

## I. General Regulations

*These regulations shall be understood alongside the definitions of terms in the Progress Regulations and the Examination Conventions of the University, and shall be read together with any examination conventions specific to the relevant degree programme, as approved by the relevant faculty teaching and learning committee.*

### A. General Requirements

1. Students are responsible for making themselves familiar with all regulations and rules affecting them, and are expected to note all posted notices (whether in electronic or paper form) across the University. They must particularly note all dates of semesters and all **three** examination periods, and note both the times and places where University examinations are to be held.
2. Postgraduate research students are responsible for making themselves familiar with the *Guidelines for Research Students* provided in the Handbook for Research Students and Supervisors.
3. In order to be admitted to the University all students are required to accept the following declaration: *'I hereby promise to conform to the discipline of the University, to the Student Charter and to all Statutes, Regulations and Rules in force for the time being, in so far as they concern me'*. See [www.ncl.ac.uk/pre-arrival/regulations/](http://www.ncl.ac.uk/pre-arrival/regulations/) .
4. Students are, except for absence with good cause, expected to attend all elements of their programme of study, including lectures, seminars, tutorials, practicals, laboratory work, language classes, performances, fieldwork and examinations. A student who does not attend classes for more than three consecutive days shall inform the school or graduate school. A student who is absent between 2 and 7 days must submit a self-certification form (see [www.ncl.ac.uk/students/progress/](http://www.ncl.ac.uk/students/progress/) ); for absences longer than 7 days, a student must submit a medical certificate.
5. Students are expected to comply with any additional regulations and agreements required of them when using computing facilities, the University libraries, etc. The Information Systems and Services (ISS) and Library agreements are available at [www.ncl.ac.uk/iss/getstarted/rules/](http://www.ncl.ac.uk/iss/getstarted/rules/) and at [www.ncl.ac.uk/library](http://www.ncl.ac.uk/library) .
6. The University became a *Smoke Free Zone* with effect from 1st January 2007. Students are expected to comply with this policy, details of which are available at [www.ncl.ac.uk/hr/policy/conduct/](http://www.ncl.ac.uk/hr/policy/conduct/) .
7. Occasional students (those not pursuing an undergraduate or postgraduate programme of study leading to a degree or other qualification awarded by the University and which may include those studying for professional development) are not required to pass any entrance examination, but must satisfy the head of school, or his/ her nominee, of their educational fitness to enter their desired programme of study. Although not registered on

a designated award of the University, these students may nevertheless register for specific modules. If occasional students complete any assessments at the University, the module assessment rules applicable to the rest of the cohort apply.

8. All occasional, exchange and CATS students are subject to the discipline of the University, must register as students, must pay the prescribed fees and must abide by the regulations regarding progress and examination conventions.

## **B. Registration and Module Choice**

9. All students on taught programmes are required to register and be in attendance from the beginning of each stage of the programme. Ordinarily, this is in the first week of studies (induction week for taught programmes). Only exceptionally, and with the special permission of the degree programme director or director of studies, are students permitted to register after this time. An administration fee may be charged to any student who registers late.

(a) Exceptionally students will be permitted to register conditionally, pending verification of essential admission criteria (e.g. health clearance). Students who fail to meet the required criteria will be excluded from further study.

(b) Registration outside induction week is normally permitted only for postgraduate research students.

10. Students registering for modular programmes are required to record their choice of modules for the entire academic year by the end of the induction week of Semester 1. Module choice is subject to the written approval of the degree programme director and must meet the requirements of the relevant degree programme regulations.

11. All transfers between modules must normally be completed before the end of the third week of the semester in which the module commences. Transfers beyond this date are permitted only in exceptional circumstances. Changes to module selection are subject to the written approval of the degree programme director and must be reported to the relevant school or graduate school. Students must also keep a record of the approval to make the change and should check that their registration is correct.

12. Students may be permitted, with the approval of the degree programme director, to select modules other than those listed in their degree programme regulations.

13. Students should note that all modules are offered subject to the constraints of the timetable and to any restrictions on the number of students who may be taught on a particular module. All modules are listed in the relevant degree programme handbook, but are not necessarily offered every year. Degree programme regulations are revised annually.

### C. English Language Policy

14. In order to progress from a pre-sessional English Language training course to a University Degree Programme a student will need to have satisfactorily completed the pre-sessional course.

15. All new students whose first language is not English must take part in a free assessment at registration to assess their level of English language proficiency. A student's performance in the assessment will not prejudice registration, but will identify students who need support in one or more language skills. Such students may be required to undertake free in-sessional language training. This language training may be via credit-bearing modules or non credit-bearing courses and is decided by the degree programme director. Achievement of the desired level of proficiency can be made a condition of satisfactory student progress by the degree programme director or, in the case of a PhD student, by the dean of postgraduate studies, who will communicate this requirement to the student in writing.

Students may be exempted from the language proficiency test if:

- (a) they can provide evidence of English language proficiency at IELTS 7.0 in all four language skills;
- (b) they have been educated in an English-speaking country as defined in the list of exempted countries (see *the English Language Policy, available at [www.ncl.ac.uk/regulations](http://www.ncl.ac.uk/regulations)* )
- (c) they can provide other evidence of a high level of competence in English, for example successful completion of 'A' levels or an undergraduate programme taught through the medium of English.

*Note: Exemptions from the University's English Language Proficiency Test can be granted only by INTO Newcastle Centre Director (or agreed nominee) on behalf of Newcastle University.*

### D. Accreditation of Prior Learning

16. An applicant who has studied at another institution, or has studied or gained appropriate experience at Newcastle University, may be admitted directly to the second stage of the degree programme (or the third stage in the case of a four-year degree) in accordance with the University's policy on *Accreditation of Prior Learning* (APL) at [www.ncl.ac.uk/aqss/qsh/](http://www.ncl.ac.uk/aqss/qsh/) and with the approval of the admissions selector. The student will need to make the case that the modules he or she studied elsewhere have resulted in *equivalent learning*.

17. Students admitted to any degree programme on the basis of APL will not be required to relinquish any previous Higher Education Certificate or Higher Education Diploma award from this or any other higher education institution.

18. The maximum credit for which APL can be offered is one third (i.e. 120 credits) of a 3-year undergraduate degree, one half (i.e. 240 credits) of a 4-year integrated masters degree and one half of the taught component of postgraduate certificates, taught doctorates and the Integrated PhD. The maximum credit for which APL can be offered on other postgraduate taught

programmes (diploma or masters) is 40 credits, unless an individual exemption is approved by the relevant Dean of Postgraduate Studies.

19. In all cases where APL has been approved, the classification of an award shall be determined only on the basis of modules studied at Newcastle University. The board of examiners considering a student who has been admitted to a degree programme with exemption from some modules beyond Stage 1 (on undergraduate programmes) shall ensure that the decision regarding classification is made in accordance with the weighting specified in the degree programme regulations. This requires that it is the average mark on the reduced number of modules studied at Newcastle University that is used in the calculation leading to an award, together with the specified weighting of the stages.

## **E. Fees**

20. Fees and other charges shall be paid at the times prescribed by the University. It is a condition of registration that students have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole period of study at the University.

21. Students who are supported by grant awarding bodies or other sponsors or are deferring tuition fees by means of a fee loan from the Student Loans Company (SLC) shall provide the necessary information for the University to secure payment from the body concerned. Other students will be classified as self-supporting and will be responsible for the payment of their own fees.

22. Home and EU undergraduate students are not required to pay their tuition fees whilst they are a student. Instead, students may choose, if they wish, to defer the payment of all or part of their fees until after they have graduated. In order to defer the payment of fees (in full or in part), students must take out a fee loan through the SLC (Student Loans Company). The SLC will then pay the tuition fee to the University on behalf of the student.

23. Home and EU undergraduate students who choose not to defer their tuition fees will be invoiced for payment in three instalments. Composition fees due from self-supporting students are payable in two instalments: at registration and the following January. Students who do not pay by the due dates may be liable to an administration charge of £25. Details of payment options are available from the Finance Office.

24. Residential charges for students in University accommodation must be paid in accordance with the invoice issued by the Accommodation Office; details of payment options are available from the Accommodation Office. Students who cannot show good cause for late payment, and give a satisfactory undertaking to pay, may be subject to sanctions outlined in the *University Credit Policy*, and may be expelled from a University residence. For details see [www.ncl.ac.uk/internal/finance/creditpolicy/index.htm](http://www.ncl.ac.uk/internal/finance/creditpolicy/index.htm) .

25. It is the responsibility of students to notify the University, in writing, if they are in financial difficulties and unable to pay their charges by the due date, explaining the reason for the difficulties and their proposals for payment.

26. Where there are any delays in the payments of tuition fees (or other charges relating to academic study at the University), whether by students themselves or by a grant awarding body or other sponsor, and where those students cannot show reasonable cause and give a satisfactory assurance as to payment, the Academic Registrar or nominee may determine an appropriate sanction. Sanctions may include:

- (a) suspension of the student's Information Systems and Services (ISS) account, and thus access to University controlled facilities such as ISS clusters and the Library;
- (b) denial of the opportunity to sit University examinations or to have assignments assessed;
- (c) denial of access to other University facilities, or such sanctions as may be approved from time to time by the Academic Registrar;
- (d) exclusion from further study in the University. In special circumstances a student so excluded may be readmitted to the University on the authority of the Academic Registrar, on payment of all outstanding fees and debts to the University together with an administration charge.

27. No degree, diploma or other qualification shall be conferred upon students who have not fulfilled their financial obligations to the University, or are subject to ongoing disciplinary procedures.

## **F. Discipline**

28. Any student who has registered and signed the Declaration is subject to the discipline of the University.

29. All students subject to the discipline of the University are required, at all times during their periods of study, to be of good behaviour, and to observe all regulations affecting them which may be made from time to time by the University or other institutions which they attend as part of a University programme of study.

30. Any student subject to the discipline of the University shall be liable, in cases of misconduct, to such punishment as set out in the *Student Disciplinary Procedures* at [www.ncl.ac.uk/students/progress/](http://www.ncl.ac.uk/students/progress/). Misconduct may include being found guilty of an offence in the criminal courts.

31. Students are required to make good, to the satisfaction of the University, any damage or injury they may cause to the property of the University, or to any other institution attended as part of a University programme of study, or to the property of individuals.

32. The University is legally required to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers. This requirement also extends to the use of University premises, which must not be denied to any individual or body of persons, on any grounds connected with the beliefs or views of that individual, or of any member of that body, or with the policy or objectives of that body. All persons subject to the discipline

of the University must comply with the code of practice approved from time to time by the University for the purpose of meeting these statutory requirements.

33. The University is legally required to take such steps as are reasonably practicable to ensure adherence of members, students and employees of the University to the *Copyright, Designs and Patents Act 1988* and to the *Copyright Licensing Agency and Educational Recording Agency Licensing Agreements*. Provisions of the Act, and the agreements, are available in all schools, and all persons subject to the discipline of the University must comply with these requirements. Failure to comply with the relevant legislation may result in legal action against individuals and the University.

## **G. Fraudulent Applications**

34.

- (a) The Academic Registrar may exclude from the University a student who gains admission to the University by either
  - (i) providing materially false or misleading information or
  - (ii) not disclosing information that would materially and adversely have affected the determination of the application.
  
- (b) Such an exclusion shall not affect the University's contractual right to
  - (i) payment for the provision of tuition and other services provided up to the date of exclusion and
  
  - (ii) compensation for direct and any consequential loss caused to the University.

35. Any student excluded under the preceding regulation shall have the right of appeal under the University *Student Disciplinary Procedures* at [www.ncl.ac.uk/students/progress/](http://www.ncl.ac.uk/students/progress/) .

36. The Academic Registrar may either: (i) withdraw any offer of admission to study at the University; or (ii) cancel any acceptance of such an offer where the offer has been induced by the provision of materially false or misleading information, or by the non-disclosure of information that would materially have affected the determination of the application for admission.

## **H. Tutors**

37. Every student will have access to tutorial support. The purpose of this is to support students' personal and general academic development through an ongoing personalised point of contact with the University. Further details are provided in the Framework for Personal Tutoring <http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-latesub-pol.pdf>

38. A student may request a change of tutor. The student should consult either the relevant head of school or senior tutor.

## **J. Registered Students having Sabbatical Status**

39. Persons appointed to any office which Senate and Council from time to time approve formally as having sabbatical status must be full-time registered students of the University.

40. Graduates of the University shall be registered as full-time students for the academic year following the year in which they graduate, if elected for that year to one of the offices which Senate and Council from time to time approve formally as having sabbatical status. This also applies for the following academic year, if re-elected to one of these offices.

41. No-one shall hold sabbatical office (or offices) for more than two academic years, whether consecutively or in total. An academic year for the purpose of this regulation shall be defined as the year, or such part of a year served, for which student sabbatical officers are normally elected, which normally commences in July.

42. The special provisions and exemptions which sabbatical officers may claim in respect of University and degree programme regulations are described in the *Undergraduate Progress Regulations J42 and J43* at [www.ncl.ac.uk/regulations/](http://www.ncl.ac.uk/regulations/). These provisions for sabbatical officers shall apply unless such an officer informs the Academic Registrar, by the end of the induction week of Semester 1, of an election not to rely on such provisions and exemptions, in which case the *Undergraduate Progress Regulations* shall apply normally to the officer concerned.

## **K. Academic Dress**

43. Academic dress in the form prescribed by Senate shall be worn at all graduation ceremonies of the University and at such times and on such occasions as may be prescribed by Senate.

## **L. University Accommodation**

44. All students who take up places in University accommodation shall do so for the full academic year, unless other arrangements are explicitly prescribed for a particular University residence. In exceptional cases or if a substitute is found who is acceptable to the warden in question or where there is no warden, to the Accommodation Office, this rule may be relaxed at the discretion of the warden or of the Accommodation Office as appropriate. Additionally, students in a hall of residence may apply to transfer to non-catered University accommodation within the first six weeks of the start of the academic year on agreement to pay a fixed transfer fee at a rate to be determined annually by the University.

## **M. Change of Address**

45. Students shall immediately notify their school, faculty or graduate school office of changes to their home or local address. It is particularly important that the school has a student's contact details during and following

the Semester 2 assessment period in order to send details of examination and other assessment results. Students are encouraged to check, through the Student Self-Service Portal (S3P) or otherwise, that these details have been correctly recorded. The Student Self-Service Portal is accessible at <https://s3p.ncl.ac.uk/login/index.aspx>

## **N. Health**

46. Students, other than those living at home, are required to bring their National Health Service medical cards with them when they come into residence, and to register under the National Health Service with a local medical practitioner or make other local arrangements.

47. Any student who is suffering from an illness deemed, on the advice of medical authorities and/or Student Wellbeing, to represent a significant risk to themselves or others shall not attend the University until satisfactory medical evidence is presented that there is no longer any risk.

48. In the event of an infectious illness, the University will consult the Health Protection Agency (HPA) to ensure that appropriate steps are taken to minimise the risk to the student him/herself or to others. Students will be bound by the measures put in place to minimise the risk of spreading of the illness. Such measures may include conditions relating to study patterns or accommodation.

## **P. Conferment of Qualifications**

49. A University qualification shall be deemed to be conferred on publication of the relevant pass list, authorised by the Academic Registrar. However, the University reserves the right to correct any errors that are subsequently identified on such lists.

50. Students who wish to attend their graduation ceremony shall make an application to do so in the form prescribed, and must pay such fees as may be prescribed. Students who fail to apply may be excluded from the ceremonies. Only students on whom a degree has been conferred shall be eligible to attend graduation.

51. Graduation ceremonies shall be held at such times and places, and in such manner as Senate may prescribe.

52. Students whose programme title changes during the course of their degree may seek permission from the degree programme director to graduate with the programme title under which they first registered. If such an adjustment is not requested, students will, by default, graduate with the new programme title.

## **R. Assessments and Conduct of Examinations**

53. All students offering themselves for any examination shall abide by the rules governing the conduct of University examinations published by the Academic Registrar ([www.ncl.ac.uk/examinations/RULES.htm](http://www.ncl.ac.uk/examinations/RULES.htm)). Without

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prejudice to the generality of the rules governing the conduct of examinations, students shall not in any examination commit any act that constitutes an examination irregularity, including the possession of prohibited materials, the use of any prohibited means of assistance or any dishonest conduct affecting the integrity of the assessment attempt. Regulation 57 shall apply to any such irregularity. Alternative arrangements may be made for students with permanent or temporary disabilities in accordance with the Disability Support Services' *Assessment and Examination Provision* ([www.ncl.ac.uk/students/wellbeing/disability-support/examinations/](http://www.ncl.ac.uk/students/wellbeing/disability-support/examinations/)).

54. Registration of module choice for a degree programme, or other programme of study, shall constitute registration for the assessment associated with the module concerned.

55. Students are required to present themselves for all components of an examination for which they have entered. Students who fail to so present themselves will be subject to the terms of the *Examination Conventions*, except where the consideration of an 'aegrotat' degree is appropriate.

56. Students are responsible for retaining all forms of assessed work returned to them after marking. Assessed work so retained may be recalled from students, if required by external examiners or for examination review purposes, or for quality assessment or audit purposes. Rules governing the arrangements for the retention and recall of assessed work shall be specified in the relevant degree programme handbook.

57. (a) Any person entrusted with the superintendence of a University examination shall, on the discovery of any irregularity in the conduct of a candidate within the examination room, warn the candidate of the nature of the suspected irregularity, confiscate any illicit material, and tell the candidate that a report of this event will be made in writing to the chairman of the board of examiners and to the Academic Registrar. In the case of an examination irregularity, the student will be warned of the nature of the offence. The University's procedures governing assessment irregularities are available a [www.ncl.ac.uk/students/progress/](http://www.ncl.ac.uk/students/progress/).

(b) The candidate shall be subject to such academic consequences as the board of examiners may determine with regard to the marking of the work and may also be subject to disciplinary action as determined by the chair of the board of examiners or the Academic Registrar, as appropriate, in accordance with the University *Student Disciplinary Procedure and Procedure for Assessment Irregularities*, both available at [www.ncl.ac.uk/students/progress/staff-resources/procedures.htm](http://www.ncl.ac.uk/students/progress/staff-resources/procedures.htm)

58. Any student whose examination script, or other work submitted for assessment towards a degree, diploma or other qualification to be granted by the University, contains the unacknowledged work of another, either verbatim or in substance, or contains fabricated research results, or is found to be a case of self- plagiarism, shall be subject to the provisions of Regulation 57 above.

### Deferral of Examinations

59. In respect of an examination, students may apply to defer attempting the examination if they are prevented from attending or completing it by illness or other circumstances acceptable to the Programme Extenuating Circumstances Committee.

### Extraordinary Examinations

60. If a student would be seriously disadvantaged by having to wait for the next ordinary occasion of examination, application for an extraordinary examination shall be submitted to the University Concessions Committee on behalf of the student.

61. For purposes of determining the number of occasions on which a candidate may sit an examination, an extraordinary examination or approved deferral counts as the same occasion of examination as the examination for which it was granted.

62. Students:

- (a) who fail to present themselves for a component of an examination for which they have entered *and*
- (b) to whom regulations 59 or 60 above do not apply shall be awarded a mark of zero for this component of the assessment.

## **S. Safety**

63. The University, through its risk assessments, aims to ensure that this is a safe place for students to study and undertake research. Students and others must comply with the University's arrangements for safety and occupational health which are set out in the *University Safety Policy* ([www.safety.ncl.ac.uk/Home.aspx](http://www.safety.ncl.ac.uk/Home.aspx)) and the respective school safety policies. It is especially important that the University fire safety rules are complied with as these are in place in order to protect lives. There are additional specific policy supplements and guidance available on the University Safety Office website and the Occupational Health Service website at [www.ncl.ac.uk/occupationalhealth/](http://www.ncl.ac.uk/occupationalhealth/). Assistance can be obtained from the school safety officers on all safety and occupational health issues and, if necessary, from the University Safety Office. Failure to comply with the *University Safety Policy* is a disciplinary matter. For some high hazard work, students may be expressly required by law to undertake training which is provided by the University Safety Office.

## **T. Suspension or Termination of Studies.**

64. The University reserves the right to suspend or terminate a student's studies. This will generally be in accordance with normal academic regulations or procedures noted within University Regulations. In addition, to comply with the University's license with the United Kingdom Border Agency, the Academic Registrar may terminate a student's studies if the student is found to be in breach of their visa conditions.

## **U. Disclaimer and Emergency Situations**

65. The University shall not be liable for non-performance of any obligation where performance is prevented by acts, events, omissions or accidents beyond the reasonable control of the University including without limitation: strikes, lockouts or other industrial disputes (whether involving the workforce of the party so prevented or of any other party); failure of a utility service or transport network; Act of God, terrorist attack, nuclear, chemical or biological contamination; disease, sonic boom, war, riot, civil commotion, malicious damage; compliance with any law or governmental order, rule, regulation or direction; accident, breakdown of plant or machinery; fire, flood or storm; or the default of suppliers or sub-contractors.

66. Module assessment arrangements approved by the faculty teaching and learning committee may be adjusted by the chair of that committee, in emergency circumstances, if a University-wide emergency has been declared by a resolution of Senate, to approve that a final assessment mark for a module may be based otherwise than on all the normal component assessments, provided, however, that such components amount to at least 50% of the normal assessment requirements. Exceptionally, and only if a Head of School declares that a Board of Examiners cannot be convened or declares that it is unable to make decisions on a significant number of students, the Chair of Faculty Teaching and Learning Committee for the Faculty has the authority to convene a Faculty Review Board to consider the results for all students on the affected programme(s).

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