

I. GENERAL REGULATIONS FOR TAUGHT AND RESEARCH PROGRAMMES

A. General Requirements

1. You should make yourself familiar with all regulations and rules affecting you and note all posted notices (whether in electronic or paper form) across the University. In particular you should note the dates of semesters and all **three** examination periods, and note both the times and places where University examinations are to be held. Where programmes adopt alternative semester dates and examination periods, details will be included in individual programme handbooks.
2. Research students should make 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 you are required to accept the following declarations:
 - a) *I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being, in so far as they concern me; and*
 - b) *I have read the University's Student Privacy Notice and understand how my personal data will be used, as outlined in the notice.*

See <https://www.ncl.ac.uk/pre-arrival/regulations/#studentdeclaration>.

4. Except for absence with good cause, you are expected to attend all elements of your programme of study. If you are not able to attend University you should inform your school or institute and submit an Absence Request Form via S3P, where instructed to do so. For absences longer than seven days, you must also submit a medical certificate. A Student Notice of Absence Form is not compulsory, but any absence may be recorded as unauthorised if it has not been authorised in advance. Additional requirements may be stipulated by some programmes, details will be included in individual programme handbooks. (<https://s3p.ncl.ac.uk/login/index.aspx>)
5. You are expected to comply with any additional regulations and agreements required for the use of computing facilities and the University libraries. Newcastle University IT Service (NUIT) and Library agreements are available at <http://www.ncl.ac.uk/itservice/rules/> and at www.ncl.ac.uk/library.
6. You are expected to comply with any additional University policies and procedures which may be introduced during your time at the University.
7. Some students are also apprentices undertaking an apprenticeship training programme run by the University and are subject to the same regulations as other students, apart from those areas where exceptions are agreed or are required by the rules of the Education and Skills Funding Agency.

8. You should immediately notify your academic unit or graduate school office of changes to your home or local address. It is particularly important for undergraduate students that your academic unit has your contact details during and following the Semester 2 assessment period in order to send details of examination and other assessment results. You are encouraged to check, through the Student Self-Service Portal (S3P), that your details have been correctly recorded. The Student Self-Service Portal is accessible at <https://s3p.ncl.ac.uk/login/index.aspx>.

9. If you are appointed to any office which Senate and Council approve formally as having sabbatical status, you must be a registered student of the University.

10. Graduates of the University elected to a position which has sabbatical status will be registered as full-time students during their period of office.

11. 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.

12. The special provisions and exemptions which sabbatical officers may claim in respect of University and degree programme regulations are described in the Progress Regulations III. F.39. 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, that they do not wish to rely on such provisions and exemptions, in which case the Progress Regulations shall apply normally to the officer concerned.

13. 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.

B. Fees

14. You should arrange for fees and other charges to be paid at the times prescribed by the University. These are reviewed annually and are detailed in the Fees Schedule – www.ncl.ac.uk/regulations/fees/. Tuition fees are composite and include registration, tuition or supervision, access to library and IT services, examination, re-examination as an internal candidate and graduation at one of the University's campuses. Additional fees and charges may arise from specific activities – see the Fees Schedule and exemplar additional charges at <http://www.ncl.ac.uk/students/wellbeing/finance/advice/costs/additional.htm>.

15. Composite tuition fees do not include accommodation charges. It is a condition of registration that you 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.

16. You must pay any residential charges relating to University accommodation in accordance with the invoice issued by the Accommodation and Hospitality Service. If you cannot show good cause for late payment,

and/or give a satisfactory undertaking to pay, you may be subject to sanctions outlined in the University Credit Policy, and may be expelled from your University residence. For details see

<http://www.ncl.ac.uk/students/progress/assets/documents/CreditPolicy.pdf>

17. You should notify the University in writing if you are in financial difficulties and you are unable to pay any charges by the due date, explaining the reason for the difficulties and your proposals for payment.

18. Where there are any delays in the payment of tuition fees either by you or by a grant awarding body or other sponsor, and where you cannot show reasonable cause or give a satisfactory assurance about payment, the Academic Registrar or nominee may determine an appropriate sanction, which may include:

- a) Suspension of your NUIT account, and thus access to University controlled facilities such as NUIT 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 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.

19. If you owe tuition fees you will not be allowed to re-register at the start of the next academic year and will not be permitted to graduate. No degree, diploma or other qualification shall be conferred upon you if you have not fulfilled your financial obligations to the University in relation to tuition fees, or are subject to ongoing disciplinary procedures. If you withdraw from the University, a refund of tuition fees may be due, or a payment reclaimed, in line with the *University Credit Policy*.

<http://www.ncl.ac.uk/students/progress/assets/documents/CreditPolicy.pdf>.

20. Any outstanding debt, tuition fees or other charges relating to academic study at the University may be referred to an external collection agency and, if necessary, court action may be instigated.

C. Student Behaviour

21. Once you have registered and signed the Declaration you are subject to the discipline of the University.

22. You are required at all times during your period of study to be of good behaviour, and to observe all the regulations affecting you, whether made by the University or any other institutions which you attend as part of your programme of study.

23. In cases of misconduct, you will be liable to such sanctions as set out in the *Student Disciplinary Procedures* at:

<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/>

Misconduct may include being found guilty of an offence in the criminal courts.

24. In cases where you withdraw from the University whilst disciplinary investigations are ongoing, the disciplinary case may be concluded in your absence.

25. You are required to make good any damage or injury you cause to the property of the University or to any other institution attended as part of your programme of study, or to the property of individuals.

26. The University is legally required to take all reasonable steps 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. You must comply with the code of practice approved by the University for the purpose of meeting these statutory requirements.

27. The University is legally required to take such steps as are reasonably practicable to ensure your adherence to the Copyright, Designs and Patents Act 1988 and to the Photocopying, Scanning and Digital Re-use under the terms of the Higher Education Licence. Copies of the provisions of the Act and the agreements are available in all schools, and you must comply with these requirements. Failure to comply with the relevant legislation could result in legal action against you and the University.

28. As a registered student you will have access to tutorial support. The purpose of this is to support your personal and general academic development through your Personal Tutor. Further details are provided in the Framework for Personal Tutoring (available at <http://www.ncl.ac.uk/ltds//assets/documents/gsh-personaltutoring-fwk.pdf>). Students who are not fully registered on a programme of study (e.g. leave of absence) will not have access to the same level of tutorial or pastoral support. In such cases you should contact the academic unit office in the first instance.

29. You may request a change of tutor. You should consult either the relevant Head of School, Degree Programme Director, the Senior Tutor or other appropriate member of staff nominated for this purpose.

30. Support for Research Students is provided via their supervisors, in accordance with the Code of Practice for Research Degree Programmes (<https://www.ncl.ac.uk/students/progress/student-resources/PGR/Publications.htm/>)

31. If you take up a place in University accommodation you will 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 Accommodation Office, this rule may be relaxed at the discretion of the Accommodation Office. Additionally, if you are in a hall of residence, you may apply to transfer to non-catered University accommodation within the first six weeks of the start of the academic year on payment of a fixed transfer fee, at a rate which is set annually by the University.

32. The University, through its risk assessments, aims to ensure that this is a safe place for you to study and undertake research. You must comply with the University's arrangements for safety and occupational health which are set out in the *University Safety Policy* 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. All specific policy supplements and guidance are available on the University Safety Office website and the Occupational Health Service website at <https://newcastle.sharepoint.com/hub/orghas/Pages/default.aspx>. Assistance can be obtained from 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, you may be expressly required by law to undertake training which is provided by the University Safety Office.

33. To comply with the University's licence with the Home Office, the Academic Registrar may terminate your studies if you do not have a valid visa, or are in breach of your visa conditions or failing to fulfil academic requirements or attend classes.

34. You are responsible for ensuring that you have and continue to maintain appropriate and lawful immigration status from the point of initial registration and throughout the duration of your programme of studies. If you are not in possession of appropriate and lawful immigration status at any point throughout your programme of studies, you may have your studies terminated in accordance with Progress Regulation III. F.24. Even if you have been granted an extension to normal study under the progress regulations, in order to comply with the University's licence with the United Kingdom Home Office, the Academic Registrar may withhold visa renewal support for you where one or more of the following applies:

- a) You have any outstanding tuition or accommodation debt to the University;
- b) You are more than two years behind the original completion date for the programme;
- c) You have substantial academic failures on your record at the time of seeking visa renewal;
- d) You are a research student with unsatisfactory progression at the time of seeking visa renewal;
- e) You are in breach of any visa condition;
- f) You have been found guilty of misconduct under University disciplinary, assessment irregularity or other relevant procedures;
- g) There is any other matter that gives the University reason to doubt your commitment to study or meet Home Office requirements.

D. Admissions and Registration

35. The Academic Registrar may exclude you from the University, if you gained admission to the University by providing materially false or misleading

information or not disclosing information that would materially and adversely have affected the success of your application.

In such cases the University would still have a contractual right to seek payment from you for the provision of tuition and other services provided up to the date of exclusion and compensation for direct and consequential losses caused to the University.

36. If you are excluded under the preceding regulation, you have the right of appeal under the University *Student Disciplinary Procedures* at <https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/>

37. Unless otherwise approved by the University, and explicitly stated in the relevant module or programme documentation, the language of teaching and assessment for all provision leading to a University award must be English.

38. In order to progress from a pre-sessional English Language training course to a University Degree Programme you will need to have satisfactorily completed the pre-sessional course. Failure to make satisfactory progress on a pre-sessional programme will lead to the termination of your studies.

39. 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. Your performance in the assessment will not prejudice registration, but will identify whether you need support in one or more language skills. In that case you may be required to undertake free in-session language training. This language training may be via credit-bearing modules or non-credit-bearing courses as directed by the Degree Programme Director. Achievement of the desired level of proficiency can be made a condition of satisfactory 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 you in writing.

You may be exempted from the language proficiency assessment if:

- a) You can provide evidence of English language proficiency at IELTS 7.0 in all four language skills;
- b) You have been educated in an English-speaking country as defined in the list of exempted countries (*see the English Language Policy, available at: <http://www.ncl.ac.uk/international/courses/language/#overview>*;
- c) You 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;

Exemptions from the University's English Language Proficiency Assessment can be granted only by the In-session English Programme Managers (or agreed nominee) on behalf of Newcastle University.

40. Unless you live at home, you are required to bring your National Health Service medical card with you when you come into residence, and to register under the National Health Service with a local medical practitioner or make other local arrangements.

41. If you are suffering from an illness deemed, on the advice of medical authorities and/or Student Health and Wellbeing, to represent a significant risk

to yourself or others, you should not attend the University until medical evidence is presented that there is no longer any risk. When deemed appropriate, the Support to Study and/or Fitness to Practise procedures may be applied.
<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/index.htm>

42. 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 you or to others. You will be bound by the measures put in place to minimise the risk of spreading the illness. Such measures may include conditions relating to study patterns or accommodation.

E. Disclaimer and Emergency Situations

43. The University shall not be liable for non-performance of any obligation where performance is the result of acts, events, omissions or accidents beyond the reasonable control of the University, including the following whilst not excluding other causes: 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.

44. Assessment arrangements approved by the relevant Faculty Education 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 allow a final assessment mark for a module to be based on some, rather than all the normal component assessments, provided 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 a Board of Examiners is unable to make decisions on a significant number of students, the chair of the Faculty Education Committee has the authority to convene a faculty review board to consider the results for all students on the affected programme(s).

45. Some professional programmes are required to ensure students are competent in all aspects of the programme and therefore require students to pass all elements of assessments. In emergency circumstances alternative arrangements would be made to ensure students have the opportunity to complete all assessments.

F. Occasional Study, Study Abroad and Exchange Students

46. Occasional study at the University is an individually designed programme of learning, with clear learning objectives and outcomes, approved by a Degree Programme Director or Director of Postgraduate Studies at the time of admission.

47. The individually designed programme can include modules and a period of time developing experience and skills within a laboratory or research team to meet agreed learning outcomes. All occasional students must apply through the normal admissions processes and a tuition fee is levied.

48. Occasional student status is not appropriate for work experience within a laboratory or research group. If there is not an individually designed programme of learning, guest member of staff status may be considered.

49. If you are an occasional student (not pursuing an undergraduate or postgraduate programme of study leading to a degree or other qualification awarded by the University and including studying for professional development) you are not required to pass any entrance examination, but must satisfy the Head of School, or nominee, of your educational fitness to enter your proposed programme of study. Although not registered on a designated award of the University, you may nevertheless register for specific modules. If as an occasional student you complete any assessments at the University, the normal module assessment rules applicable to the rest of the cohort apply to you.

50. As occasional, exchange and CATS students, the discipline of the University applies to you. You are expected to register as students, pay the prescribed fees and abide by the regulations regarding progress and the examination regulations.

G. Credit Accumulation and Transfer

51. As a student under the CATS scheme you may only study modules of 10 credits or more. (<https://www.ncl.ac.uk/ltds/assets/documents/qsh-ct-rpl-pol.pdf>)

52. Modules may only be used once towards any award of the same credit value and level, but may be used, in line with the programme regulations, towards a larger award at the same level. e.g. modules used for a PG Certificate could not also be used towards another PG Certificate, but could subsequently be used, in accordance with the programme regulations to obtain a PG Diploma. In such cases you would not normally be required to give up the lower award; it would be subsumed into the new award.

53. Modules have a maximum validity of five years from the date of the Board of Examiners' meeting until the point where they are converted into an award. Programme Regulations may set a shorter period of validity where it is considered that modules, in the context of that award, have a shorter currency. This rule applies to the smallest award available to you. Once credits have been converted into an award, you may proceed to obtain further credits towards the next largest award available and there is a five year maximum time limit for this.

54. As a CATS student you will not normally be assigned a personal tutor. You should use the Module Leader as your first point of academic contact, but schools should also nominate a member of staff to deal with personal and academic enquiries from CATS students, to ensure that support is available in line with the Framework for Personal Tutoring (<http://www.ncl.ac.uk/ltds/assets/documents/qsh-personaltutoring-fwk.pdf>)

H. Appeals

55. You are entitled to submit an Academic Appeal against the following University decisions:

- a) Board of Examiners' decisions;
- b) Personal Extenuating Circumstances Committee decisions;
- c) Unsatisfactory Progress decisions;
- d) Degree Programme Director request decisions;
- e) Termination of studies due to breach of Tier 4 visa rules;
- f) End point assessment for an Apprenticeship Standard carried out by the University.

<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/appeals.htm>

You are also entitled to submit appeals against University disciplinary sanctions, the outcome of Fitness to Study Panel hearings and the outcome of Fitness to Practise hearings.

<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/>

<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/f2s.htm>

<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/fitness.htm>