

Statement of Student Academic Rights and Responsibilities

This guidance provides further details about your academic rights and responsibilities. It should be read in conjunction with the [Student Charter](#)

Students enrolled on research, professionally accredited or distance-learning programmes, or who are based at one of the University's international campuses, may have additional responsibilities or be subject to alternative arrangements; these are detailed in their programme handbooks.

The spirit of these expectations applies to all University colleagues and students, regardless of location, stage or mode of study.

1.1. Standards of Personal Conduct

All members of the University community are expected to:

- Treat others with courtesy, fairness and dignity;
- Express opinions in a mature, respectful and constructive way;
- Demonstrate courtesy and respect in all verbal and written communications, including via email and social media.
- Comply with UK laws (and for our overseas campuses, the laws of the country in which your campus is based);
- Respect the needs of our diverse community and promote an inclusive environment that challenges all forms of discrimination, harassment, intimidation and victimisation;
- Observe a general duty of care to others, the University and any relevant professional body;
- Treat facilities with care and respect both on campus and in the community. This includes observing the University's rules for the use of IT facilities;
- Behave responsibly on campus, in University accommodation and in the community;

1.2. Your Academic Study

All students are expected to:

- Take responsibility for your own time management, learning, and programme choices;
- Familiarise yourself with the requirements of your Programme Handbook or Research Handbook;
- Undertake sufficient study to meet the requirements of your programme;
- Reflect critically on the subjects you study;
- Make positive contributions to group-work/research groups and treat other group members with respect;
- Manage your University email account and regularly check the electronic notice boards for your programme;
- Seek advice and support promptly when issues arise;
- Fulfil any agreements you have made about your programme of study.

In addition, **research students are expected to:**

- Discuss and approve your learning agreement with your supervisory team, submit a project proposal and preliminary ethical screening. Where the preliminary ethical screening indicates that full ethical approval is required, follow the University's ethical review process.

You **can expect** to:

- Receive support to develop as an independent, self-directed learner and critical thinker;
- Receive timely and relevant information about what is expected of you and the support available to you;
- Be given reasonable notice of changes to your programme of study, timetable or curriculum, where these are known in advance;
- Have contact with academic colleagues at a level that is appropriate to your stage and programme of study;
- Have access to a Personal Tutor (taught students) or Supervisory team (research students);
- Have access to appropriate tools and facilities for your study;
- Receive fair and consistent treatment, in line with University regulations, policies and procedures.

1.3. Assessment and Examinations

All students are expected to:

- Be available for examinations during all formal examination periods, including Annual Progress Reviews for Research Students;
- Check your examination timetable carefully and arrive on time for examinations;
- Submit in-course assessed work on time, unless you have obtained an extension;
- Take proactive responsibility for telling your tutor and other relevant University colleagues about anything that might affect your learning or assessment. (The Personal Extenuating Circumstances (PEC) procedure is available at www.ncl.ac.uk/students/progress/student-resources/help/).

You can expect:

- To receive clear and timely information about assessments;
- To be assessed via a range of different methods;
- Fairness in the design and marking of your assessments;
- To receive your marks and feedback in a timely manner.

1.4. Academic Conduct

All students are expected to:

- Maintain high standards of academic conduct and honesty;
- Familiarise yourself with the guidance provided on good academic practice, paying specific attention to the guidance on avoiding academic misconduct, such as plagiarism or the purchase/misuse of the work of others;

- Ensure that your submitted work is your own and that you acknowledge appropriately any use of the work of others, as recommended at <https://www.ncl.ac.uk/academic-skills-kit/>
- Abide by the Rules Governing the Conduct of Examinations which can be found at www.ncl.ac.uk/examinations.

You can expect:

- To receive information on good academic practice, including the avoidance of plagiarism;
- The University to use plagiarism detection software.

1.5. Tutorial/Supervisory Support

All students **are expected to:**

- Attend all scheduled meetings with your tutor/supervisor and arrange additional meetings where required;
- Respond promptly to any communication from your tutor/supervisor;
- Ensure that you keep a record of your meetings, which should include a summary of your discussion and any agreed actions;
- Take the opportunity to raise problems as soon as possible after they arise;
- Let your Academic Unit and tutor/supervisor know as soon as possible when you are ill or have another good reason for non-attendance or for failing to meet deadlines;
- Discuss reference requests with your tutor/supervisor in a timely manner.

You **can expect** your tutor/supervisor to:

- Meet you within four weeks of the beginning of your programme of study;
- Respond to any communication from you in a reasonable time-frame;
- Offer to meet you at least twice within your first Semester at the University and at least once per Semester thereafter (for taught students);
- Provide you with direction and monitor your progress via structured interactions at least ten times per year (for research students);
- Offer general academic advice on your progress and development, guiding you towards relevant skills development and careers advice where appropriate;
- Listen to you and offer you pastoral care and non-academic advice, or direct you to other student services where appropriate;
- Liaise with other University colleagues about you, where appropriate;
- Offer you guidance and advice about University processes, such as Personal Extenuating Circumstances (PECs) and Student Disciplinary Procedures;
- Provide references for you.

1.6. Engagement with the University

You **are expected to:**

- Complete the registration process and take responsibility for maintaining the accuracy of your student record on the Student Self Service Portal (S3P) at <https://s3p.ncl.ac.uk/login/index.aspx>;
- Familiarise yourself with systems and procedures that apply to you;

- Demonstrate positive engagement with assessment feedback;
- Raise concerns about the University in a timely and constructive manner.

You can expect:

- The University to apply systems and procedures in a fair and consistent manner with due regard to equality and diversity legislation;
- To be provided with a range of opportunities for you/student representatives to contribute to the development of your programme, facilities and services;
- Access to a fair process for you to raise complaints about the University:
www.ncl.ac.uk/students/progress/Regulations/SPS/complaints

1.7.The Environment

All members of the University community are expected to:

- Be aware of issues that may impact on climate change and the environment;
- Minimise your own use of energy and natural resources and to use and encourage the use of public transport and recycling facilities.

You can expect the University and the Students' Union (where relevant) to:

- Be committed to environmental protection and sustainable development in all its activities;
- Meet or exceed environmental regulatory requirements;
- Champion research activity that supports the above aims.

1.8.Health, Safety and Wellbeing

All members of the University community are expected to:

- Take reasonable care of your own health and safety and that of others who may be affected by your actions;
- Abide by the University's smoke-free campus rules;
- Demonstrate a general duty of care for the wellbeing of others;
- Promptly report all wellbeing and accident concerns to the Student Health and Wellbeing Service (<http://www.ncl.ac.uk/students/wellbeing/contact/>) and the Safety Office (safety-office@ncl.ac.uk), respectively;
- Provide up-to-date contact details to the University, including details of who we should contact in an emergency.

You can expect the University and the Students' Union (where relevant) to:

- Take all reasonable measures to ensure the health, safety and welfare at work of all employees, students and visitors;
- Provide you with appropriate safety information and training for University-related activities you are doing;
- Ensure that buildings and external areas controlled by the University are safe and in good repair;
- Provide appropriate levels of student wellbeing support, or facilitate your access to this via external sources.