University of Suffolk

General Regulations for Students 2023/24

General Regulations for Students: 2023/24

The General Regulations for Students are approved by the Senate of the University of Suffolk and shall take effect from 1 August 2023.

These Regulations apply to all students, new and continuing, on a course with the University of Suffolk from September 2023. The Regulations present no material change to the previous Regulations to which continuing students subscribed.

Any previous versions of the Regulations relate only to students who completed their studies during or prior to 2022/23.

The regulations are governed by and will be interpreted in accordance with English Law.

CONTENTS

SECTION 1 – INTRODUCTION **5**
Scope 5
The University's contract with a student 6
Where students can find the General Regulations and relevant policies 6
University of Suffolk Student Charter 7
University of Suffolk Students' Union 7

SECTION 2 – ACADEMIC/FINANCIAL MATTERS **8**
Admissions/Enrolment 8
Recognition of Prior Learning 9
The Disclosure and Barring Service (DBS) and Declaration of Criminal Convictions 9
Changes to / Cancellation of Courses 11
Internal Transfer Process 12
Mode of Study (Sponsored Visa Students) 12
Student Details 12
Immigration Status (Sponsored Visa Students) 13
Fees Payment 14
Contact with the University 15
Attendance and Absence 17
Attendance and Authorised Absence (Sponsored Visa Students) 18
Assessment and Extenuating Circumstances 19
Fitness to Study and Intercalation 20
Managing Infectious and Communicable Diseases 21
Examinations and Assessment 21
Withdrawal 22
Intellectual Property Rights 23
Higher Education Achievement Report (HEAR) 24

SECTION 3 – CODE OF CONDUCT **26**
General Statement 26
Student Discipline 26
Students on Professional Placements or Study Abroad 28
Disciplinary Powers of the University 28
Withdrawal of Visa Sponsorship 29
Guidelines for the Use of IT Facilities 29
Equality, Diversity and Inclusion 30
Safeguarding and Prevent Duty 30

Identity Cards 30
Health and Safety 31
Safety and Wellbeing 32
Personal Property 33
Visitors 33
Vehicles 34
Retention and disposal of student records 34
Disclosure of information about students 35
Data Sharing and Data Privacy 35
Complaints Procedure 36

SECTION 4 – APPENDICES 37
Appendix 1: Legislation and Guidance 37
Appendix 2: Useful Contacts 38
Appendix 3: Course Changes 40
Appendix 4: Definitions and Interpretation 42
Appendix 5: Relevant Policies and Procedures 47
Appendix 6: Safeguarding, Suitability and Criminal Convictions Procedure 49

SECTION 1 – INTRODUCTION

Scope

1. The purpose of the General Regulations (hereafter the 'Regulations') is to provide a general framework of regulations for students during their period of study with the University of Suffolk. The Regulations also highlight and signpost students to more specific policies, procedures and regulations. These Regulations are approved by the University of Suffolk Senate.

2. The Regulations apply for the academic year 2023/24 to:

- all students who are enrolled on courses offered by the University of Suffolk including those studying at any of the University's partner institutions; and
- any prospective students who have accepted an offer of a place at the University of Suffolk.

3. The Regulations apply equally to full and part time students, those attending short courses, and those enrolled on undergraduate, taught postgraduate and postgraduate research degree programmes, including apprentices and international/sponsored visa students. Where there are additional regulations relevant to a particular group of students (for example apprentices, sponsored visa students, or postgraduate research students), this will be indicated.

4. University of Suffolk students studying at any of the University's partner institutions are bound in full by these Regulations except where indicated that local campus rules and regulations shall apply.

5. Questions arising on the interpretation of any statement within these Regulations shall be resolved by the Academic Registrar. In the event of a conflict between the information provided within the Regulations and other information given to students, the Regulations shall prevail.

6. In the exceptional case of any major changes to the Regulations made after the start of the academic year, such changes will be communicated to students formally in writing by the Academic Registrar providing as much notice as possible.

7. Circumstances under which the University may make such changes to the Regulations include those required by law, our regulatory bodies, sector-specific guidance, court decisions, Office for Students (OfS) requirements, or in order to clarify specific terms. This is not an exhaustive list and there may be other circumstances which constitute a major change to the Regulations.

The University's contract with a student

8. A contractual relationship between an applicant and the University is formed upon acceptance of an offer to study at the University of Suffolk. These Regulations and the Relevant Policies and Procedures [See Appendix 5: Relevant Policies and Procedures] set out the next phase of the contract between a student and the University in relation to the provision of 'Educational Services'.

9. The Regulations form part of the terms of the contract between applicants, enrolled students and the University of Suffolk. Upon accepting their offer, applicants agree to abide by the Terms and Conditions of Offer. Upon completing their enrolment, they signify their consent to the incorporation of these Regulations as part of the terms of that contract and as such agree to abide by them.

10. In order to cancel an offer of a place at the University of Suffolk prior to enrolment:

- Prospective students must inform the Admissions Department in writing by emailing admissions@uos.ac.uk

In order to cancel the enrolment of a place at the University of Suffolk:

- Enrolled students must inform the University in writing by emailing withdrawals@uos.ac.uk within 14 working days.

Prospective and enrolled students should be mindful of the implications of cancelling their offer or enrolment and are advised to seek advice at the earliest opportunity. Prospective and enrolled students who require a UKVI Student Route visa should be aware that cancellation of their offer or enrolment will result in the withdrawal of their visa sponsorship, which may have consequences for their immigration status. The International Student Support team (see Appendix 2 for contact details) are available to provide advice and guidance if required.

Where students can find the General Regulations and relevant policies

11. Students are required to abide by all University of Suffolk relevant policies and procedures including guidelines as required by their individual course of study. These Regulations provide an overview of the main points of the relevant student policies and more detail is available within the separate policies available on the University of Suffolk website.

12. It is the responsibility of students to acquaint themselves with these Regulations. Students are encouraged to familiarise themselves with the relevant sections at the start of their study and consult with the Regulations at appropriate intervals throughout their study. For clarification on any element of these Regulations, students should contact the Student Centre, or the local HE Administration Office for those studying at one of the Partner Colleges, or the Partnerships Office

for those studying at any other partner institution.

13. All students are strongly advised to familiarise themselves with these Regulations and the relevant documents **prior** to enrolment as they form part of a student's contract with the University and all students will be bound by them when they enrol.

14. Applicants and students can review and print out a copy of these Regulations and the relevant policies and procedures by visiting the University of Suffolk website.

15. Postgraduate Research students agree to abide by the regulations of their Awarding Body, which can be found at:

- https://www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx (Brighton)
- https://www.uea.ac.uk/web/about/university-information/statutory-and-legal/students (UEA)
- https://www.essex.ac.uk/governance-and-strategy/governance/regulations (Essex)

University of Suffolk Student Charter

16. The University of Suffolk is committed to being a student-centred higher education institution that strives to provide its students with the highest standards in teaching and learning, as well as high quality support and advice. The University of Suffolk Student Charter demonstrates this commitment, outlining what students can expect from staff at the University of Suffolk, as well as what is expected in return.

University of Suffolk Student Protection Plan

17. The University of Suffolk Student Protection Plan is designed to provide assurance to current and future students that the University has appropriate arrangements in place to protect the quality and continuation of study for students, in the event of course, campus or institutional closure. The plan is based on our own assessment of the risks to continuation of study, and is subject to annual review in partnership with the Students' Union.

University of Suffolk Students' Union

18. All University of Suffolk students are entitled to become members of the University of Suffolk Students' Union at the point of enrolment. Students will need to be members of the Students' Union to be eligible to vote in elections and become members of clubs. A student may opt out of membership at any point by emailing su.democracy@uos.ac.uk.

SECTION 2 – ACADEMIC/FINANCIAL MATTERS

Admissions/Enrolment

19. Students must comply with the standard University procedures for admission, enrolment and registration as set out in the University of Suffolk Admissions Policy. Only enrolled students may attend courses.

20. Applicants for admission to programmes of study must satisfy the appropriate admissions requirements as stated on the University of Suffolk and UCAS websites and any specific course entry requirements. In the case of Postgraduate Research students, the minimum admissions requirements are those set out by their awarding body, namely the University of Brighton's Code of Practice for Research Degrees, the University of East Anglia's Code of Practice for Research Degrees, or the University of Essex Higher Degree Regulations.

21. All applicants must be able to provide evidence of having satisfied these requirements when requested to do so and as outlined in the Terms and Conditions of Offer issued to all applicants at the point of offer.

22. All students (full time, part time, undergraduate, taught postgraduate, postgraduate research, and apprentices) are required to enrol with the University of Suffolk. All students must also re-enrol in the September of each subsequent academic year. Research students are also required to register with their Research Degree Awarding Body (Brighton, UEA, or Essex). For international students with a sponsored student visa, failure to enrol or re-enrol will result in a notification to the Home Office.

23. Students shall disclose to the University full and accurate academic and personal information as required for the admission and enrolment processes. Students are required to promptly inform the University should there be any subsequent change in the academic or personal information provided during the admission or enrolment process.

24. Each student is responsible for ensuring that all information which the University needs to ensure their wellbeing and ability to attend relevant study activities organised by the University is provided prior to enrolment. Students with a disability are requested to indicate any additional needs they have so that reasonable facilities and support can be provided.

25. In providing information requested by the University or by a body acting on its behalf (for example UCAS or UKVI), both prospective and registered students are required to respond fully, unambiguously and honestly. When inaccurate information has been dishonestly provided to the

University or where wilful misrepresentation or omission has occurred, a student may be precluded from study at the University in accordance with the Admissions Policy.

Recognition of Prior Learning

26. As part of its mission to widen participation and promote equality and diversity the University of Suffolk offers the Recognition of Prior Learning (RPL) (including Recognition of Prior Certificated Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL)) as processes that allow applicants to gain recognition for skills or qualifications gained at work or elsewhere.

27. Applicants may be admitted with advanced standing to a programme of study provided it is clear they have fulfilled the learning outcomes associated with specific modules or levels of the programme by previous learning and experience.

The Disclosure and Barring Service (DBS) and Declaration of Criminal Convictions

28. The University is committed to equality of opportunity, including the rehabilitation of offenders who can demonstrate academic potential. Whilst promoting equality of opportunity, the University has a duty of care to its students and staff and has a responsibility to reduce or manage the risk of harm caused by criminal behaviour to individuals as well as the University community as a whole. For this reason, students on certain courses[1] are required to inform the University of any relevant unspent criminal convictions during the application process. A relevant criminal conviction would usually include convictions, cautions, reprimands, bind-over orders or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson;
- offences listed in the Terrorism Act 2006.

29. In addition to any relevant unspent convictions, students on professional courses and courses involving contact with children and/or vulnerable adults will also be required to declare

[1] Students on any courses involving contact with children and/or vulnerable adults, all courses at one of the Partner Colleges (due to the presence on campus of FE students under the age of 18 years), and any students who require a UKVI Student Route visa to study in the UK or who require a Confirmation of Acceptance for Studies (CAS) extension to continue their studies, will be required to declare any relevant unspent criminal convictions.

spent convictions, cautions and bind-over orders which will not be filtered under DBS guidelines. These students will also be required to undergo an Enhanced DBS check, including a check of the child and/or adult barred list as appropriate, alongside an annual self-disclosure due to the requirements of Professional, Statutory or Regulatory Bodies (PSRB).

30. Students on other programmes may also be required to obtain a Standard or Enhanced DBS check, including a check of the child and/or adult barred list as appropriate, for placement or other work related module(s) and research activities. Where a DBS check is required, students will not be permitted to commence work on the module(s) until the DBS disclosure document has been received and deemed satisfactory.

31. The cost of the DBS check may be required to be met by the student.

32. If a student is already employed in a post which gives direct access to children and/or vulnerable adults and is being supported in undertaking the course by their employer, the University requires to have sight of the student's original copy of the DBS disclosure document.

33. International students on courses where a DBS check is required will be expected to undergo a criminal records check in their home country and to supply the University with a Certificate of Good Conduct or equivalent. An Enhanced DBS check, including a check of the child and/or adult barred list as appropriate, for any time spent in the UK will also be required.

34. Where a criminal convictions declaration is required as part of the application process, any declarations will be considered by the Safeguarding, Suitability and Criminal Convictions Panel in accordance with the Admissions Policy. Thereafter, once a student has enrolled and commenced their studies, any declarations will be considered by the Safeguarding, Suitability and Criminal Convictions Panel as set out in Appendix 6.

35. If a DBS disclosure document reveals that a student has a criminal conviction or caution that had not previously been declared to the University, the matter will be referred, as appropriate, to the Safeguarding, Suitability and Criminal Convictions Panel for consideration. Students will be required to complete a self-disclosure form to provide details of the conviction or caution for consideration by the panel. For students on professional courses, a previously undeclared criminal conviction may also, or instead, lead to consideration under the Fitness to Practise Procedure.

36. All students on courses where a declaration of any relevant criminal convictions is not a specific requirement are required to inform the University of any restrictions or probation orders that may have a direct impact on their studies in order that relevant support can be put in place.

Where appropriate, the matter will be referred to the Safeguarding, Suitability and Criminal Convictions Panel for consideration.

37. Students shall promptly inform the University if, after completing their application for admission or when they are a student of the University, they are convicted of any relevant criminal offence or if there are any circumstances which may affect their suitability for their chosen course of study or their ability to participate in their studies. Such disclosures will be referred to the Safeguarding, Suitability and Criminal Convictions Panel for consideration.

38. The University may amend or withdraw the offer of a place or terminate a student's enrolment at any time if it determines that an applicant or student has made any misleading, false or fraudulent application or statement to the University, or has produced falsified documents regarding any relevant criminal convictions, whether as part of their application or whilst on their course. Where the student is enrolled on a professional course, it may also be necessary for the matter to be referred to the relevant PSRB.

39. A person who, after their acceptance for admission as a student has been convicted of a criminal offence may be required to withdraw from, or be refused admission to, the University of Suffolk.

40. Failure to engage with the University's criminal conviction declaration and DBS processes when required to do so may result in action being taken under the Student Discipline Procedure.

Changes to / Cancellation of Courses

41. University of Suffolk reserves the right to make changes, including changes to course content, structure, teaching and assessment, for one or more of the following reasons:

- To comply with external PSRBs.
- To ensure that the curriculum is relevant to the intended learning outcomes.
- To implement external examiner and academic adviser feedback.
- To implement student feedback, for the benefit of students.
- To improve course quality.

42. Students will be notified of any such changes as soon as reasonably practicable. If, as a result of a change made under this clause, a student wishes to withdraw their acceptance or terminate enrolment they must notify the University in writing within 14 days of receiving written notification of the change.

43. If a student would like to be considered for another course as a result of changes

to/cancellation of a course under paragraph 41 the University will use its reasonable endeavours to provide a suitable alternative course within the University of Suffolk (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider in accordance with the arrangements outlined in the current Student Protection Plan. The University of Suffolk will provide a full refund of any tuition fee paid for the year of study in which the change takes place and may award compensation in accordance with the arrangements outlined in the Tuition Fee Policy and Student Protection Plan. Further guidance on Late Course Changes and Course Suspension can be found in Appendix 3.

Internal Transfer Process

44. The University recognises that occasionally students may begin their study on a programme in good faith but come to realise that this is not the route for them. In such cases, where students have appropriate qualifications and where suitable alternative programmes can be identified and are available, there is the possibility of internal transfer (see also Student Transfer Arrangements).

45. Before formally transferring we advise students to talk to their Personal Tutor/Personal Academic Coach or Course Leader who can offer advice and guidance. International students with a UKVI Student Route visa should also ensure that they understand any potential implications of a transfer. For example, if a transfer would require a visa extension to enable them to complete their programme of study, depending on the change, the student may be required to leave the UK at the time the change is made and apply for a new visa outside the UK before being allowed to continue their studies.

46. Transfers are not guaranteed and will be considered on an individual basis. Students may be contacted by the new Course Leader before they are accepted onto their new programme.

47. Internal transfers to professional health courses are not permitted. A new application would need to be submitted via UCAS. Individuals are advised to contact Admissions to check on specific course application deadlines.

Mode of Study (Sponsored Visa Students)

48. Sponsored visa students are required to undertake a full-time programme of study throughout their course. The only exception to this is where elements of the course must be retaken in order to be able to progress to the next year of the course or to complete the course.

Student Details

49. It is the responsibility of the student to ensure that all their details are accurate and that the

University is kept informed of any changes to their address, emergency contact details and other information. Students are required to notify the University (using the online enrolment system) of their current home address and local address at the time of commencing a course. Once enrolled, all students are required to inform the University of any change of permanent or temporary contact details without delay via the 'Update My Information' tab on the student portal: the Online Administration Services and Integrated Systems (OASIS). Students who cannot access this facility must notify the Student Centre, HE Administration Office or Partnerships Office in writing of any changes.

50. New students will be required to provide proof of their identity before being issued with their student ID card. Acceptable forms of identity include a current driving licence, valid passport or Biometric Residence Permit (BRP). International and sponsored visa students may be subject to additional requirements before and on arrival in the UK and should refer to Admissions for more information. The documentation provided will also be used to confirm that the student's full name is recorded correctly in the University's records system.

51. Students who change their name, for whatever reason, and would like this change to be recorded in the University's records system and documents including award certificates, must notify the University as soon as possible by submitting the relevant information together with supporting evidence of the change of name using the 'Update My Information' tab in OASIS. Students who cannot access this facility must submit the relevant information and documentation to the Student Centre, HE Administration Office or Partnerships Office. Degree certificates are legal documents therefore legal proof of a change of name is required in order to issue a degree certificate in a name different to the name with which the student originally enrolled. Names will not be changed after certificates have been issued.

Immigration Status (Sponsored Visa Students)

52. It is the responsibility of the student to ensure that any developments in their immigration status/category are reported to the University without delay and no later than one week of their occurrence. These include, but are not limited to, changes or updates in visa status/visa conditions, collection of new Biometric Residence Permits (BRPs), progress of immigration applications, refusals, appeals or any other changes or developments. Students must also inform the University if they change nationality, which means they no longer require a visa for the UK.

Fees Payment (Sponsored Visa Students)

53. International Students requiring a sponsored student visa are required to pay a minimum £3,000 deposit in order to secure a place on their chosen programme of study and to receive a Confirmation of Acceptance for Studies (CAS) for their visa application. There are a number of

circumstances where the University may be unable to sponsor a student by issuing a CAS. These include (but are not limited to) the following:

- Failure to provide the University with the necessary personal information to produce a CAS;
- Failure to pay a CAS deposit for a course of study;
- The proposed course of study does not satisfy UKVI Student Route Visa requirements;
- The student does not have valid leave to be in the UK at the time the CAS is requested;
- The University believes sponsorship will put the sponsor licence at risk, or has concerns about the student's intention to study;
- The University believes that a visa application will not be successful. Grounds for this may include (but are not limited to) inadequate information, a history of visa refusals, insufficient funds, overstaying or language ability.

Fees Payment

54. The University charges tuition fees to all students for the educational services provided. Payment of tuition fees provides students with access to the tuition and resources required to successfully complete their degree. All fees and other charges incurred as a University of Suffolk student are the responsibility of the student. Students who are sponsored by a third party are liable for all fees and other charges in the event that their sponsor defaults. Fees may be paid in instalments in accordance with such provisions as are notified to students within the Tuition Fee Policy.

55. Students must pay promptly on demand any amounts due to the University. Amounts due include academic fees and any other charges levied by the University in accordance with its current regulations and procedures. Demand for payment will be made in accordance with the University's practice at the time, and additional charges may be levied if payment is not made in accordance with current University payment terms. If arrangements have been made whereby periodic payments fall due on agreed dates, payment must be made on the dates specified without further notification to the student.

Sanction for failure to pay tuition fees

56. Students are required to comply with the University of Suffolk Tuition Fee Policy. Defaults on payment and overdue tuition fee debt is treated seriously and may lead to sanctions being imposed on the student, including:

- suspension of access to library facilities;
- suspension of IT access;
- suspension from academic activities, including prevention from taking assessments and attending exams;
- withholding of results and certification;

- withholding of payments due from the University, such as bursary payments;
- a bar on (re)enrolling in the following or any subsequent academic years on any University of Suffolk programmes at any location;
- in extreme cases, action leading to the withdrawal of the student from their course.

57. A student with tuition fee debt who is due to re-enrol on their next year of study must contact the Finance and Planning Department (finance@uos.ac.uk) to settle any outstanding tuition fees before commencement of that year of study. Re-enrolment will be suspended until such time as the debt is cleared in full. If the debt remains outstanding two weeks after the year of study has commenced, the student will normally be intercalated for that year. If the debt remains outstanding two weeks after the start of the following year of study, the student will normally be withdrawn.

58. Students with a tuition fee debt at the end of their course of study will not be entitled to receive a transcript or certificate confirming their qualification until such time as all outstanding tuition fee debt has been paid in full. In addition, the student will not normally be allowed to attend their graduation ceremony or be allowed to purchase any guest tickets until all outstanding tuition fee debt has been paid in full.

59. The University reserves the right to employ a debt collection agency in the case of any student who has unpaid tuition fees for any period still outstanding on completion of their course.

Contact with the University

60. All students are required to acquaint themselves with communications from academic and professional services within the University. These may take the form of information published on Brightspace (or the equivalent online learning environment (OLE) in partner institutions), or by email, letter, phone or text.

Applicant Portal / Brightspace

61. On receipt of an application, all undergraduate and taught postgraduate students are given access to an Applicant Portal account. The University will use this portal account to communicate decisions/information to applicants as they progress through the application cycle.

62. Following enrolment, students will have access to Brightspace (or equivalent OLE), which will be used to communicate important information which may affect all students. Brightspace (or equivalent OLE) is used throughout the University to provide access to course specific information, and the Student Hub within Brightspace provides general information for all students along with other electronic resources and materials to support a student in their studies. Students can also

access OASIS and their University email account via Brightspace, and can read and contribute to discussion boards exploring current topics. Students will be introduced to Brightspace (or equivalent OLE) at Induction. All students are expected to engage with Brightspace (or equivalent OLE) and use it throughout their time at the University.

University Email Address

63. Students are expected to access and use their University email address whilst a student at the University. Students should check their University email account(s) in a timely manner and reply promptly and courteously to any messages with accurate information. It is the student's responsibility to check their email regularly (at least once a week), to manage their mailbox and avoid storing large volumes of messages. Failure to do so may result in students missing, or being unable to access, important messages.

64. All email correspondence from the University will be sent to the student's University email address. Failure to check a University email account in a timely manner will not constitute grounds for appeal or complaint.

Text Messaging Service

65. At the point of application all applicants are given the option to supply a mobile telephone number. A text messaging service is operated at the University and is used throughout the application period for all those who have provided the University with a mobile telephone number. Once students are enrolled it is used to notify students of important messages such as class cancellations or amendments, emergency updates and notifications of enrolment availability. All students must inform the University if their mobile telephone number changes. Students can update their mobile telephone number, and change their preference as to whether or not they want to subscribe to text notifications, using the 'Update My Information' tab in OASIS. Students who cannot access this facility must provide their updated number and subscription preference to the Student Centre, HE Administration Office or Partnerships Office.

Personal Academic Coaching and Tutorials

66. All students studying undergraduate or postgraduate taught programmes at the University are offered personal academic coaching as set out in the Personal Academic Coaching Policy (Ipswich only) or personal tutorials as set out in the Tutorial Policy (for partner institutions). There is an expectation of students to engage with these sessions. At least one of these sessions would normally be face to face, although the University recognises the value of other modes of contact such as group tutorials, email, blogs and other online facilities.

Apprentices

67. All apprentices are required to participate in progress review meetings, held every ten weeks, or more frequently as required if the apprentice has an additional learning requirement and/or is at risk, for whatever reason, of not meeting their planned end date. The meetings will involve a representative from the University (usually the Practice Educator, a personal tutor/academic coach or a designated member of academic staff), the employer and the individual apprentice.

Postgraduate Research Degree Students

68. A student registered on a postgraduate research degree programme is allocated a supervisory team whose role is to collectively provide academic and pastoral guidance. The supervisory team will remain in contact during the student's period of study and registration. The University is required to monitor the progress of the student regularly throughout their period of study. This will occur informally at regular meetings with the supervisory team, and more formally at 'formal progress' review meetings. There is an expectation that students engage with these progress meetings.

Attendance and Absence

69. Students must attend all learning and teaching sessions unless they have valid reasons for not doing so. Examples of learning and teaching sessions include, but are not limited to: lectures, seminars, tutorials, workshops, laboratory and practical sessions, compulsory professional placements, compulsory field trips and industrial visits. Research students must also attend scheduled meetings with supervisors.

70. Students are required to be on time for classes and remain for the duration of the session as set out in the Student Attendance and Engagement Monitoring Policy. Students are responsible for ensuring that they engage appropriately with the method in place for registering their attendance.

71. It is at a tutor's discretion that students who are late are admitted to sessions and it is the student's individual responsibility to ensure that they retrieve any missed work.

72. Additional attendance requirements may apply for certain courses as specified in the Student Course Handbook and students must attend all sessions to ensure they meet all necessary attendance and regulatory requirements.

73. Unless otherwise defined by PSRB requirements, unsatisfactory attendance is deemed to be when a student does not attend any scheduled sessions for a period of fourteen consecutive days or when attendance falls below 80% for an identified period of study, typically measured

within each module or unit, and the student does not have valid reasons for non-attendance.

74. Students are required to confirm any planned absence to the relevant Module Leader and Academic Administrator, giving as much notice as possible of the absence. Unexpected absence should be notified to the Academic Administrator/HE Administrator as soon as possible after the absence has occurred.

75. Where a student fails to maintain satisfactory attendance levels the University reserves the right to withdraw the student from the programme.

Attendance and Authorised Absence (Sponsored Visa Students)

76. International students who have a UKVI Student Route visa are required to meet the conditions of their visa sponsorship where the University is acting as their sponsor in addition to the above requirements. As such, the University has an obligation to monitor the attendance and engagement of international students and take relevant action in line with Home Office guidance against those whose attendance and/or engagement is deemed unsatisfactory.

77. Failure to enrol, attend seminars, lectures, tutorials, professional placements or any other activity defined as compulsory without providing a valid reason for absence will be recognised as an 'Unauthorised Absence' under UK Law and the University is required to report such absences to the UK Visas and Immigration (UKVI).

78. Students who miss any lectures are asked to inform their Academic Administrator of the reasons for their absence. Five or more unexplained absences will result in a request to meet the student to discuss their attendance.

79. Students studying at RQF level 5 and below are required to attend a minimum of 15 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week. Where a student has not reached 85% attendance of their classroom-based study in any given month, the student must engage with University staff to review the reason for non-attendance.

80. Students who fail to engage in supportive interventions, do not improve their attendance, or have attendance that falls below UKVI thresholds, will be subject to withdrawal of sponsorship due to lack of academic engagement.

81. Sponsored visa students should be aware that the University will report to the UKVI any student who is issued with a Confirmation of Acceptance for Studies (CAS), but does not enrol, misses more than ten scheduled interactions in a single academic year, stops attending, or defers

their place.

82. For authorised absences of up to 60 days, the University will maintain the visa sponsorship and the student will not be required to leave the UK during the period of absence. The student will be expected to return to their studies after this short absence and must remain in contact with their school at regular points throughout the agreed period of absence. If the student wishes to extend the authorised period of absence beyond 60 days, a report will be made to the Home Office and sponsorship will be withdrawn.

83. Sponsored visa students taking authorised absence of over 60 days (regardless of the reason for the absence) will be advised to leave the UK, and will be reported to the Home Office. Sponsorship will be withdrawn, and the student would then be required to re-apply for a new Student Route visa, or appropriate visa category which allows them to return to the University. If a student is unable to leave the UK during the period of absence, sponsorship will still be withdrawn and the student advised to seek advice from a qualified Immigration Solicitor.

84. In the event of any conflict or inconsistency between the UKVI requirements for those with a Student Route visa and these Regulations, the University's Student Attendance and Engagement Monitoring Policy and the Admissions Policy, the UKVI requirements shall take precedence.

Assessment and Extenuating Circumstances

85. Students have a responsibility for managing their learning, revision and assessment activities throughout the academic year. The University expects that students will plan such activities carefully and that the preparation of assessed work or revision for examination is not left until the last moment. It is recognised that during a period of study a student may encounter significant personal difficulties that impact on their ability to study for or complete summative assessment including examinations. The University refers to these personal difficulties as 'extenuating circumstances'. If a student encounters illness or other significant personal difficulties that affect their ability to study and complete assessment tasks, they have the opportunity to submit a request for additional time due to extenuating circumstances.

86. Requests for additional time due to extenuating circumstances should only be made in exceptional situations, and should be submitted as soon as possible and normally in advance of the submission deadline or examination date. Once submitted, the request will be given full consideration in accordance with the Additional Time due to Extenuating Circumstances Policy. Guidelines on how to make a request for additional time due to extenuating circumstances can be obtained from the Student Centre, HE Administration Office or through the Student Hub in

Brightspace.

87. Where information disclosed by a student in a request for additional time due to extenuating circumstances raises concerns about the student's fitness to study, fitness to practise (for professional courses) and/or potential safeguarding issues, the Extenuating Circumstances Panel will refer the concern to the appropriate person for further consideration under the relevant policy.

Fitness to Study and Intercalation

88. Under the Additional Time due to Extenuating Circumstances Policy, students may apply for intercalation where they are not fit or able to study for a prolonged period. Intercalation is defined as an authorised break in studies during a course, but after the course has commenced. The granting of intercalation assumes that the student has been judged to have the potential to continue with their studies after a break, but does not guarantee that there is an automatic right to return or that the course will be available in its present form or at all on return.

89. Students on courses subject to the requirements of PRSBs, Student Route Visa students, and students on apprenticeships should be mindful of the implications of intercalation and seek advice from relevant tutors or Student Services before applying. In accordance with the Higher and Degree Apprenticeship Framework, apprentices will also need the written support of their employer before an application for intercalation can be approved. If a student with a Student Route visa intercalates for more than 60 days, this will be reported to the Home Office within 10 working days of the intercalation period starting. If the intercalation period is 60 days or less, arrangements must be made to ensure that the student can continue to be monitored in order to maintain their visa sponsorship. If monitoring arrangements are unable to be made, then the visa sponsorship will be withdrawn.

90. The University also operates a Support to Study Procedure that may be used where the University believes that a student requires support or intervention beyond the remit of standard processes (such as Reasonable Adjustments and Extenuating Circumstances). The purpose of the procedure is to support the student through to successful completion of their studies where possible. However, under this procedure, the University has the right to:

i) require a student to undergo a medical examination and for this to be submitted to the University;
ii) enforce a period of intercalation, with return subject to conditions; or
iii) terminate a studentship on medical grounds, notwithstanding the provision of the Equality Act and other relevant legislation.

Managing Infectious and Communicable Diseases

91. The Framework for the Management of Notifiable Communicable Diseases and Other Widespread Infections sets out the University's approach to handling issues relating to notifiable communicable diseases. The Academic Registrar (academicregistrar@uos.ac.uk) must receive notification in writing within 24 hours of diagnosis of any student (at the point of enrolment and at any time during their studies with the University, including holidays) suffering from or in contact with a notifiable infectious disease. A medical practitioner's certificate of clearance should be presented where necessary indicating that the student is no longer infectious and is fit to return to campus.

Examinations and Assessment

92. It is the responsibility of the student to ensure that they know the date, time and venue of all examinations they are due to sit and deadlines for the submission of all coursework.

93. All written assignments must be word processed and submitted electronically, unless instructed otherwise in the assignment brief. All work that is submitted electronically will be passed through plagiarism detection software.

94. A policy outlining students' responsibilities in relation to written examinations can be found in the Regulations for the Preparation and Conduct of Invigilated Examinations.

95. The assessment regulations for each course are set out in the relevant Framework and Regulations for the award (see Appendix 5).

Academic Misconduct

96. The University of Suffolk has a duty to maintain academic standards by protecting the integrity of all aspects of the assessment process and ensuring that the regulations and policies governing the assessment of courses and programmes at the University of Suffolk are fully and fairly implemented. To this end, the University of Suffolk will take action against any student who contravenes these regulations and policies, whether inadvertently or through negligence or deliberate intent, and who by so doing could gain unfair advantage over other students. Any such contravention constitutes academic misconduct.

97. The University expects that all work submitted for assessment by students is the student's own work, without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. Insofar as students rely on sources, they should reference these in accordance with the appropriate convention in their discipline. It is the responsibility of the student to familiarise

themselves with the rules governing assessment, including conduct in examinations and the correct academic conventions for referencing and acknowledging the work of others.

98. The Academic Misconduct Policy applies to all students enrolled on undergraduate and taught postgraduate courses at the University of Suffolk and covers academic misconduct in any form of assessment including written examinations, coursework and oral/practical assessments.

99. Allegations of research misconduct against students enrolled on undergraduate and taught postgraduate courses will be considered under the Research Misconduct Policy.

100. All allegations of academic or research misconduct against students on a postgraduate research programme will be considered under the relevant misconduct policy of the institution responsible for conferring their award.

Academic Appeals

101. The University's Academic Appeals Procedure is intended to allow students enrolled on undergraduate and taught postgraduate courses to appeal their ratified academic results as published by Assessment Boards, or circumstances relating to them.

102. Students on undergraduate and taught postgraduate courses are bound in full by the assessment regulations of their programme, as found on the University of Suffolk website, which also includes the Academic Misconduct Policy and Academic Appeals Procedure.

103. Students on a postgraduate research programme who wish to appeal an academic decision should use the appeals process relevant to the institution responsible for conferring their award.

- Brighton registered students should refer to the University of Brighton regulations on academic appeals
- UEA registered students should refer to the UEA *Academic Appeals and Complaints Procedure*
- Essex registered students should refer to the University of Essex *Postgraduate research appeals process*.

Withdrawal

Student-led withdrawal

104. If a student decides to withdraw from their course they should contact their personal tutor/personal academic coach or Student Services in the first instance and complete a notification of withdrawal form in OASIS, in accordance with the procedure and regulations relating to

withdrawal. Any liability for fees, or entitlement to refund of fees, will be as stated in the University of Suffolk Tuition Fee Policy.

University of Suffolk-led withdrawal

105. University of Suffolk may withdraw a student's enrolment on either a temporary or permanent basis under any of the following circumstances:

- On academic grounds, under the provisions of the Assessment Board Policy and/or the relevant assessment regulations for the programme of study
- On grounds of unsatisfactory attendance under the provision of the Student Attendance and Engagement Monitoring Policy
- On disciplinary grounds, under the provisions of the Student Discipline Procedure
- On grounds of professional misconduct or professional unsuitability, under the provisions of the Fitness to Practise Procedure
- On health/medical grounds, under the provisions of the Support to Study Procedure
- In cases of non-disclosure and/or the provision of inaccurate information relating to academic information, personal details, and/or criminal convictions under the provisions of the Admissions Policy or General Regulations
- In cases of non-payment of accrued tuition fees, under the provisions of the Tuition Fee Policy.

106. Where a student is permanently withdrawn from the University under any of the above circumstances, the contract will terminate. Any outstanding fees which may have accrued at the date of termination will remain payable in accordance with the Tuition Fee Policy.

Withdrawal (Sponsored Visa students)

107. International students on a UKVI Student Route visa who withdraw from their programme of study, be that a student-led or University-led withdrawal as outlined above, will be reported to the Home Office within 10 working days of the withdrawal being applied.

108. Where a sponsored visa student has been required to withdraw from their studies but has submitted an appeal against this decision in accordance with the Academic Appeals Procedure, the student will still be reported to the Home Office as they are not actively studying at that time. The student will be advised to return home to await the outcome of the appeal.

Intellectual Property Rights

109. Intellectual Property (IP) is the novel or previously undescribed tangible output of any intellectual activity. A student undertaking undergraduate or taught postgraduate programmes of study at the University of Suffolk will be the owner of any IP created by that student in the course

of such academic activity unless otherwise agreed in writing. There are exceptions to this principle as outlined in the University of Suffolk Intellectual Property Policy.

110. Intellectual property rights (IPR) generated by a student arising from student work are governed by the provisions of the University of Suffolk Intellectual Property Policy. Students are required to abide by the Intellectual Property Policy (Commercial Exploitation) and the Intellectual Property (Research and Scholarly Outputs and Learning and Teaching Materials).

Higher Education Achievement Report (HEAR)

111. All students enrolled on a programme of study at the University of Suffolk or one of the University's partner institutions leading to one of the following awards will be issued with a Higher Education Achievement Report (HEAR):

- Certificate of Higher Education
- Diploma of Higher Education
- Foundation Degree
- Bachelor's Degree
- Certificate in Education
- Professional Graduate Certificate in Education
- Postgraduate Certificate
- Postgraduate Diploma
- Master's Degree

112. The HEAR, which is a formal transcript detailing the student's academic achievements as well as extra-curricular activities, awards and prizes, will be available electronically through Gradintelligence. The University will register students with Gradintelligence at the start of their course and issue a student status certification letter. An email will be sent to their University email address with details of how to activate their Gradintelligence account in order to view and share their documents. It is the responsibility of the student to activate their account. The HEAR will be uploaded to the student's account during the first year of study on an eligible course, following the release of ratified pass results. Students will be notified by email when new documents have been uploaded and released.

113. The student details (such as full name and date of birth) shown on the HEAR will be as recorded in the University's record systems. It is the responsibility of the student to ensure that these details are correct. No changes can be made to the HEAR once the final version has been issued on conferral of the award.

114. The HEAR will be available as a formative document from the first year of study on an

eligible course, with the final version being issued when the award is conferred. The HEAR will only be issued as an electronic document, and only HEARs viewed online through Gradintelligence can be considered valid and verified. Students will not be provided with a printed copy of the HEAR.

SECTION 3 – CODE OF CONDUCT

General Statement

115. The University is a learning and working community for students, staff and visitors. The University has a duty of care to students and staff which includes the maintenance of a standard of conduct which is not harmful to the work, good order or good name of the University. Students are required to conduct themselves within the law with good sense, to use the University's facilities and equipment for their proper purpose and to act with due consideration for students, staff and others.

116. Any student whose behaviour interferes with the satisfactory conduct of learning, teaching or assessment including anyone suspected to be under the influence of alcohol or illegal drugs may be required by a member of staff to withdraw from a lecture, class, laboratory or other learning environment.

117. Students are required to abide by the general disciplinary regulations, particularly with regard to respect for other students and staff in line with our Student Charter and to ensure that items such as mobile phones and other electronic devices are not used for purposes other than for teaching and learning activities during relevant timetabled sessions.

118. Students are required to attend any meeting called to discuss their attendance, conduct or progress when requested to do so. Students may be accompanied at such meetings by a friend. A friend is defined as a member of staff of the University of Suffolk or partner institution, or a registered student of the University, or a member of staff or sabbatical officer of the Students' Union. The role of the friend is to act as an observer, give moral support and to assist the student to make their case. In addition, where reasonable adjustments are required, a student may be accompanied by a supporter, e.g. a sign language communicator or a note-taker, and a student with difficulty in understanding English may be accompanied by an interpreter.

Student Discipline

119. Under the Student Discipline Procedure, the University has the power to discipline students who fail to meet acceptable standards of conduct and to suspend, exclude or expel any student for good cause.

120. The purpose of the Student Discipline Procedure is to ensure fair and consistent treatment of students by defining the rights and duties of all those concerned. It applies to all students enrolled on courses offered by the University. The procedures are built on the principle that decision-making in relation to allegations of misconduct will be handled in a way that is free from

bias or conflict of interest.

121. There is a separate procedure for dealing with allegations of professional misconduct and/or professional unsuitability (the Fitness to Practise Procedure) which applies to students enrolled on courses which lead to professional registration. There is also a separate procedure for dealing with cases of academic misconduct including plagiarism and/or collusion, contract cheating (which includes the use of artificial intelligence (AI) to generate some or all of a submission subsequently presented as the student's own work), and use of unfair means in examinations.

122. The University seeks to ensure that all enrolled students are aware of their obligations with regard to conduct, including acceptable standards of behaviour and performance, and of the likely consequences of failure to meet these obligations.

123. Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:

(i) physical or sexual assault
(ii) serious injury to people or property
(iii) acting with intention to cause serious harm
(iv) repeated offensive behaviour or language
(v) deliberate damage to property
(vi) behaviour which endangers others
(vii) theft from other students, members of staff or the public
(viii) sexual and/or racial misconduct
(ix) bullying, harassment
(x) verbal abuse or making threats against people or property
(xi) inflicting injury on others or acting in a way which endangers others
(xii) misuse or deliberate interference with computerised information
(xiii) accessing or making available to others pornographic or other offensive material on computers or by any means
(xiv) fraud or attempted fraud
(xv) not adhering to information, instruction, training and supervision provided for their own or others' health, safety and wellbeing
(xvi) drug related offences or misuse of drugs, alcohol or substances
(xvii) conduct, either on or off campus, which brings the University into disrepute
(xviii) promoting unlawful acts
(xix) accessing security sensitive materials without gaining appropriate permissions or conducting security sensitive research

This list constitutes guidelines only. It is neither exclusive nor exhaustive, and there may be other offences which will constitute misconduct.

Students on Professional Placements or Study Abroad

124. A student on a programme of study where practical professional placement is a required part of the course or on a Study Abroad programme shall abide by the requirements of the Placement/Study Abroad Handbook and shall not act or behave in a manner which:

a) jeopardises the welfare of the subject (whether patient, pupil or client); and/or
b) contravenes the relevant professional code of conduct; and/or
c) is incompatible with behaviour required by the profession;

and may at any time be suspended or precluded from further study or elements of further study or placement by the Vice-Chancellor (for students studying at Ipswich) or the relevant Principal (for students studying at one of the Partner Colleges) or the equivalent (for students at other partner institutions) if in breach of the above.

125. Any allegations of professional misconduct and/or unsuitability shall be dealt with in accordance with the Fitness to Practise Procedure.

Disciplinary Powers of the University

126. The Vice-Chancellor or the relevant Principal (for the Partner College) or equivalent (at other partner institutions), or a person acting on their behalf shall, as a precautionary measure, have the power to suspend students pending the results of an investigation under the Student Discipline Procedure, Fitness to Practise Procedure or Support to Study Procedure.

127. For students found to be in breach of the Regulations, the University, in accordance with the relevant policy, for example Student Discipline, Academic Misconduct and/or Fitness to Practise, shall have the powers:

(i) of formal reprimand;
(ii) of suspension of a student on academic or disciplinary grounds where a student does not conform to regulations;
(iii) of exclusion from any or all University of Suffolk activities and premises on academic or disciplinary grounds for a specified period of time where a student does not conform to regulations or whose conduct would make continued studentship undesirable;
(iv) of expulsion from all University of Suffolk activities and premises on disciplinary grounds where a student's conduct would make continued studentship undesirable;
(v) to require repayment of any costs incurred by the University as a result of the breach.

Withdrawal of Visa Sponsorship

128. The University retains the right to withdraw visa sponsorship of international students with a student route visa in the following circumstances:

- Student's non enrolment on the programme by the published date
- Student's failure to re-enrol when required
- If it is found that the student has submitted non genuine documents, statements, or representations to the University
- Student withdraws from the programme
- Student suspends their studies (intercalates) for more than 60 days
- Student is excluded/registration is terminated by the University
- Student successfully completes their programme earlier than stated on the CAS
- Student fails to engage with and attend their programme to a point which means they can no longer continue with the same cohort, or has 10 missed contacts
- Student fails to pay tuition fees when due, or accrues financial debt which they fail to clear when required
- Student moves to a different immigration category that does not require sponsorship
- Applicant/student is asked to provide evidence to show they can make a successful Student Route visa application and have either refused or are unable to do so.

129. Other circumstances may lead to withdrawal of sponsorship and will be considered on their own merit, taking into account the risk the student has or poses to the University's Sponsor Licence or Sponsor Status.

130. If the student is permitted to return academically after a period when sponsorship has previously been withdrawn, the University reserves the right to refuse to issue a further CAS if the student has previously failed to adhere to the visa compliance regulations or has previously shown that they pose a risk to the University's Sponsor Licence or Sponsor Status.

Guidelines for the Use of IT Facilities

131. As a member of the University community, a student is permitted to use its IT facilities for the purposes of their studies. Students may make limited reasonable use of these facilities for personal use in their own time.

132. Students are prohibited from making any use of University IT facilities, which in the judgement of the University may adversely impact on the business or reputation of the University or which may interfere with, or adversely affect, other staff/students.

Equality, Diversity and Inclusion

133. Everyone at the University has a duty to uphold and promote the values and principles set out in the Equality, Diversity and Inclusion Policy. All members of the University community (staff, students, visitors including visiting staff and associates) are expected to adhere to the standards, principles and duties of this policy.

134. The University supports the principle of freedom of speech and expression within the law as one of the fundamental principles upon which higher education is founded. Whilst the University defends this freedom, we also expect that challenge, critical debate and the exploration of such ideas will be conducted within a spirit of dignity and respect.

Safeguarding and Prevent Duty

135. The University aims to take all reasonable steps in relation to the safety and welfare of anyone who studies, works at or visits the University. Safeguarding and promoting the welfare of children and adults at risk is everyone's responsibility.

136. The Safeguarding Policy applies to all University of Suffolk students, staff employed by the University, staff employed by the partner institutions who teach on University of Suffolk programmes, and volunteers, who may be working with the following groups which the University encounters through its teaching and research activities as well as through its outreach programmes:

- children and young people aged under 18 years
- adults at risk (as defined by section 42 of the Care Act 2014)
- any persons who may be at risk of being radicalised by any extremist group or ideology under the terms of the Counter-Terrorism and Security Act 2015 (Section 26(1)) and as defined in the *Prevent Duty* guidance, December 2015.

137. All suspicions and allegations of abuse or inappropriate behaviour will be taken seriously by the University and responded to appropriately as set out in the Safeguarding Policy.

Identity Cards

138. Students must carry a valid University of Suffolk identity card at all times when on the University's premises, including at partner institutions, and when engaged in activities associated with the University, and must produce it on request. Students studying at one of the partner institutions must wear a valid partner institution identity card alongside their University card. Students on placements on health-related courses must wear a valid placement identity card alongside their University card.

139. Failure to produce a University of Suffolk identity card, when asked to do so by an authorised member of the University or partner institution, may result in the refusal of access to facilities and the inability to record attendance.

140. Students may not pass their card to any other person, nor use their card to provide any other person, whether a student or not, access to any area or entrance they would not normally be permitted to be in. Use of a card by a person other than that indicated on the front of the identity card could lead to disciplinary action.

Health and Safety

General Statement

141. University of Suffolk is aware of its health and safety responsibilities towards members of staff, students and others. Students are expected to co-operate with the University and/or partner institution so that the University and/or partner institution is in turn able to fulfil their legal duties.

142. Any breach of this guidance is deemed to be a serious offence and thus subject to disciplinary action in accordance with the University's student discipline procedures.

Students' Duty

143. It is the duty of all students:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- To co-operate with the University and/or its partner institutions to enable compliance with health and safety requirements and the Health and Safety Policy;
- Not to interfere with, or misuse, anything provided in the interests of health, safety or welfare; and
- To report any faults or defects relating to health and safety matters.

144. An induction covering the welfare facilities on site and emergency arrangements is made available to all students, and students are expected to complete this/attend an induction session at the appropriate time when joining the University of Suffolk. Additionally, Health and Safety training will be provided to students relevant to the location, activities and statutory requirements for the course they are attending. Students are expected to co-operate, attend and complete such training.

Accidents and Near Misses

145. Students are responsible for taking reasonable care of themselves and others who might be affected by what they do and do not do. All accidents, incidents, dangerous occurrences or

near misses by or involving students on campus or on University trips/placements must be promptly reported to their tutor or member of Estates within the University or the Students' Union promptly. Students can also use the reporting mechanisms in the Student Hub on Brightspace.

Fire Safety

146. When a fire alarm sounds in any part of the University or at one of the partner institutions, all students, staff and visitors are required to leave that part of the building immediately, to follow any written or oral instructions and not to return until told it is safe to do so by a member of the Fire and Rescue Service, fire clearance officer/fire warden or authorised member of staff such as Security or Estates staff.

Smoking on Campus

147. The University aims to provide a workplace which is free from risk and is safe so far as is reasonably practicable. This includes keeping our campus buildings clear from smoke and e-cigarette vapours. No smoking, vaping/e-cigarette use is permitted inside any University buildings. Students should comply with the University's no smoking policy.

Safety and Wellbeing

148. To keep students, staff and visitors safe and able to study to the best of each individual's abilities, the following are not permitted on the premises of the University or on the premises of the partner institutions:

- illegal possession, use or supply of drugs or abuse of substances including alcohol;
- the playing of personal entertainment and communication systems (including the use of headphones or earpieces) or the playing of musical instruments in safety critical areas such as workshops or laboratories or in safety critical roles;
- the use of mobile phones including visual and sound recording (unless when authorised) in class/teaching/performance and when engaging in sports/leisure activities on campus or during the course of study. These must be switched off or on silent in these locations;
- gambling, save the use of machines duly and properly licensed through the Students' Union;
- offensive weapons including guns, blades and replica weapons, pepper spray / CS gas;
- the use of skate boards, hover boards, roller blades, roller skates, bicycles, or other similar means of self-powered equipment. Bike shelters or designated parking areas in University/partner institution car parks are provided;
- verbal or physical, violent, abusive or discriminatory behaviour, bullying or harassment, as outlined in the Student Discipline Procedure / Dignity at Study Policy;
- access to any restricted area which they do not have explicit permission from the Course Leader / Estates Directorate to enter, and only when they have received appropriate

induction and/or training from a competent person;

- with the exception of disability assistance dogs, bringing into or keeping animals in any of the University's buildings.

Personal Property

149. It is a student's responsibility to ensure that their property is kept safe and secure at all times (for example a laptop, tablet, mobile phone). Loss of, or damage to, a student's work prior to its submission is normally not regarded as an acceptable explanation for the submission of late or partial work for the purpose of formal assessment at the University. It is a student's responsibility to protect their work by taking appropriate precautionary counter-measures.

Visitors

150. Students and staff wishing to invite guests to the University or one of the partner institutions shall do so only in accordance with the relevant policies and procedures of the University, or partner institution. No student (or member of staff) shall knowingly invite to any site of the University or partner institution a person who has been excluded by the Vice-Chancellor or the relevant Principal (for Partner Colleges) or equivalent (for other partner institutions).

151. For reasons of safety and to protect the University's estate, students, staff and visitors, the Vice-Chancellor (for the University) and the relevant Principal (for the Partner Colleges) or equivalent (for other partner institutions) may at any time exclude non-students from the premises/grounds.

Children and Young Persons on campus

152. The University recognises its legal responsibilities for all persons whilst on University property. While not wishing to be restrictive, it is necessary to take into account the fact that children may be at greater risk of accident or injury than adults. It is therefore necessary for the University to introduce procedures and policies to ensure the health and safety, as far as reasonably practicable, of all children on University property.

153. There will be occasions when a student or visitor may wish to bring a child or young person into University property for a short period of time, for example while they collect work or meet a colleague. During this time the child or young person must be under the immediate supervision of the adult concerned. On such occasions it will not be necessary or practicable to obtain permission provided access is restricted to low risk areas such as offices/open-access areas. In such cases, the student or visitor accompanying the child shall be responsible for the safety of the child or young person whilst on University property.

154. Other than for approved events such as Student Recruitment and Outreach events, where a child or young person may be present for more than a short period of time, taken to a higher risk area or left unattended, the student or visitor accompanying the child or young person must obtain express written permission from the Designated Safeguarding Officer or relevant Head of Service or Dean of School or their nominee before the child enters University property. Students are not permitted to bring a child or young person into any University timetabled, learning and teaching sessions.

Vehicles

155. University car parks are private property and all vehicles are parked at the owners' risk. The University cannot accept any responsibility for any loss or damage to vehicles and/or their contents whilst parked on University property. Any student who wishes to bring a vehicle on to University grounds must comply with the rules which are in force governing the driving and parking of vehicles. It is the responsibility of such students to acquaint themselves with these rules which can be found in the Student Hub on Brightspace. Students studying/located at partner institutions should refer to their induction pre-arrival information and/or Student Handbook for details of local arrangements.

156. For students studying at the University, a current permit clearly displayed on the windscreen is required in order to park a vehicle. Eligible students can obtain a valid parking permit following completion of the online enrolment process. The issue of a permit does not guarantee a parking place within the designated parking areas. Students studying/located at partner institutions should refer to their induction pre-arrival information, and/or Student Handbook for details on local arrangements. Students can also contact the HE Administration Office at their Partner College for further clarification.

157. The University reserves the right to make charges for parking motorised vehicles in its grounds.

158. The University encourages the use of bicycles in support of its own and the local community's green travel policies. Facilities are provided for the parking of bicycles; the use is at the owners' risk.

Retention and disposal of student records

159. All records kept by the University are held in accordance with the University's Data Management Policy. Most records with regard to students are retained for a minimum of six years after graduation or withdrawal from the University. However, the individual student's academic record and the course/programme Assessment Board minutes will be retained in perpetuity to

enable the University to verify a student's achievements.

160. Where a course is recognised by a PSRB, retention periods will be in accordance with PSRB specifications.

Disclosure of information about students

161. The disclosure of any personal information about students is subject to the requirements of the General Data Protection Regulation (GDPR).

162. In accordance with the GDPR, students wishing to see the information held about them by the University should submit a Subject Access Request in writing to dataprotection@uos.ac.uk, as set out in the Data Management Policy.

163. Requests for non-personal information made in accordance with the Freedom of Information Act (FOIA) must be addressed to the Academic Registrar (foi@uos.ac.uk).

164. The University will disclose certain information, including details of attendance and academic progress, to the employer of an apprentice in accordance with the Apprenticeship Agreement and Commitment Statement, or to the sponsor(s) of a student where such disclosure is a specific condition of the sponsorship.

165. The University will disclose information, upon verification of identity, to a representative who has been named by a student in writing to act on their behalf.

166. The University will disclose information, including details of an award gained at the University and dates of study, to a potential employer or employment agency submitting an education verification request upon signed authorisation by the student.

Data Sharing and Data Privacy

167. All enrolled students will be registered by the University for an account with Gradintelligence for the purposes of providing the Higher Education Achievement Report (HEAR), a record of achievement (for courses not eligible for a HEAR) and student status certification letters. Data required to register students for an account includes student ID, name, date of birth and address. Students will be sent an email requesting activation of their Gradintelligence account in order to access and securely share the relevant documentation. It is the responsibility of the student to ensure that they activate their account. These documents will not be provided in paper format, and only documents shared and viewed via Gradintelligence will be considered valid and

verified.

168. Information about how student data is collected and used can be found in the privacy notices on the University's website.

Complaints Procedure

169. If a student has a complaint about the University, they should use the Student Complaints Procedure which is intended to help resolve any complaints by students or applicants as promptly, fairly and amicably as possible. A copy of the policy and form can be found on the University website (www.uos.ac.uk).

170. If, having followed the Student Complaints Procedure, the student remains dissatisfied; they may have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA). Complaints made by applicants are not eligible for review by the OIA.

SECTION 4 – APPENDICES

Appendix 1: Legislation and Guidance

These regulations have been informed by:

- The Competition and Markets Authority (CMA) – 'Undergraduate students: your rights under consumer law.'
- Prevent Duty (The Counter-Terrorism and Security Act (2015)
- General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)
- Freedom of Information Act (FOI) (2000)
- The Equality Act (2010)
- The Health and Safety at Work Act (1999)

Appendix 2: Useful Contacts

		International dialing code: +44 (0)
Academic Registrar	academicregistrar@uos.ac.uk	01473 338679 *(PA to Academic Registrar)*
Admissions	admissions@uos.ac.uk	01473 338348
Data Governance	datagovernance@uos.ac.uk	
Finance and Planning Department	finance@uos.ac.uk	01473 338350
Graduate School	graduateschool@uos.ac.uk	01473 338181
HE Administration Office: University of Suffolk at East Coast College (Great Yarmouth campus) University of Suffolk at East Coast College (Lowestoft campus) University of Suffolk at Suffolk New College University of Suffolk at West Suffolk College	 HE@eastcoast.ac.uk HE@eastcoast.ac.uk snchighereducation@suffolk.ac.uk uos@wsc.ac.uk	 01493 419294 01502 525102 01473 382818 01284 716341
Library and Learning Services: University of Suffolk University of Suffolk at East Coast College (Great Yarmouth) University of Suffolk at East Coast College (Lowestoft) University of Suffolk at Suffolk New College University of Suffolk at West Suffolk College	 learningservices@uos.ac.uk learningcurve@suffolk.ac.uk library.helpdesk@wsc.ac.uk	 01473 338700 01493 419220 01502 525169 01473 382818 01284 716216
Partnerships Office	partnerships@uos.ac.uk	01473 338336
Registry Services: Exams Office Extenuating Circumstances Graduation Office HEAR/Gradintelligence Office for Student Appeals, Complaints and Conduct (OSACC) Academic Administration	 exams@uos.ac.uk extcircs@uos.ac.uk graduation@uos.ac.uk hear@uos.ac.uk osacc@uos.ac.uk academicadministrators@uos.ac.uk	 01473 338432 01473 338489 01473 338833 01473 338506 01473 338450
Student Centre	studentlife@uos.ac.uk	01473 338833

Student Life: Disability, Mental Health, Counselling and Diagnostic Assessments Financial advice Study Abroad and International Student Support Chaplaincy	studentservices@uos.ac.uk moneyadvice@uos.ac.uk studyabroad@uos.ac.uk l.pepper@uos.ac.uk	01473 338833
Students' Union Office	su@uos.ac.uk	

Appendix 3: Course Changes

Late Course Changes

University of Suffolk reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time later than the 28 day period specified in section 41, including after enrolment and/or the course start date, for the reasons set out in section 41. Where students have already enrolled on a course, they will be fully consulted on any proposed material changes to a course.

Students will be notified of any course changes as soon as reasonably practicable. Any student who has concerns about the course change must notify the University in writing within 14 days of receiving written notification of the change. If a student would like to be considered for another course, the University will use its reasonable endeavours to provide a suitable alternative course within the University (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider. The University will provide you with a full refund of any tuition fee paid.

Any change made to a course under this clause which falls outwith the reasons set out in section 41 would be considered by the University to be a variation of the contract between the student and the University, to which a student's consent is required. In these circumstances students will be asked to contact the University in writing, normally within 14 days, if they are not willing to consent to the changes. Students will be consulted in advance about course changes made under this clause.

If a student does not give consent to a change made within the circumstances set out in section 41, the following will apply:

- Upon receiving any written concerns, the University will invite the student to meet with relevant staff to discuss the issue with the aim of seeking a mutually acceptable resolution.
- If no resolution is reached, students will have the right to withdraw from their course.

If a student decides to withdraw from their course in these circumstances:

- They must notify the University in writing, within 14 days of receiving written notification of the change;
- If requested by the student, the University will use its reasonable endeavours to provide a suitable alternative course (for which tuition fees may be payable) or suggest a suitable alternative course at another provider;
- The University will provide the student with a full refund of tuition fees paid in the year in

which the course change takes effect and may award compensation, in accordance with the arrangements outlined in the Tuition Fee Policy and Student Protection Plan.

Course Suspension

The University reserves the right to suspend a course before it has started, for the following reasons:

- Due to an insufficient number or quality of student applications received;
- The University is unable to guarantee the student experience and/or is unable to meet course number requirements;
- Accreditation/support from relevant professional or regulatory bodies is withdrawn;
- The course is not financially viable.

In order to minimise disruption caused by course suspensions, the University will:

- Use its best endeavours to recruit sufficient numbers of students in order to run the course;
- Warn students if a course is at risk of suspension due to failure to achieve sufficient numbers and quality of student applications;
- Give students no less than 28 days' notice of suspension prior to the start of the course;
- If, due to circumstances beyond the University's reasonable control, it is not possible to notify students in advance, the University will endeavour to do so as soon as reasonably practicable.

If the University has to suspend a course after a student has accepted an offer:

- The University will use reasonable endeavours to provide a suitable alternative course at the University (for which tuition fees will be payable) or suggest a suitable alternative course at another provider.
- The University will provide the student with a full refund of any deposit or tuition fee paid towards the course which has been suspended, in accordance with the arrangements outlined in the Tuition Fee Policy and Student Protection Plan.

Appendix 4: Definitions and Interpretation

In this policy (except where the context otherwise requires) the following words shall have the meanings respectively ascribed to them:

Academic Appeal
a written request by a student querying a decision on their academic result(s), progression or award.

Academic Misconduct
an unfair advantage gained by a student in their studies/examinations.

Academic Year
normally means the twelve (12) month period from 1 August to 31 July for students starting their studies in September and the twelve (12) month period from 1 February to 31 January for those students starting in the Spring.

Award
the qualification achieved by a student having successfully completed a University of Suffolk programme.

Brightspace
the University of Suffolk's Online Learning Environment (OLE).

BRP
a Biometric Residence Permit which a student receives as part of a visa or immigration application.

CAS
Confirmation of Acceptance for Studies, which is a unique reference number that a student requires when making a Student Route visa application. The CAS is confirmation that the University wishes to sponsor a student using its Sponsor Licence.

Clearing
a service offered by the Universities and Colleges Admissions Service (UCAS) and individual universities, available between the months of July and September. The service can help people without a university or college place to find suitable vacancies left on higher education courses.

CMA

Competition and Markets Authority.

CMA Guidance
guidance issued by the CMA in respect of consumer protection of students in higher education in England and Wales.

CTSA
the Counter Terrorism and Security Act 2015 and any subordinate legislation made under that Act from time to time.

DBS
the Disclosure and Barring Service.

Enrolment
the process whereby a student is admitted to a University of Suffolk programme and a record is maintained by the University of the student's course of study.

Equality Act
the Equality Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant Government department concerning the legislation.

FOIA
the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation.

GDPR
the General Data Protection Regulation and any subordinate legislation made under that Regulation from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation.

Gradintelligence
the company that provides the online platform through which students can access and securely share their Higher Education Achievement Report (HEAR), record of achievement, and student status certification letter.

HEAR

the Higher Education Achievement Report; an electronic document accessed via Gradintelligence that details the student's academic results as well as any approved additional activities, awards and prizes achieved by the student during their programme of study at the University.

OASIS

the Online Administration Services and Integrated Systems (the University of Suffolk student portal).

OfS

the Office for Students. The OfS is the independent regulator for higher education in England.

OIA

the Office of the Independent Adjudicator for Higher Education. The OIA provides an independent scheme for the review of complaints by students against higher education institutions at the stage where the internal complaints procedures have been exhausted. The OIA's definition of 'complaints' includes complaints about the final decision of a higher education institution's disciplinary or appeal body.

OLE

an Online Learning Environment, such as Brightspace or Moodle.

Partner College

an FE institutional founding member of the University of Suffolk. The Partner Colleges are East Coast College, Suffolk New College and West Suffolk College (together the "Partner Colleges" and individually the "Partner College").

Partner Institution

an institution that the University has entered into a Collaboration Agreement with in order to facilitate the delivery of programmes by the partner institution that lead to a University of Suffolk award. This includes Partner Colleges.

Personal Tutor/Personal Academic Coach

a tutor allocated to a student to support their studies at the University of Suffolk. Personal tutors/personal academic coaches are there to speak to on a number of topics.

Relevant Policies and Procedures

the Relevant Policies and Procedures are defined in Appendix 5. The General Regulations and the Relevant Policies and Procedures include the University's Admissions Policy and Terms and

Conditions of Offer. The terms of these two documents form part of the student contract, together with any pre-contract information (oral or written), including information contained in the University prospectus and any student-specific terms contained in each offer (but not included in these documents).

RPL (including RPCL and RPEL)
the Recognition of Prior Learning; a process that allows applicants to gain recognition for skills or qualifications gained at work or elsewhere. This can be prior certificated learning (RPCL) or prior experiential learning (RPEL).

Registration
the process whereby an individual registers as a student of the University of Suffolk, or as a student of a partner institution and the University for a programme of study validated by the University.

Senate
the supreme academic authority of the University.

Student Centre
the main point of contact for many of the services and activities that students may need during their time at the University.

Student Hub
an area on Brightspace that contains general student information and acts as the student intranet.

Student Protection Plan
a plan setting out what students can expect to happen should a course, campus or institution close. The purpose of the plan is to ensure that students can continue and complete their studies, or can be compensated if this is not possible.

Student Sponsor Licence
a licence issued by the UKVI under the points-based immigration system or any equivalent licence arrangement(s) introduced by the Government in place of Tier 4/Student Sponsor Licences.

UCAS
the Universities and Colleges Admissions Service, a central organisation through which applications are processed for entry into Higher Education (HE).

UKVI

UK Visas and Immigration, the Government body responsible for securing the UK border and immigration control and/or any successor body which carries out substantially the same function.

University of Suffolk Policies, Procedures

all or any of the policies, procedures and regulations (including academic and quality assurance procedures) approved by the University from to time to time and which apply directly or indirectly to any University of Suffolk programme.

Appendix 5: Relevant Policies and Procedures

In accepting an offer of a place and enrolling at the University of Suffolk, students agree to be bound by the following University-wide policies and documents, as amended and approved from time to time. Policies marked with an asterisk (*) indicate that there are separate policies in operation for specific partner institutions, as listed in the Partner Institution Specific Policies section.

Academic/Financial:

Academic Appeals Procedure
Academic Misconduct Policy
Admissions Policy
Admissions – General Terms and Conditions of Offer for Applicants
Assessment Board Policy
Assessment Moderation Policy *
Copyright Policy
Extenuating Circumstances Policy
Framework and Regulations for Higher National Awards
Framework and Regulations for SQA Advanced Awards in Nautical Science
Framework and Regulations for Undergraduate Awards *
Framework and Regulations for Initial Teacher Training (Lifelong Learning Sector) Awards
Framework and Regulations for School Centred Initial Teacher Training Awards
Framework and Regulations for Taught Postgraduate Awards *
General Regulations (Students)
Group Work Assessment Policy
Higher and Degree Apprenticeship Framework
Intellectual Property Policy (Commercial Exploitation)
Intellectual Property Policy (Research and Scholarly Outputs and Learning and Teaching Materials)
Learning Session Recording (Lecture Capture) Policy
Learning, Teaching and Assessment Framework
Personal Academic Coaching Policy *
Recognition of Prior Learning Policy
Regulations for the Preparation and Conduct of Invigilated Examinations
Research Ethics Framework
Research Misconduct Policy
Student Attendance and Engagement Monitoring Policy *
Student Transfer Arrangements

Tuition Fee Policy
Work-based and Placement Learning Framework

Conduct, Behaviour and Wellbeing:
Dignity at Study Policy
Disability Statement
Domestic Abuse Policy
Equality, Diversity and Inclusivity Policy
Fitness to Practise Procedure
Freedom of Speech Code of Practice
Reasonable Adjustments Code of Practice
Safeguarding Policy
Student Charter
Student Discipline Procedure
Student Representation and Student Voice Policy
Support to Study Procedure
Trans Equality Policy

Complaints:
Student Complaints Procedure

Data and Information/Facilities:
Data Management Policy
Acceptable Use of IT Policy

*** Partner Institution Specific Policies**
Assessment Moderation Policy for Unicaf Programmes
Framework and Regulations for Taught Postgraduate Awards delivered in partnership with Unicaf
Framework and Regulations for Undergraduate Awards delivered in partnership with Unicaf
Framework and Regulations for Undergraduate Awards delivered in partnership with Unitas
LSC Attendance Policy for students enrolled on University of Suffolk programmes
Personal Tutorial Policy for partner institutions

Appendix 6: Safeguarding, Suitability and Criminal Convictions Procedure

Introduction

6.1 The University of Suffolk aims to provide a supportive and positive environment for learning and teaching. It is committed to equality of opportunity, including the rehabilitation of offenders who can demonstrate academic potential, and to ensuring that the rights of individuals are respected and that each person is treated with dignity, respect and courtesy at all times.

6.2 The purpose of the procedure set out in this appendix is to ensure that students who have relevant criminal convictions to declare are treated consistently and equitably and in accordance with the Rehabilitation of Offenders Act 1974, the Human Rights Act 1998 and the Protection of Freedoms Act 2012. This process seeks not to replace the role and responsibilities of the Criminal Justice Service to determine an individual's suitability within the wider society.

6.3 Students who declare a conviction(s) in accordance with the provisions of the Regulations will not automatically have their enrolment terminated.

6.4 It is the responsibility of the Head of Safeguarding and DBS and the Assistant Director of Student Life to periodically monitor and review the suitability procedures to ensure they are fully effective and consistently applied across the University, and to update the Director of Student Life and Registry Services/Academic Registrar (Designated Safeguarding Officer).

Routes to disclosure

6.5 Whilst promoting equality of opportunity, the University of Suffolk has a responsibility to reduce the risk of harm or injury, caused by criminal behaviour, to its students, visitors, staff and the vulnerable people to whom some students have access by virtue of the nature of their course and regulated activity required.

6.6 Criminal conviction disclosures may be received by the University via the following routes:

- self-declaration at admissions stage by an applicant
- any criminal Conviction records held on a DBS certificate
- self-disclosure by student enrolled as on a professional course
- safeguarding leads are informed of concern in relation to a student that may affect their ongoing suitability for a professional course.

6.7 It is the responsibility of the student to inform the University of Suffolk or the partner institution where they are studying of any criminal convictions acquired during their time as

students. All students are reminded of these requirements during the annual re-enrolment/induction process.

6.8 The relevance of any declared criminal convictions made by students will depend upon the nature of the course on which they are enrolled. The University of Suffolk will consider any course and module content and professional placement requirements when determining if there is a specific need for an assessment of a students' criminal convictions declaration. Given the importance of context, it is likely there will be no ‘one size fits all’ approach and consideration should be given to the mitigating circumstances of each case.

6.9 Students seeking advice on whether their convictions are spent or relevant are advised to contact Unlock (www.unlock.org.uk), who can provide specific advice in relation to HE and criminal convictions.

Professional courses which require undertaking regulated activity

6.10 Regulated activity refers to certain roles, professions and programmes of study subject to working with children or adults at risk. This would include, but would not be exclusive to, programmes in health, social work and teaching where such roles are exempt from the Rehabilitation of Offenders Act 1974. All students enrolled on professional courses that require undertaking regulated activity must declare all relevant criminal convictions. The content of any criminal conviction disclosure will be viewed only by trained staff.

6.11 Students are informed via the University of Suffolk website and other programme related information if they are required to declare any criminal convictions, including spent convictions and cautions (including verbal cautions) and bind-over orders that will not be filtered under Disclosure & Barring Service (DBS) guidelines in addition to any relevant unspent convictions. This includes reference to any fees incurred by the student for the cost of a DBS certificate and if required, annual subscription to the Online Update Service.

6.12 In accordance with the professional standards and code of practice required for each course, the University will also assess the suitability of students in relation to their conduct, health, and character in their ability to practice safely, respectfully and with personal integrity. For some courses, this may require further disclosure of whether the student is both indirectly or directly subject to any safeguarding investigations or inquiries that relate to safeguarding children or adults at risk. This includes immediate family members (including children of) and/or person(s) with who they have an intimate relationship. Details of the disclosure will be further anonymised and shared with members of the Safeguarding, Suitability and Criminal Convictions Panel.

6.13 Students in roles requiring regulated activity must complete an enhanced Disclosure & Barring Service Certificate (DBS) alongside any self-declaration documentation as part of the annual online enrolment process as detailed in the University of Suffolk Fitness to Practice Procedures. Students that are barred from regulated activity (subject to the Disclosure and Barring Service Barred List) should be aware that it is an offence to apply for a programme of study where regulated activity is a course requirement.

6.14 Students are required to notify the University immediately of any new criminal convictions or changes that may affect their ongoing suitability on a programme requiring regulated activity. Declarations made early in the criminal convictions process allow the University a greater amount of time to consider an individual's situation and greater transparency of the process.

6.15 The University may terminate a student's enrolment at any time if it determines that the student has made any misleading, false or fraudulent statement to the institution, or has produced falsified documents, regarding any relevant criminal convictions, whether as part of their application or whilst on their course. Where the student is enrolled on a professional course, it may also be necessary for the matter to be referred to the relevant PSRB.

Professional courses with module options/pathways which require undertaking regulated activity

6.16 Disclosures of criminal convictions and a DBS Certificate may be required and further risk assessed for courses where a professional placement and/or module requires regulated activity as a potential pathway on a student's chosen programme of study, including where the student is subject to any license condition or monitoring restrictions that could affect their ability to successfully complete a module or programme of study.

6.17 Where a student is prohibited from taking an optional module or placement, they will be required to select from the other options available to ensure that a programme of study can be successfully completed. If a placement/module in regulated activity is mandatory, the student may be withdrawn from the course or transferred to an alternative course that does not require regulated activity.

Disclosure and Barring Service Procedures

6.18 By completing the DBS process, the student is consenting that the original disclosure will be provided to the DBS Team. All DBS documentation should be received by the point of induction at the University.

6.19 Upon receipt of the DBS disclosure, the Head of Safeguarding and DBS shall review the disclosure and highlight to the Criminal Convictions Panel where new or different information is revealed on the DBS disclosure.

6.20 The University may seek the student's consent to contact and/or refer to external agencies such as the Local Authority Designated Officer (LADO), Police, Probation Services or other appropriate independent person/body to request further advice and information regarding the student Any personal data provided by individuals and authorities will be treated in accordance with the provisions of the General Data Protection Regulations and Data Protection Act (2018).

6.21 To be valid, a DBS disclosure must be less than three months old at the time of commencing a placement on a programme of study that requires regulated activity with children and/or adults at risk.

6.22 Existing DBS certificates a student may have completed through previous employment or volunteering will not be accepted unless the student can demonstrate that it meets the requirements of the course and can provide the original certificate for review. If a DBS certificate is subscribed to the DBS Annual Online Update Service, the student should provide permission for the University to complete a 'Status check' on the student's current status to enable the DBS certificate to be valid for placement and/or the course.

6.23 For a number of professional courses, students will be required to pay and subscribe to the Annual Online DBS Update Service as a requirement of their course. This includes students currently intercalating that are required to complete a new DBS certificate on return. Failure to comply with this may result in:

- a breach of policy and/or;
- delay in placement start date;
- withdrawal from placement;
- a new DBS application required to be completed and subscribed to the Update Service, and any costs incurred will be at the student's own expense;
- disciplinary action.

6.24 If a student is already employed in a post which gives direct access to children and vulnerable adults and is being supported in undertaking the course by their employer such as through an apprenticeship programme, the University of Suffolk requires to notification of the issue date and certificate number of the certificate via the Employer Suitability Declaration. In these circumstances the employer must show due diligence for the student/learner as their employee as

to ensure that all suitability checks (including the accuracy and completion of a DBS certificate) are completed in line with safer recruitment standards.

Other courses not requiring regulated activity

6.25 Students on programmes of study that do not require regulated activity as a mandatory course requirement and are likely to not lead directly to an exempt profession will only be required to disclose their criminal record if they are currently subject to any license condition or monitoring restriction that could affect their ability to successfully complete their studies.

6.26 Any declared conditions or monitoring restrictions will be carefully risk assessed as to not hinder a student's ability to progress on a programme of study. This is providing that the restrictions imposed do not prevent a student being able to successfully complete their chosen programme of study, i.e. any restrictions placed on computer use or internet access would prevent a student from completing and submitting required work.

Procedure for students disclosing criminal convictions and suitability

6.27 Where a student indicates that they have been convicted of a relevant criminal offence or change in their suitability status since their last enrolment, the conviction will be referred to be reviewed by the Office for Student Appeals, Complaints and Conduct (OSACC) under the University's Fitness to Practice Procedure and/or Student Discipline Procedure. During this period, re-enrolment procedures are halted, and any scheduled placement will be delayed until an outcome is reached.

6.28 Where a student may be arrested on criminal charges, pending an investigation by the police, this matter should be referred immediately to the Director of Student Life and Registry Services/Academic Registrar. Depending on the seriousness of the criminal offence that is charged, the student may be suspended from the University pending further investigation, in line with the Student Discipline Procedure. Any further action will be suspended until the conclusion of the police investigation and any court proceedings. In the event of a student conviction, the University of Suffolk has a continued duty of care to ensure all information is referred to the relevant external agencies (LADO and/or POT Team) and, where appropriate, the Designated Safeguarding Lead will make a referral to the Disclosure and Barring Service.

6.29 In the event where a student is acquitted and/or charges dropped, support will be offered to enable them to return to their studies.

6.30 Students will be given ten working days to provide documentation concerning their conviction or change in suitability status. Failure on the part of the student to provide the required

documentation within the specified period will result in the student being required to attend a meeting with the Assistant Director of Student Life or nominee. If the required documentation is not provided within an agreed timescale after this meeting, or if the student fails to attend the meeting, this is likely to result in the student's withdrawal from the programme.

Failure to disclose a criminal conviction or suitability concern

6.31 In the event that a student fails to declare information as required, the University of Suffolk reserves the right to terminate their enrolment. If a student has already registered on a programme of study this will be dealt with under the terms outlined in Fitness to Practice Procedure and/or Student Discipline Procedure.

Role of the Safeguarding, Suitability and Criminal Convictions Panel

6.32 The function of the Safeguarding, Suitability and Criminal Convictions Panel is to take a reasonable view to assess the level of risk the student may pose to the University of Suffolk, its members and visitors or any relevant external stakeholders (such as placement providers). The Panel may also consider if the information presented has potential to affect the student's ability to register with a professional body on completion of a programme of study.

6.33 The student will be notified that a Safeguarding, Suitability and Criminal Convictions Panel will be convened to consider their continued enrolment. The student will also be sent a copy of the Regulations.

6.34 OSACC will be responsible for making the arrangements for the Panel, who will receive the original self-disclosure, initial risk assessment of the disclosure plus additional information provided by the student.

6.35 The Panel shall comprise the relevant Dean of School or nominee (or equivalent post-holder at the appropriate partner or nominee such as Deputy Academic Registrar), an OSACC representative and a Safeguarding Officer. For courses where a placement is an integral part of the course, the views of the placement provider or a body representing the views of a group of placement providers will also be sought, as may the views of any relevant professional or assessment body including the Local Authority Designated Officer (LADO).

6.36 The Panel will meet virtually or in person as soon as practically possible after the information is received from the student. At any stage, the Panel may determine that further information is required, and/or an interview held with the student to support the decision-making process.

6.37 The Panel will consider all the evidence available to assess the student's suitability for continued registration, and undertake a risk assessment taking into account:

- the relevance of the offence(s) and/or disclosure to the course of study;
- the seriousness of the offence (s) and/or disclosure;
- the length of time since the offence(s) and/or disclosure;
- whether there is an established pattern, history of concerns;
- whether the student's situation has changed since the offence(s) was/were committed;
- the circumstances surrounding the offence(s) and/or disclosure;
- the student's explanation for the offence(s); and
- the requirements of the various Professional, Statutory and Regulatory Bodies (PSRBs) and requirements of the law to protect special categories of people (children and vulnerable adults);
- evidence submitted of their good character, conduct and/or any mitigating factors relating to broader safeguarding concerns that may affect ability to practice safely, respectfully and with personal integrity (e.g. engagement with statutory services).

6.38 If during the considerations of the Panel a situation should arise where there is the need to inform local safeguarding procedures either by referral to Adult Safeguarding or the Local Authority Designated Officer, this should take place immediately and the Panel will be suspended until the further information is provided by the appropriate external agency.

6.39 The Panel in making a final judgment should reach one of the conclusions:

- Low Risk
  The level of risk has been determined as low or acceptable. The conviction bears no weight on the requirements of the course. Enrolment on the course can continue.
- Low-Medium Risk
  The level of risk is medium and further conditions to study should be applied. The student may be given a new offer to study on a different course or with different module selections and conditions attached. The student may be offered a deferred start date to gather further information to conclude any decision making. The student will have opportunity to decide whether they wish to continue with enrolment on the course.
- High Risk
  The level of risk is high and considered at a risk too high continue with a course of study. The University is unable to adequately safeguard the needs of students, staff, visitors and external parties. Subsequently the decision will be made to recommend to the Vice-Chancellor or relevant Principal that the student's enrolment be terminated (where appropriate).

6.40 The Panel shall make a formal record of the reasons for their decision to be retained by OSACC.

6.41 OSACC shall advise the student of the Panel's decision as soon as possible, and no longer than five working days after the decision is made. If the Panel has decided to suggest an alternative course, to set conditions or to recommend an individual's enrolment be terminated, the student shall also be informed by OSACC of the Appeals Process (see paragraphs 6.42 to 6.61 below).

Safeguarding, Suitability and Criminal Conviction Appeals Process

6.42 A student may appeal against a decision of the Safeguarding, Suitability and Criminal Convictions Panel on one or more of the following grounds:

- procedural irregularity, where it is alleged that the University did not adhere to its procedures;
- prejudice or bias, where it is alleged that members of the Panel involved in making the decision acted unfairly towards the student;
- extenuating circumstances, where there are facts which might lessen or reduce the seriousness of the criminal record which were not known to the Panel at the time it made its decision and which could not reasonably have been made known at that time.

Submitting a Safeguarding, Suitability and Criminal Convictions Appeal

6.43 If a student wishes to appeal against a decision of the Panel, they must submit the Safeguarding, Suitability and Criminal Convictions Appeal Form to OSACC within ten working days of receipt of the Panel's decision. The Safeguarding, Suitability and Criminal Convictions Appeal Form is available in the Student Hub and on the University of Suffolk website. Support is available to students from the Student Life team.

Consideration of Safeguarding, Suitability and Criminal Conviction Appeals

6.44 The receipt of the appeal will be acknowledged by OSACC and an initial assessment will be undertaken by the Director of Student Life and Registry Services/Academic Registrar or nominee to check that the appeal meets at least one of the grounds in paragraph 6.42 and that the form is fully completed and submitted within the required timeframe.

6.45 The student should ensure they submit all appropriate evidence to support the stated grounds for their appeal. The Director of Student Life and Registry Services/Academic Registrar or nominee has the right to request further clarification and/or additional written evidence from the student and/or staff.

6.46 Where additional evidence and/or clarification is requested from the student, this should be submitted to OSACC by the given deadline. Should it not be received by this date, the appeal will be assessed on the evidence provided with the original submission.

6.47 As part of the initial assessment, the Director of Student Life and Registry Services/Academic Registrar or nominee shall ask OSACC for the decision of the original Panel and the evidence and reasons on which the decision was based.

6.48 Following the initial assessment, the Director of Student Life and Registry Services/Academic Registrar or nominee will determine whether the appeal should be reconsidered by the original Panel, be rejected or be considered further by an Appeals Panel.

Reconsideration by the Safeguarding, Suitability and Criminal Convictions Panel

6.49 If the Director of Student Life and Registry Services/Academic Registrar or nominee determines that the case should be reconsidered by the Safeguarding, Suitability and Criminal Convictions Panel, for example if new information has been provided, a Panel will be convened in accordance with paragraph 6.35.

6.50 The Panel will inform the Director of Student Life and Registry Services/Academic Registrar or nominee of the outcome of their reconsideration.

6.51 If the Panel has revised its original decision, the Director of Student Life and Registry Services/Academic Registrar or nominee, via OSACC, will inform the student of this decision in writing, normally no longer than five working days after the Panel has met.

6.52 If there is no change to the original decision, the Director of Student Life and Registry Services/Academic Registrar or nominee will consult with a senior representative of the awarding institution to determine whether the appeal should be rejected or warrants further consideration by an appeals panel.

Rejection of Criminal Conviction Appeal

6.53 If the Director of Student Life and Registry Services/Academic Registrar or nominee determines that the appeal should be rejected, the matter shall be referred to a senior representative of the awarding institution for consideration. If the senior representative agrees that the appeal should be rejected, the Director of Student Life/Academic Registrar or nominee, via OSACC, shall inform the student of the decision in writing, normally within ten working days of receipt of their appeal.

6.54 This decision is final and there is no further right of appeal within the University of Suffolk.

Consideration by the Safeguarding, Suitability and Criminal Convictions Appeals Panel

6.55 If the Director of Student Life and Registry Services/Academic Registrar or nominee, in consultation with a senior representative of the awarding institution, decides that the appeal warrants further consideration, they will appoint an Appeals Panel.

6.56 Membership will be of mixed gender where possible and shall comprise:

- Deputy Vice-Chancellor or nominee (Chair)
- One academic who has had no previous involvement in the case (and, for professional courses, is a registrant of the relevant PSRB)
- One academic from the relevant subject area from the awarding institution
- One representative from a relevant placement provider (for professional courses only).

6.57 A representative from OSACC will be appointed as Secretary to the Appeals Panel and record the Panel's decision and justification for that decision.

6.58 The Appeals Panel shall carry out a review of all documents considered by the Safeguarding, Suitability and Criminal Convictions Panel, together with the written statement submitted by the student setting out the grounds for the appeal. The Appeals Panel shall not proceed by way of a re-hearing but shall have the power to require the presentation of such further evidence as it deems necessary. The student will be informed of when the Appeals Panel will meet but will not be present.

6.59 The Appeals Panel shall have the same powers as the Safeguarding, Suitability and Criminal Convictions Panel and may confirm the decision of the Safeguarding, Suitability and Criminal Convictions Panel or substitute such other decision as it considers appropriate.

6.60 When the Appeals Panel has reached its decision, the Secretary shall inform the student in writing through the issue of a completion of procedures letter, copied to the Dean of School (or

equivalent) and Director of Student Life and Registry Services/Academic Registrar, within five days of the Appeals Panel meeting.

6.61 The decision of the FTPAP is final and there is no further right to appeal within the University.

Further right to appeal

6.62 Students who are dissatisfied with the outcome of their appeal, or whose appeal was rejected without consideration by the Appeals Panel, may be able to seek a review by the OIA should the case be eligible under the OIA's rules (see http://www.oiahe.org.uk). Details will be provided in the letter advising the student of the outcome.

Reference Requests

6.63 The University will conduct all reference requests for all professional courses in accordance with Safer Recruitment procedures as to ensure greater scrutiny of accuracy and validity. Professional references must be obtained via a professional email account and/or on headed paper, references from personal accounts or the applicants personal email accounts will not be accepted.

Additional Information

6.64 If a student withdraws from the University with an uninvestigated criminal conviction or suitability concern, the conviction will be investigated if they later apply to return to study. At times, it may be necessary for information to be further referred to external agencies such as the Local Authority Designated Officer (LADO), Police or Disclosure and Barring Service.

Data Protection and Retention

6.65 In a limited number of cases, after careful consideration, the University may decide that there are departments, services or individuals within the institution who have an important interest in this information on a need to know basis, for example to offer support to the student or to protect other members of the University community. The Director of Student Life and Registry Services/Academic Registrar (as the University of Suffolk Data Protection Officer) will decide what information can be disclosed and to whom. The student will be notified when this is the case.

6.66 Where an applicant with a conviction is granted admission to the University, details of the non-academic considerations relating to the admission will be kept securely by OSACC for as long as the student in question is registered with the University plus one year. After this point a record of the decision taken will be maintained but all other supporting documentation will be removed.

Where an applicant is not granted admission to the University, the decision and all supporting documentation will be saved centrally by the Admissions Team.