their normal address for long periods

3.5.5 Penalties

- .1 For the breach of any Information Services Regulations which are not simultaneously covered by the University Rules the penalties may be a warning, a fine (not exceeding £100), or suspension or withdrawal of the right to use Information Services facilities..
- .2 Compensation must be paid for damage to or loss of Information Services property on presentation of an invoice.
- .3 For the breach of Information Services Regulations relating to the borrowing of books and other material fines may be levied at a rate to be determined from time to time by Information Services Users Committee.
- .4 In any case involving a breach of University Rules penalties may be imposed as set out in the *University Rules, Regulations and Information for Students*.

3.5.6 Procedure

- .1 In the case of penalties relating to borrowing or loss of materials fines may be levied by any authorised member of Information Services staff in accordance with the rates currently in force for different materials. Any fine above £20 will be referred to the Director of Information Services or his nominee for confirmation.
- .2 In the case of any other breach of Information Services Regulations the matter will be referred to the Director of Information Services or his nominee for attention. The matter will be discussed between the user, who may be accompanied to the hearing, and the appropriate member of Information Services staff and if a case is proven a penalty will be determined in accordance with the severity of the offence.
- .3 Any person wishing to appeal against a disciplinary decision must write to the Senior Tutor within 14 days of the decision, setting out the grounds of appeal.
- .4 In any case of dispute as to an alleged offence or proposed penalty the matter may be referred to a disciplinary committee comprising a member of Information Services Users Committee, the Senior Tutor, a representative of the Student Guild and the Director of Information Services who will hear the relevant evidence and make a decision, which shall be binding, within 14 days.
- .5 In the case of any serious breach of University Rules the matter will be referred to the appropriate authority, although Information Services will reserve the right to take further disciplinary action as appropriate.

3.6 Regulations Relating to the Payment of Tuition and Other Fees

Regulations Relating to All Fees

- 3.6.1 It is a condition of admission to a degree or the award of a diploma or a certificate that all fees and charges due to the University, including fees and charges for residence, have been paid.
- 3.6.2 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.

- 3.6.3 UK and EU students who do not apply to their LEA, Loans Agency or other sponsor for financial assistance towards their tuition fees will remain liable for the full amount of those fees. Overseas fee paying undergraduates must satisfy the Registrar and Secretary before admission to studies that they have adequate finance available to pay their fees.
- 3.6.4 All official offers of admission to postgraduate study shall be made by the Registrar and Secretary. Applications must be submitted on the appropriate form and applicants are required to satisfy the Registrar and Secretary 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.
- 3.6.5 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 3.6.4 above.
- 3.6.6 Students required to repeat a year in consequence of academic failure or other circumstances may not do so unless they can satisfy the Registrar and Secretary that adequate finance is available to meet their fees.
- 3.6.7 Postgraduate students who continue to make use of University facilities to any significant extent after satisfying residence requirements for their degree must register with the University and pay fees on a full-time or part-time basis according to their level of usage.
- 3.6.8 Any student who has not paid fees or other charges may no longer receive the emoluments of any fellowship, studentship, scholarship or prize awarded by the University.
- 3.6.9. Students who have not paid their fees, charges or any other debts owed to the University may be subject to one or more of the following sanctions as decided by the Registrar:
1. withdrawal of the right to use University facilities;
 2. loss of opportunity to sit any examinations or right to be presented for any University qualification;
 3. cancellation of registration at the University.
- 3.6.10 Action may be taken through the Courts for the recovery of students' debts to the University.
- 3.6.11 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.
- 3.6.12 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, pay their tuition fees in three equal or seven monthly direct debit instalments. Please refer to the Student Fees Handbook for the relevant year.
- The University reserves the right to demand immediate payment of any outstanding sums notwithstanding any agreement to pay in instalments.

Regulations Relating to Fees for University Accommodation

- 3.6.13 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 contract 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 he/she has been in residence or otherwise responsible for the accommodation.
- 3.6.14 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 Fees Notice 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.
- 3.6.15 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.
- 3.6.16 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.

3.7 Regulations in Respect of the Students' Guild

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

4. PENALTIES

- 4.1 For a breach of a University Rule, (except 2.16 and 2.17) the penalties may be a reprimand, a fine (not exceeding £200), withdrawal of the right to use the University facilities, exclusion from a Hall of Residence or all Halls of Residence, withdrawal of the right to use Students' Guild facilities or those of any other organisation of students, rustication for a period not exceeding one session, or expulsion from University.
- 4.2 The procedure to be adopted in the case of a breach of Rule 2.16 is laid down in Appendix 4: 'Omission or Misrepresentation of Significant Information during Application or after Registration'.
- 4.3 The procedure to be adopted in the case of a breach of Rule 2.17 is laid down in Appendix 7: 'Criminal Convictions'.
- 4.4 For a breach of a University Regulation and those Information Service, Sports or Halls Regulations which are not simultaneously covered by University Rules the penalties may be a reprimand, a fine (not exceeding £100), withdrawal of the right to use University facilities, or exclusion from a Hall of Residence or withdrawal of the right to use Students' Guild facilities or those of any other organisation of students. All fines in excess of £50 must be confirmed by the Senior Tutor.
- 4.5 In addition to the penalties outlined in 4.1 and 4.4 students may be required to pay compensation to the University, an individual member of staff or a student, or to the Students' Guild or any other organisation of students for damage caused or loss incurred subject to the production of an invoice.
- 4.6 Any of the above penalties may be suspended in full or in part provided that, if the offence occasioned damage or loss, the student shall undertake to make good such damage or loss. A student undertaking to make good such damage or loss may be given reasonable time to make reparation.
- 4.7 For a breach of a motor vehicle regulation the penalties may include wheel clamping, for which a fine of £25 will be imposed for release or include withdrawal of the right to bring any vehicles on to the Penglais Site or other University property or grounds on subsequent occasions.
- 4.8 For the breach of Information Services regulations relating to the borrowing of a book, periodical or other property, fines may be levied at a rate to be determined from time to time by the University.
- 4.9 Compensation must be paid for the loss of a book, periodical or other Information Services property, subject to the production of an invoice.
- 4.10 Details of any penalties imposed for a breach of University Rules or Regulations will remain on the student's file for the remainder of the student's registration with the University.

5. DISCIPLINARY PROCEDURE

- 5.1 In all cases investigated under the Procedure below students shall be notified in writing in advance of the allegation made against them, and shall have the right to be accompanied at the interview and shall be given an opportunity to put their case, calling witnesses as appropriate.
- 5.2 Unless otherwise stated the Pro Vice-Chancellor or the Senior Tutor will decide whether a breach of discipline has occurred, and will have power to impose penalties.
- 5.3 In the case of an alleged breach of Information Services Regulations the power to impose penalties may be exercised by the Director of Information Services and may be delegated by the Director to a member of staff in Information Services. In the case of an alleged breach of Information Services Regulations relating to the use of computing facilities the power to decide whether a breach of discipline has occurred and to impose penalties may be exercised by the Director of Information Services (or his/her nominee), if general University facilities are involved, or by the Head of the relevant Department, if departmental facilities are involved.

- 5.4 In the case of an alleged breach of Sports Regulations the power to decide whether a breach of discipline has occurred and to impose penalties may be exercised by the Director of Physical Education.
- 5.5 In the case of an alleged breach of Hall Regulation the power to decide whether a breach has occurred, and to impose penalties, may be exercised by the Residence Manager.
- 5.6 In the case of an alleged breach of Regulation 3.7 the decision by either the Pro Vice-Chancellor or Senior Tutor on whether a breach of discipline has occurred and whether a penalty should be imposed will be taken only after consultation with the President of the Students' Guild.
- 5.7 In the event of an alleged breach of Rules, the matter may be referred to the University Disciplinary Committee by the Pro Vice-Chancellor. If it seems possible that a penalty of rustication or expulsion may be incurred, the matter shall be referred to the University Disciplinary Committee by the Pro Vice-Chancellor.
- 5.8 A student dealt with initially under 5.3, 5.4 or 5.5 above shall have a right to appeal to the Senior Tutor or, if the Senior Tutor has been previously involved in the specific case, the Pro-Vice-Chancellor, whose decision will be final. A student dealt with initially by the Senior Tutor (see 5.2 and 5.6) shall have the right of appeal to the Pro-Vice-Chancellor, within 14 days of any penalty being imposed. A student dealt with initially by the Pro-Vice-Chancellor shall have the right of appeal to the Disciplinary Committee, within 14 days of any penalty being imposed. In all cases any appeal must be based on new evidence not available when the case was first considered or procedural irregularities at the time of the first hearing. The Disciplinary Committee will endeavour to hear the appeal within 15 working days of receipt of the appeal by the Registrar and Secretary. The Disciplinary Committee shall report to Senate, which under the Charter is responsible for disciplinary matters. A student whose case is first heard by the Disciplinary Committee shall have a right of appeal to Senate.
- 5.9 The Disciplinary Committee shall consist of three members of the academic staff, one of whom shall be Chairman, selected by the Pro Vice-Chancellor from a Standing Panel of six academic staff appointed by Senate, and two students selected by the President of the Students' Guild from a Standing Panel of four students appointed by the Students' Guild.

6. INFORMATION

6.1 Academic Progress

The University has approved Academic Regulations on Academic Progress. They are available on the Web, and students are expected to familiarise themselves with them.

6.2 Duration of Course

.1 The offer of an undergraduate place in University enables a student to pursue a degree scheme in three consecutive years. Students who become unable to complete their scheme of study in three consecutive years require the consent of the Senate to continue their studies. Such consent is commonly given (i) where the degree scheme necessarily involves a further year of studies; (ii) to enable foreign language students to study for a year abroad; (iii) where Senate requires or allows students to repeat a year of their studies; (iv) where a student has been forced to withdraw through ill health. Consent to an extension of a student's course of study is not confined to these situations.

.2 Withdrawal from University

Students who are contemplating withdrawing from the University are advised to see the Director of Student Support Services in the first instance and to have discussions with their departments. Students who decide to withdraw from University must complete a *Withdrawal form* and submit it to the Registrar and Secretary.

6.3 Property

STUDENTS SHOULD TAKE CARE OF THEIR PROPERTY, AS NEITHER THE UNIVERSITY NOR THE STUDENTS' GUILD ACCEPTS RESPONSIBILITY FOR LOSS OF OR DAMAGE TO STUDENTS' PROPERTY ON UNIVERSITY OR STUDENTS' GUILD PREMISES.

Caretakers in University buildings will record in a book details of property found in the buildings together with the name and address of the finder, who will retain the property until it is claimed by the owner.

6.4 Residences

Conditions requiring notification of absence from, signing in and out of, late return to, or visiting, residences and associated practices are in place locally in residences. Residents should ensure that they know and adhere to the conditions that apply to their particular residence.

6.5 Departure for Vacations and Return after Vacations

Students must complete all departmental commitments including terminal examinations, practical examinations and lectures before departing from Aberystwyth. Students wishing to leave early or to return after the beginning of term must obtain the permission of their Head of the Department; in addition, those living in Halls of Residence are required to give two days' notice of their intention to the Residence Manager.

6.6 Grant Collection Card

Grant, scholarship and bursary cheques may be obtained at the beginning of each session from the Student Financial Support Office only upon production of evidence of current registration.

6.7 Examination Results

In no circumstances are examination results given or confirmed by telephone. Candidates should notify their departments before or during the examinations of any circumstances which are likely to affect their examination performance. Appeals against internal examination results are considered by the Academic Progress Committee. The University is prepared to consider appeals from unsuccessful students which are based on exceptional personal circumstances not known at the time of the examination by the Department or Board of Examiners concerned, and which can be shown to have adversely affected a candidate's examination performance.

Students within the latter category should write to the Registrar and Secretary within fourteen days of the publication of the results, giving details of the new evidence. They should, at the same time, indicate whether they wish to appear in person before the Academic Progress Committee. They may, if they wish, be accompanied by an enrolled student of the University or a Sabbatical Officer of the Students' Guild or a member of staff.

Appeals will only be considered by the University if a student can provide good reasons why the grounds for appeal were not made known to the relevant Department or Faculty Examining Board before it made its decision.

Students are entitled to seek verification of the fact that relevant circumstances which might have adversely affected their examination performance and which had been previously notified to departments were taken into account by the Examining Boards concerned.

For final degree examinations there is a separate University Verification and Appeals procedure.

6.8 Supplementary Examinations

Students are reminded that it is not University practice to set special papers for students who do not sit their supplementary examinations on the date laid down in the examination timetable.

The University will not consider requests from students for deferment of their examinations based on any of the following reasons:

1. Difficulties because of holiday travel arrangements or return from work abroad.
2. Working commitments extending over the examination period.

6.9 Intellectual Property

Students are required to note that the University has an interest in all intellectual property which may be derived from the use of University facilities. Should students believe that as a result of work undertaken in University they have ideas which offer the possibility of commercial exploitation they should consult with their supervisor or tutor who will contact the Registrar and Secretary via the Director of Research, Innovation and Business Services prior to the publication or disclosure of results in any form. Students' interests in the exploitation of such intellectual property are laid out in the document 'Commercial Exploitation of Research' which is available for inspection in the Research, Innovation and Business Services Office.

6.10 Students' Guild

The Students' Guild Disciplinary Committee is empowered to deal with offences committed on Guild premises or premises hired by the Guild and offences as defined by the constitution of the Students' Guild.

6.11 Medical

6.11.1 Students should register under the National Health Service with a local general medical practitioner. They should not re-register in their home area during vacations, but should request treatment as a temporary patient if the need arises. Lists of doctors can be seen at any post office; a copy is also available in the Registrar and Secretary's office.

- 6.11.2 A student who is ill during term should immediately notify the Student Health Centre in writing and state the nature of the illness. For students resident in Hall, it will be sufficient to notify the Warden or Senior Resident or Hall Manager who will, in turn, notify the Student Health Centre.

If the absence lasts for more than seven days, a medical certificate should be obtained for submission to the Student Health Centre. So long as the illness continues a student should obtain medical certificates at weekly intervals, and must not resume study until the local general practitioner has issued a final medical certificate. These further certificates, as with the first, should be forwarded to the Student Health Centre. This does not absolve students from any similar action they may be required to take by their grant-awarding body as a condition of their award.

- 6.11.3 Students wishing for medical reasons to sit an examination in a place other than that designated should apply to the Registrar and Secretary, such application to be supported by a medical certificate.

6.12 Student Support

Support is provided in a number of ways. For academic support, every student will have a personal tutor appointed by the Department. In Halls, there is a Hall Tutor. The Student Welcome Centre houses the Director of Student Support and professional support for language and learning, disabilities, finance and withdrawals. The Student Health Centre is available for medical guidance. The Guild of Students runs a welfare and advice service.

6.13 Residential Services

The University has a Residential and Hospitality Services Department. Advice is available to all students with regard to university and private sector accommodation through the Accommodation Office based at Penbryn, and with regard to catering provision through the Hospitality Office, also based at Penbryn.

6.14 Careers Advice

The Careers and Appointments Service is available to all present and former students of the University. Careers Advisers provide information and guidance on all kinds of job opportunities and courses of study or training. Students receive invitations to meet their Advisers during the second year but first year students are also welcome to call to discuss any matters which may concern them regarding their future. Contact with the Service is voluntary but all students are encouraged to use its facilities which are designed entirely for their benefit. However, in view of the difficulty of obtaining information about the precise nature of the work which the student would be required to undertake, careers guidance is given to students on the understanding that neither the University nor any member of its staff shall be liable for any act, omission or statement by the Careers Advisers.

6.15 Photocopying of Copyright Material

6.15.1 Multiple Copies

Multiple copies of copyright material may not be made except subject to the strict limitations, agreed with the Copyright Licensing Agency.

6.15.2 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.

- 6.15.3 Details of limitations are available from the Director of Information Services and from the Academic Office. THE UNIVERSITY RESERVES THE RIGHT TO RECOVER FROM ANY INDIVIDUAL FULL COSTS ARISING FROM AN INFRINGEMENT OF THE COPYRIGHT LAW.

6.16 National Library of Wales

All students may register for access to the National Library of Wales; they may do so either in person or on-line. Students making use of the Library for the first time should bring two proofs of identity, one of which shows their current address.

Further information is available on the Library's website: <http://www.llgc.org.uk>

6.17 Booking of Rooms

Students who wish to book University rooms for meetings should write to the Registrar and Secretary. For rooms in Halls of Residence, applications should be made to the Warden of the Hall concerned.

6.18 Mail

Students should try to ensure that personal mail is addressed to their Hall or lodgings address. The University accepts no responsibility for mail addressed to the University or Students' Union.

6.19 Electoral Registration

The University does not automatically register any students for electoral purposes or pass details on to the local Electoral Registration Office. It is up to each individual to ensure that they are registered to vote. Normally, to aid this process for students resident in University halls, registration forms are distributed during October of each year.

6.20 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 Senior Tutor before an approach is made to the Police.

6.21 Deferred Payment

The Registrar and Secretary has discretion to authorise deferred payment of fees and other debts to the University in cases of hardship or for other good cause.

6.22 Medical Conditions

Students who suffer from chronic health conditions (e.g. epilepsy, diabetes, psychological and psychiatric difficulties or similar conditions) are urged to notify the University, not only in the interests of their own safety but also out of consideration for those responsible for University facilities such as the swimming pool and the residences.

6.23 Problems with the Law or Criminal Convictions

- .1 Students are advised to contact the Director of Student Support for advice and support if they face legal problems or are placed under arrest
- .2 Students are required to inform the University if they are convicted of a criminal offence (with the exception of motoring offences for which the penalty was no greater than a fine and/or three penalty points) while they are registered students at the University. Details of the offence and the penalty should be sent to the Senior Tutor.

6.24 E-mail accounts and web logs

In strictly controlled circumstances the University may access students' e-mail accounts and web logs as part of an investigation into a specific allegation of unfair practice.

CODE OF PRACTICE ON FREEDOM OF SPEECH

- 1 As part of his responsibility for the administration of the University the Registrar is responsible for all University premises including the Students' Union Building and for maintenance of good order. He has authority to require people not to assemble on University property and grounds, to require people to leave University property and grounds, to withhold consent for meetings, or to require the termination of meetings. He may delegate this authority in whole or in part to other employees of the University.
- 2 The object of this Code is to enable the University to meet its obligations under Section 43 of the Education (no. 2) Act 1986 to:
 - .1 '... take such steps as are reasonably practicable to ensure freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.'
 - .2 '... ensure so far as is reasonably practicable that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with -
 - (a) the beliefs or views of the individual or of any member of that body

or

 - (b) the policy or objectives of that body.'
 - .3 '... issue and keep up to date a code of practice setting out -
 - (a) the procedures to be followed by members, students and employees of the establishment in connection with the organisation -
 - (i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and
 - (ii) of other activities which are to take place on those premises and which fall within any class of activity to specified; and
 - (b) the conduct required of such persons in connection with any such meeting or activity and dealing with such other matters as the governing body consider appropriate.'
 - .4 '... take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the code of practice are complied with.'
3. Any meeting or other activity where there is a likelihood that a speaker may not be able to enter or leave the meeting or activity safely and/or deliver his or her speech will be deemed to fall within the provision of this Code and shall be regarded as notifiable.
4. If the organiser or anyone involved in the organisation of the meeting or activity or in the issuing of the invitation is in any doubt whether the meeting should be classed as notifiable he or she should consult the Registrar at least three weeks prior to the date of the meeting or activity. The decision of the Registrar that a meeting or activity shall be classed as notifiable shall be final.
5. The Registrar shall have authority to decide that a meeting or activity is notifiable **either** on receipt of information from the Organiser **or** after consultation with the Organiser **or** on his own initiative and his decision shall in each case be final.
6. If a notifiable meeting, as defined above, is to be held on University premises (which includes premises occupied by the Students Union and all other University premises including halls of residence, grounds, playing fields and other recreational premises) the Organiser must submit to the Registrar at least three weeks in advance the following information:
 - .1 The name and address of the Organisers and the name and address of a single person who is appointed as Principal Organiser of the meeting or activity (hereinafter referred to as the Organiser);
 - .2 the name of any visiting speaker and of any organisation which he or she is to represent or with which he or she is associated while on University premises;
 - .3 the date, time, and place of the meeting or activity and the expected timing of the arrival and departure of any speaker together with details of the proposed entry and exit of the speaker to the building in which the event is to be held;
 - .4 the subject matter of the meeting or activity;
 - .5 the numbers of staff, students or members of the University expected to attend;
 - .6 the numbers and nature of any guests expected to attend;
 - .7 the steps the Organiser intends to take to control admission including, for example, the issue of tickets;

- .8 when known to the Organiser, the number of any previous visits made by any visiting speaker to the University, and the nature of the reception accorded to him or her by staff, students or members of the University, or by any other persons;
 - .9 when known to the Organiser, the number of any visits made by any visiting speaker to other establishments to which S. 43 of the 1986 Act applies, and the nature of the reception accorded to him/her there;
 - .10 the substance of any threats of disruption of the proposed meeting or activity communicated directly or indirectly to the Organiser;
 - .11 any other reason which is known to the Organiser or anyone involved in organising the meeting or activity or in issuing any invitation to a visiting speaker as to why there may be a breach of this code;
 - .12 the nature of the steps that the Organiser and those associated with him in the organisation of the meeting or activity propose to take to ensure that freedom of speech within the law is secured for the speaker, including, for example, the appointment of stewards;
 - .13 the nature of the steps that the Organiser and those associated with him in the organisation of the meeting or activity propose the University should take to ensure that freedom of speech within the law is secured for any speaker;
 - .14 the nature of any proposed publicity and whether members of the press, TV or radio will be permitted to attend;
 - .15 any other matters the Organiser or those associated with him in the organisation of the meeting or activity consider relevant.
- If required by the Registrar the Organiser will be responsible for completing a form setting out all appropriate information.
7. Following receipt of the details of the meeting or activity from the Organiser the Registrar shall decide either:
 - .1 that the meeting or activity may proceed without any further directions as to its conduct; or
 - .2 that the meeting or activity may proceed subject to directions as to its conduct and venue to be specified by him; or
 - .3 that, a breach of this Code being possible, the matter be referred to a Panel drawn from the Vice-Chancellor, Pro Vice-Chancellors and Senior Tutor and the former Pro Vice-Chancellors of the University still in full-time employment of the University. The Quorum for the Panel shall be three who shall be chosen by the Vice-Chancellor and in his absence by the Pro Vice-Chancellors for the time being.
 8. If the Organiser will not agree to the arrangements specified by the Registrar for the meeting or activity the matter shall be referred to the Panel.
 9. When a proposal is referred to it, the Panel may decide that the meetings may go ahead in accordance with either Paragraphs 7.1 or 7.2, but if it is satisfied that no reasonably practicable steps can be taken to ensure there will be no breach of University Rules and Regulations, it may decide that the meeting or activity shall not take place on College premises.
 10. When the Panel decides that the meeting or activity may proceed, it shall inform the Registrar who shall in turn notify the Organiser; but where the Panel authorises the meeting or activity it may impose such requirements as are permitted by Paragraphs 13 and 14, and the Registrar shall notify the Organiser in writing of them.
 11. If the Panel decides that the meeting or activity shall not take place, it shall inform the Registrar in writing giving the reasons for its decision; and the Registrar shall in turn notify the Organiser, in writing, both of the decision and of the reasons for it.
 12. Both the Registrar and the Panel have the power to vary at any stage any of their requirements in the light of further information about the proposed meeting or activity save that, once the Registrar has referred the matter to the Panel, he may not change the decision.
 13. Where the Registrar decides initially without reference to the Panel, or where the Panel decides, that the proposed meeting or activity may proceed subject to directions as to its conduct and venue, he or they may direct the Organiser as to the manner in which:
 - .1 entry to a meeting or activity is to be controlled, including, for example, a requirement that identity cards or tickets should be used;
 - .2 the conduct of the meeting or activity is to be controlled, including, for example, the conduct of any debate, or the disposition of any seating or stewarding;and shall invite the Organiser to discuss the arrangements which he or they consider desirable with the Registrar or the Panel.
 14. In addition to the conditions set out above the Registrar and the Panel have discretion to lay down further conditions, if appropriate, after consultation with the police. They may, for example, require the designated meeting or activity to be declared public (which would permit a police presence). They may arrange for University staff to be responsible for all security arrangements connected with the meeting or activity and appoint a member of staff as "Controlling Officer" for the occasion and may stipulate that the media are to be excluded. [The Council has confirmed that the contracts of employment of Porters/Cleaners do not require them to undertake duties as Stewards at meetings covered by the Code. As indicated in Section 6.12 the Organiser will be responsible for appointing Stewards].
 15. In exceptional circumstances the Vice-Chancellor or in his absence one of the Pro Vice-Chancellors shall have the authority to vary the procedures contained in this Code relating to notifiable meetings or activities.

16. The cost of any of the measures shall normally be borne by the Organiser of the meeting.
17. If during the course of the meeting the Registrar or the Controlling Officer to whom the Registrar has delegated authority believes that
 - .1 A person will be injured should the meeting or activity, continue, or
 - .2 that damage to property will occur should the meeting or activity continue, or
 - .3 a breach of the law will occurhe/she shall adjourn or conclude the meeting or activity.
18. Organisers have a duty to see that nothing in the preparations for or conduct of a meeting or activity infringes the law or the University Rules and Regulations. This includes an obligation to prevent conduct likely to cause a breach of the peace or incitement to illegal acts.
19. The Chairman of the meeting has a duty so far as possible to ensure that both audience and the speaker act in accordance with the law and this Code during the meeting. In case of unlawful conduct or conduct in breach of the University Rules and Regulations the Chairman is required to give appropriate warnings and, in case of continuing unlawfulness or breach, to require the withdrawal or removal or persons concerned by the stewards or security staff.
20. No article or objects may be taken into the building where the meeting is taking place, or be taken or used elsewhere on college premises, when they are intended or may be likely to lead to injury or damage.
21. Premises used for meetings or activities must be left in clean and tidy condition in default of which the Organisers may be charged for any additional cleaning and repairs that are subsequently required. A payment in advance or evidence of ability to pay these costs may be required.
22. Infringements of, or departures from these procedures in whatever respect will render those responsible subject to disciplinary action as specified in the Code of Practice.
23. Any member of staff or student of the University who prevents any other member of staff, student or member of the University, or any speaker invited under the procedures of this Code of Practice, from exercising his or her right to freedom of speech within the law and within the usual rules of public debate, when that person is participating, or attempting to participate in any meeting or activity authorised by the University shall be in breach of University rules.
24. Without prejudice to the generality of Paragraph 23 any member of staff or student of the University who so disrupts any meeting or activity authorised by the University, or any of the arrangements made or being made to organise such a meeting or activity, such that it is, in practice, impossible for any other member of staff, student or member of the University, or for any visiting speaker to commence, continue or conclude the meeting or activity is in breach of University rules.
25. Any member of staff or student of the University who, without an honest and reasonable excuse, fails to comply with any duties imposed by the Code on Freedom of Speech, or with any reasonable requests made by the Registrar or Panel or by the Chairman of any meeting where a breach of the Code is anticipated or is taking place is in breach of University rules.
26. In the case of students, any breach of the provisions of Paragraphs 23, 24 and 25 shall constitute a breach of rules under the University Rules and Regulations for Students.

APPENDIX 2

COMPLAINTS PROCEDURE

1. This procedure applies to complaints made by a student against an Academic Department, Faculty or non-Academic Department. Where complaints from a significant number of students are based upon disruption caused by circumstances beyond the University's control (for example, industrial action) the procedure set out in paragraph 13 below will apply.
2. The following general principles apply to all cases.
 - (a) Disputes should be resolved at the lowest level possible in the procedure. In the interests of harmonious relationships informal procedures should, so far as is reasonably practicable, be exhausted prior to entering the formal procedure.
 - (b) At any stage in the formal procedure the parties may be accompanied by a friend, representative of the Guild or a Trade Union recognised by the University, or any other member of the University community.
3. Any student who has a complaint should, in the first instance, seek to resolve the matter in an informal manner. This may involve his or her personal tutor, another member of the academic staff or other appropriate person. In the case of a collective complaint (not involving allegations against a named individual) the appropriate Staff Student Consultative Committee may be involved. These informal proceedings will not prejudice the formal procedure outlined below.
4. Where informal proceedings have been exhausted without successful resolution of the matter the student may make a written complaint to the Head of the Department against which the complaint is made.
5. Upon receipt of a written complaint the Head of Department must, within one week, interview the complainant and any other person who may be involved.
6. Following such an interview:
 - (a) The Head of Department may seek to resolve the matter by mediation. He or she may act as mediator or arrange for an agreed third person to undertake this task. If mediation fails the Head of Department must immediately report the matter in writing to the Dean of the Faculty; or
 - (b) if the Head of Department feels that the matter involves him or her in a clear conflict of interests, or if he or she feels that the complaint is against the Faculty or the University, then he or she must immediately report the matter in writing to the Dean of the Faculty.

If the matter falls within the University Disciplinary Procedures (students or staff) the Head of Department must initiate those procedures and any action under this procedure will be suspended.
7. Any referral to the Dean under paragraph 6 must be accompanied by a copy of the complaint, any written evidence that may have been submitted and the Head of Department's comments on the case.
8. The Dean, upon receipt of a report under paragraph 6, must:
 - (a) determine the matter on the basis of the written documents; or
 - (b) interview (separately or together) the parties to the dispute and determine the matter; or
 - (c) where he or she feels that there is a conflict of interest, refer the case to the other Deans for them to proceed under 8(a) or 8(b); or
 - (d) establish a panel to hear the complaint and determine the matter.
9. Within three days of a determination under paragraph 8 the Dean must prepare a report outlining the case and the reasons for the decision. Copies of this report must be sent to the Pro Vice-Chancellor, the Registrar, the relevant Head of Department, the complainant and any other party to the dispute.
10. Any party to the dispute may appeal to the Pro Vice-Chancellor on one or more of the following grounds:
 - (a) the above procedure has not been followed;
 - (b) the principles of natural justice have not been complied with; or
 - (c) there is new evidence pertaining to the decision which was not originally submitted and that its absence materially affected the outcome.

In the case of an appeal under 10(c) the person wishing to introduce new evidence must show good reason why it was not introduced earlier in the complaints procedure.

11. When hearing an appeal the Pro Vice-Chancellor may, in addition to consulting appropriate persons, invite the parties for interview. The decision of the Pro Vice-Chancellor is final, subject to the provisions referred to in paragraph 13 below.
12. In the case of a complaint against a non-academic Department the reference to Head of Department means the person accountable to the Officers listed below, for the running of that Department. The references to the Dean in paragraphs 6, 7, 8 and 9 are to be read as references to the Officers listed below. Paragraph 8(c) does not apply to complaints against non-academic Departments. The Heads of non-academic Departments are accountable as follows:

The relevant Officers are:

Registrar and Secretary

Arts Centre
Careers Advisory Service
Estates Office
Human Resources Office
Residential Services
Sports Centre
Student Support
Welsh Language Services

Director of Planning and the Academic Registry

Academic Office
Deans' Office
Planning Office
Recruitment and Admissions

Director of Finance

Finance Office
Income Services

Director of Information Services

All sections of IS

Director of Student Support

All Resident Tutors in halls

13. Student complaints arising from industrial action by University staff will be considered by a Panel of Deans in the first instance. Deputy Deans will be able to serve on the Panel if a Dean is unavailable.
14. The Panel will operate on the basis of the procedure set out in Paragraphs 8(a), 8 (b) and 9 above.
15. Appeals against the Panel's decision may be made to the Pro Vice-Chancellor, as set out in paragraphs 10 and 11 above.
16. Once all internal procedures have been exhausted a candidate may submit a complaint to the OIA (Office of the Independent Adjudicator). Any such complaint must be submitted by sending a completed *Scheme Application Form* together with all relevant information to the OIA within three months of the date on the Completion of Procedures Letter from the University on completion of the internal procedures. A Scheme Application Form can be obtained from the Academic Secretary, downloaded from the OIA website www.oiahe.org.uk or by telephoning or writing to the OIA at the following address:

OIAHE, 5th Floor, Thames Tower, Station Road, Reading, RG1 1LX.
Telephone: 0118 959 9813
Email: enquiries@oiahe.org.uk

APPENDIX 3

POLICY ON PUBLIC INTEREST DISCLOSURE

Introduction

1. The University is committed to the highest standards of openness, probity and accountability. It seeks to conduct its affairs in a responsible manner taking into account the requirements of the funding bodies and the standards in public life set out in the reports of the Nolan Committee.
2. Where an individual discovers information which they believe shows malpractice or wrongdoing within the organisation then this information should be disclosed without fear of reprisal, and may be made independently.
3. It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Institution; nor may it be used to reconsider any matters which have already been addressed under harassment, grievance or disciplinary procedures. It is reasonable to expect members of the University to use the procedures set out in this policy rather than air their complaints outside the University.

Scope of Policy

4. This policy is designed to allow members of the University to raise concerns at a high level and/or to disclose information which the individual believes shows malpractice or impropriety.
5. A number of policies and procedures are already in place including grievance, harassment and discipline. This policy is intended to cover concerns which are in the public interest, that may (at least initially) be investigated separately and might then lead to the invocation of such procedures. These might include:
 - financial malpractice or impropriety or fraud;
 - failure to comply with a legal obligation or with the Statutes, Ordinances and Regulations of the Institution;
 - dangers to health and safety or the environment;
 - criminal activity;
 - academic malpractice;
 - improper conduct or unethical behaviour;
 - attempts to conceal any of the above.

6. Protection

This policy is designed to offer protection to members of the University who disclose such concerns provided the disclosure is made to an appropriate person or body (see section 10 below):

- (a) in good faith, and
- (b) in the reasonable belief of the individual making the disclosure that the matter(s) disclosed show(s) evidence of malpractice or impropriety.

7. Confidentiality

The University will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required. It is recognised that he or she may wish to discuss the matter in confidence with the Guild of Students in order to receive advice and support.

8. Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the University. In exercising this discretion, the factors to be taken into account will include:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from alternative credible sources.

9. Untrue Allegations

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action will be taken against the individual concerned.

Procedures for Making a Disclosure

10. Initial Step

The individual should make the disclosure in person and/or in writing to the designated person, normally the Registrar and Secretary, who will immediately inform the Vice-Chancellor.

- In cases involving financial malpractice, the Registrar and Secretary should act throughout in close consultation with the Vice-Chancellor, as the Accounting Officer for the University's public funding.
- If the disclosure is about the Registrar and Secretary then the disclosure should be made directly to the Vice-Chancellor. If the disclosure is about the Vice-Chancellor the Registrar and Secretary will immediately inform the President of the University.

APPENDIX 4

OMISSION OR MISREPRESENTATION OF SIGNIFICANT INFORMATION DURING APPLICATION OR AFTER REGISTRATION

OMISSION OR MISREPRESENTATION OF ACADEMIC INFORMATION

1. All applications are considered by the University on the basis of information provided by the applicant. The UCAS handbook states: "All decisions by Universities/Colleges are taken in good faith on the basis of statements made on your application form. If the institution discovers that you have made a false statement or have omitted significant information on your application form, for example in examination results, it may withdraw or amend its offer, or terminate your registration at that institution, according to the circumstances."
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 he/she holds the appropriate qualifications that were stipulated for admission.
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.
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 Dean of the relevant Faculty will consider the case.
5. The student will be invited to attend an interview with the Dean either alone or in the company of a fellow student of the University, a representative of the Guild of Students or a member of his or her family.
6. The penalties open to the Dean will be:
 1. to impose certain condition on the student being able to continue in the University.
 2. to require the student to withdraw temporarily or permanently.
7. The student will have a right of appeal to the Academic Progress Committee under the terms of the Academic Regulation on Academic Progress. In making the appeal the student must give grounds for not making the new evidence available earlier.

OMISSION OR MISREPRESENTATION OF MEDICAL CIRCUMSTANCES

8. Undergraduate students are advised by UCAS to inform the University at the application stage of any medical or other circumstances that might necessitate special arrangements or facilities. This information is confidential and restricted to appropriate members of staff within the University.
9. Postgraduate students are asked to declare as part of their application form that they enjoy good health and are not suffering from any disease likely to interfere either with their studies or with the health of other students. At registration, all students make similar declarations.
10. Students must complete the confidential Medical Questionnaire and inform the University Medical Centre thereafter of any significant changes in their medical circumstances.
11. Students must abide by the professional advice offered by the University Medical Officer and the Director of Student Support, as appropriate. Failure to abide by this advice may affect the well-being of the student and/or others and may result in disciplinary proceedings being taken by the University.
12. A Panel consisting of the Director of Student Support and the University Medical Officer will consider the case and rule accordingly. The student will be invited to attend an interview with the Panel either alone or in the company of a fellow student of the University, a representative of the Guild of Students or a member of his or her family.
13. The penalties open to the Panel will be:
 1. to impose certain conditions on the student being able to continue in the University.
 2. to require the student to withdraw temporarily or permanently.
14. The student will have the right of appeal to the Pro Vice-Chancellor (Learning and Teaching). Such an appeal must be based on evidence not previously submitted to the Panel. In making the appeal the student must give grounds for not making the new evidence available earlier.

1. GUIDELINES FOR DEALING WITH HARASSMENT OR BULLYING

- .1 Aberystwyth University is committed to providing equality and diversity. It endeavours to be inclusive, valuing the diverse nature of its staff, students and community.
- .2 If you feel that you are being subjected to harassment or bullying in any form whether by a fellow student or a member of staff, do not feel that it is your fault or that you have to tolerate it, you can seek advice or redress in the following ways.
- .3 Talk about the problem with your friends or any of the organisations or individuals named on the list below, all of whom are willing to discuss incidents or problems however large or small they may seem. Any of the people mentioned could advise you on a course of action or take the matter up on your behalf. They may suggest a way of resolving the problem which you have not thought of. Do not hesitate to contact someone even when an incident occurs only once, if you are concerned about it. Any discussions will be confidential and further action involving you will not normally be taken without your express permission; in particular the person about whom you are complaining will not be given your name as a complainant without your express permission.
- .4 If you feel able to make it clear to the person causing you offence that such behaviour on that person's part is unacceptable to you this may in some instances be sufficient to stop it. If you feel unable to tackle the person concerned this does not constitute consent to the harassment or bullying nor will it prejudice any complaint you may wish to bring.
- .5 If the harassment or bullying continues (or if the harassment or bullying is of a more serious nature than can be dealt with by the above means) you are advised to seek a confidential interview with your tutor, supervisor or other members of staff of the University or someone on the list below.
- .6 You may wish to be accompanied at such an interview by a friend or adviser and this wish will be respected. The purpose of the interview will be to discuss the nature of the problem and to arrive at a solution which is acceptable to all parties.
- .7 If the problem is serious or has not been resolved by the above means then you or someone acting on your behalf may make a formal complaint which will lead to initiation of the appropriate disciplinary procedures. It may be useful for you to have kept a note of details and dates of any relevant incidents which distress you, including a note of the ways in which the incidents cause you to change the pattern of your work or social life.

2. CASES OF PHYSICAL OR SEXUAL ASSAULT ON STUDENTS

- .1 If you have been attacked, seek help immediately. In particular you should report the attack to the police. Any of the suggested contacts named in the list below will willingly give you support and help you decide what to do. If you go to them further action involving you will not normally be taken without your express permission. You will be advised on what to do but you have the choice. For your own protection and for the protection of others it is important that the offender is dealt with. If you decide to go to the police you will not be asked to go alone, unless you so wish.
- .2 If you have been sexually assaulted or raped seek medical help and advice immediately. Information on locally available advice and help for females and males who are the victims of sexual assault or rape is provided in the list below.

3. SOURCES OF HELP WITHIN THE UNIVERSITY FOR STUDENTS WHO MAY HAVE BEEN HARASSED OR BULLIED

Head of Department
Tutor or Supervisor
Dean or Deputy Dean of Faculty
Dean of Postgraduate Studies
Pro Vice-Chancellor (Learning and Teaching) (Tel 62/2008)
Director of Student Support (Tel 62/2955)
University Medical Officer (Tel 62/2087)
Students Union Welfare Officer (Tel 621741)
Halls: Residential Tutor

Other sources of help are available outside the University (eg the Samaritans or Victim Support).

4. SOURCES OF ADDITIONAL INFORMATION

www.aber.ac.uk/en/hr/qualopp

APPENDIX 6

STATEMENT ON CONFIDENTIALITY

- a) The confidential nature of information provided by students will be respected by the University.
- b) Confidential information will only be shared within the University on a need to know basis. Any student wishing to restrict the sharing of such information should make his or her wishes known to the appropriate members of staff. Students should be aware of any consequences that may result from non disclosure of relevant information. Normally such wishes will be respected unless to do so would be prejudicial to the best interests of the University community or the interests of safety or security of any person. If, following a request by a student, relevant information is withheld from an individual or University body (for example the Dean, an examination board or the Academic Progress Committee) it will not normally be admissible during any later appeal against the original decision of that individual body.
- c) Subject to any specific restrictions on, or exceptions to, the duty of confidentiality imposed or recognised by the Law, confidential information will only be disclosed to an outside agency or person with the consent of the student to whom the information relates.

CRIMINAL CONVICTIONS

- .1 All applicants are considered by the University on the basis of information provided by the applicant. The UCAS Handbook states:
- 'All decisions by Universities/Colleges are taken in good faith on the basis of statements made on your application form. If the institution discovers that you have made a false statement or have omitted significant information on your application form it may withdraw or amend its offer, or terminate your registration at that institution, according to circumstances.'*
- .2 All application forms (Undergraduate, Postgraduate, Distance Learning) include a question with regard to criminal convictions. The question reads as follows:
- 'Do you have a criminal conviction which will be unspent at the time of your admission to University? You should not include any motoring offence for which the penalty was no greater than a fine and/or three penalty points. If you tick the 'yes' box, the University may ask for further details. If you do not tick either box, your form will be returned for completion.'*
- Please note that if you are convicted of a criminal offence while your application is being processed, you should notify UCAS (in the case of undergraduate applications) or the University (in the case of all other types of applicants) immediately.'*
- .3 Any student who is convicted of a criminal offence whilst registered at the University must inform the Senior Tutor immediately (see Rule 2.17), Students are not required to report any motoring offence for which the penalty was only a fine and/or three penalty points.
- .4 The Senior Tutor, in consultation with the Pro Vice-Chancellor (Learning and Teaching) as appropriate, will determine on the basis of the information received (or will contact the student for further information and/or permission, as necessary, to approach others for further details) whether to recommend further action by the University in the interest of its students and staff.
- The following considerations *inter alia* will be taken into account by the Senior Tutor and/or the Pro Vice-Chancellor (Learning and Teaching):
1. whether the criminal offence has any bearing on the student's suitability to be a member of the University (e.g. violent, sexual or racial crimes, drug dealing);
 2. whether the student has re-offended, and, if so, whether there is a pattern to the re-offences;
 3. whether the criminal behaviour has any bearing on the safety, rights and freedom of other students and staff at the University.
- .5 If the Senior Tutor (in consultation with the Pro Vice-Chancellor (Learning and Teaching) wishes to consider the matter further by interviewing the student, an interview panel, consisting of the Pro Vice-Chancellor (Learning and Teaching), President of the Guild of Students and Senior Tutor, will be arranged.
- The Interview Panel will be required to establish the level of potential risk to the University community (as far as it is possible to ascertain).
- .6 Where the Interview Panel decides in the words of the Human Rights Act that it is *'necessary in the interest of ... public safety ... for the prevention of disorder or crime, for the protection of health or morals, or for the protection of rights and freedoms of others'* to recommend that conditions should be set (e.g. that he/she may not live in or visit halls of residence or University licensed premises), then these conditions will be made explicit, in writing. This letter must also indicate that compliance will be monitored and that the decision of the Panel is passed to certain members of staff of the University (e.g. Hall Wardens, Accommodation Managers or Bar Managers and the Student President as appropriate) on a 'need to know basis'. The student will have a right of appeal against the decision of the panel to the Pro Vice-Chancellor (Learning and Teaching).
- .7 Where the Interview Panel decides that the student poses a continued threat to others in the University community and that a *prima facie* case for rustication or expulsion exists, the matter shall be referred to the University Disciplinary Committee (see 5.7, 5.8 and 5.9 of Rules and Regulations).
- .8 Documentation and information relating to the criminal conviction will be kept for no longer than is necessary for the purpose for which it was provided, namely to ascertain the risk to others. If the decision is taken to impose conditions on a student (as in paragraph 6) the documentation will be made available to University staff on a 'need to know basis'.
- All documentation and information will be destroyed immediately a decision is taken that no conditions are necessary.
- .9 Information provided by students about their criminal convictions will be kept by the Senior Tutor (subject to 8 above) and will not be made available to academic departments.

APPENDIX 8

ARRANGEMENTS FOR THE RECORDING OF ORAL LECTURES BY STUDENTS WITH SPECIFIC LEARNING NEEDS

The University wishes to make every effort to assist students with specific learning needs and, to this end, students with specific learning needs may record lectures in accordance with the procedures outlined below. These procedures were initially agreed between Skill (National Bureau for Students with Disabilities), the Disability Rights Commission (now Equality and Human Rights Commission) and the lecturers' union NATFHE (now UCU).

Adherence to these procedures will ensure that the University is able to make a reasonable adjustment under the terms of the Disability Discrimination Act in respect of providing equal treatment and equal access to educational opportunity for all students regardless of their disability status.

If there are particular reasons why you find it difficult or impossible to take lecture notes (e.g. if you have visual or audio impairments, dyslexia, mobility impairments, etc) and therefore you need to record oral lectures you are advised to follow the following procedures:

- 1 Inform the University's Learner Support Coordinator (Disabilities) of your particular needs. This will assist the University in making appropriate adjustments to improve your student experience and, more specifically, will also help the institution to facilitate the recording of lectures by you.
- 2 Make it clear whether you are happy for lecturers to be told why you are recording lectures in order to help them meet your learning needs, or alternatively whether you wish those reasons to remain confidential.
- 3 You should confirm that you understand that the lecturer will be told that you will be recording lectures, but that the lecturer will not be told the specific reason for this unless you have given permission.
- 4 Understand that the content of lectures remains the intellectual property of the lecturer and forms part of the learning agreement between you and the University.
- 5 If recording a lecture, this recording must be used only for your own personal study; you should not reproduce it or pass it on to anyone else other than for transcription purposes.

If you are unsure of the position in regard to the recording of lectures, or if you have any other relevant learning needs, you are advised to contact the University Disability Officer.