

## **Student Rules and Regulations**

### **1. Introduction**

1.1 The Rules and Regulations of the University apply at all times including term and vacation.

1.2 As part of his/her responsibility for the administration of the University, the Pro Vice-Chancellor (Chief Operating Officer) (or deputised authority) is responsible for all University premises including the Students' Union Building and for the maintenance of good order. He/she has authority to:

- require people not to assemble on University property and grounds;
- require people to leave University property and grounds;
- withhold consent for meetings;
- require the termination of meetings.

This authority will only be carried out once all reasonable attempts to consult with Human Resources (HR), with Campus Services and with the Students' Union have been exhausted, and will only be considered if one or more of the following criteria apply;

1. That there has been a contravention of the University's Dignity and Respect Policy;
2. That the safety and wellbeing of the speaker, attendees or those in the vicinity has been compromised;
3. That there has been an environmental or infrastructure emergency, e.g. adverse weather or utilities failure.

He/she may delegate this authority in whole or in part to other employees of the University, in particular out of normal working hours or in his/her absence. In these cases, as before, any decision to require people not to assemble must fall under one or more of the above three criteria, and again all reasonable attempts to consult with HR, with Campus Services and with the Students' Union must have been made and evidenced.

1.3 All members of staff have a part to play in assisting in the maintenance of student discipline and most cases of minor misconduct will normally be dealt in the first instance by an individual member of staff on an informal basis by counselling in the correct behaviour and conduct.

### **2. Rules**

2.1 Students must not disrupt the academic activities of any member of the academic community or authorised visitor, or any ceremony, meeting or social, cultural, political or

sporting event of the University held on the University's premises or elsewhere whether or not the event or meeting is open to the public.

- 2.2 Students must not disrupt the administration and general operation of the University.
- 2.3 Students must not bring the University into disrepute or incur any liability on behalf of the University.
- 2.4 Students must not obstruct persons authorised by the University or authorised visitors in the performance of their duties, functions or other activities.
- 2.5 Students must not engage in any criminal activity against any other student.
- 2.6 Students must not perform any act which might render the University liable in criminal law.
- 2.7 Students must not damage, deface or misappropriate any property of the University, the Students' Union, any other organisation or body of students in the University or any other member of the academic community or employee of the University.
- 2.8 Students must not engage in activity contrary to the University's policy on Equal Opportunity: <http://www.aber.ac.uk/en/equality/equality-policy/policyarchive/equal-opportunities-diversity-policy/>
- 2.9 Students must not behave in a violent, indecent, disorderly or threatening manner or engage in oral or written abuse towards other students, staff or other individuals. This includes communication via e-mail and social media and students should pay due regard to both the University Guidelines for Dealing with Harassment and Bullying and the University Guidance on the Use of Social Media.
- 2.10 Students must not take or use without authority any property belonging to the University, the Students' Union, any student organisation, any other student, member of staff or authorised visitor.
- 2.11 Students must not drive any vehicle belonging to, or hired by, the University, the Students' Union or any other student organisation without the approval of an authorised officer.
- 2.12 Students must not, while on the property of the University, or while engaged in any University activity, have in their possession any illegal substances.
- 2.13 With the exception of student licensed clubs, where licensed gun owners must keep guns safely stored in the Students' Union's licensed gun cabinet, students must not bring onto any property of the University a firearm of any description, or imitation firearm, replicas and models, all airguns, pellet, Nerf and BB guns, electric stun guns and all other devices including spear guns howsoever capable of discharging any shot, bullet, arrow, bolt or other missile or electric charge; any other weapon, ammunition, or any explosive material

(including fireworks), or any substance hazardous to life without the written authority of a person authorised by the University Executive.

- 2.14 Students must not engage in fraud, deceit, deception or dishonesty in relation to the University, its staff or students, or in connection with holding any office in the Students' Union.
- 2.15 Students must not use the name of the University or their position in the Students' Union or in the University to engage in fraud, deceit, deception or dishonesty.
- 2.16 Students must disclose their name and other relevant details to a person duly authorised by the University in circumstances when it is reasonable to require that such information be given.
- 2.17 Students must respect copyright in all materials, including those in which copyright lies with the University itself or with its members of staff. Such material (e.g. lecture notes, research notes, publications, recorded lectures) should not be posted to the web without explicit permission from the appropriate member of staff and/or the University Copyright Manager.
- 2.18 Students shall not persistently break University Regulations as set out in Section 3 below.

## **2.19 Health and Safety at Work Act 1974**

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

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

- 2.19.2 Every student whose course involves work in a laboratory or other hazard area must obey the special safety rules applicable to that area. These rules will be issued by the Institute concerned.
- 2.19.3 In order to carry out its duties under the Act, the University instructs undergraduate and taught postgraduate students that they must not enter laboratories and other hazard areas except as indicated by the timetabled provisions for their courses. Postgraduate research students working in research laboratories must observe the Institute rules regarding access to such areas both within and outside of normal working hours.
- 2.19.4 Students should note that if they commit a breach of these rules they render themselves liable to criminal prosecution at the instigation of the Health and Safety Executive or the Fire and Rescue Service.

## **2.20 Freedom of Speech**

2.20.1 Students must comply with the requirements of the University's Code of Practice on Freedom of Speech, a copy of which is included in the [Information for Students](#).

2.20.2 The University's Code of Practice on Freedom of Speech notwithstanding, students must not engage in vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

## **2.21 General Provisions**

2.21.1 Students must not encourage, assist or conspire with any other person to act in breach of these rules.

2.21.2 Students must comply with any penalty imposed under Section 4 'Penalties' below.

2.21.3 Where a student is alleged to have committed a criminal offence, the University retains absolute discretion to decide whether to invoke the Disciplinary Procedure set out in Section 5 below, to suspend its investigations until the matter has been dealt with by the courts, or to leave the matter in the hands of the police.

## **2.22 Definition**

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

# **3. Regulations**

## **3.1 Student Status and Residence**

3.1.1 A **student** is a person registered by the University on an approved, credit-bearing course of study. Once registered, they will remain a student until one of the following occurs:

1. Successful completion of the course is formally confirmed and recorded on AStRA.
2. Academic failure is formally confirmed and recorded with no further opportunities to retrieve the failure.
3. The student is excluded permanently on financial or disciplinary grounds.
4. The expiry of the final deadline for completion of a course.
5. The death of the student.
6. The formal approval and recording of an application for permanent withdrawal from the course by the student.
7. The failure of the student to re-register as required each academic session; such students shall be deemed to have permanently withdrawn in the absence of any information to the contrary.

- 3.1.2 The University shall provide certification of student status for all registered students. However, this cannot be done for the following groups:
1. Students who have temporarily withdrawn or been temporarily excluded from their course. During the period of withdrawal or exclusion they remain **candidates** for the award but are not registered or pursuing their studies. The University can confirm (for example, for the purpose of UK Council Tax exemption) that they have not completed or permanently left their course. This includes students undertaking internships or years in employment which are not part of their course of study.
  2. Postgraduate students in a 'writing-up' or resubmission period who have completed the registration period required for the degree are no longer recorded as registered students but remain **candidates** for the degree and can be certified as such. In the case of full-time PhD students, where the supervisor confirms that they are continuing to study full-time during their fourth year and meet the requirements for UK Council Tax exemption, they may be certified as such.
- 3.1.3 To be certified as a **full-time student**, the student must at the time be registered as a full-time candidate for the award. Certification will normally confirm the mode of study (full-time, part-time, distance learning etc).
- 3.1.4 All full-time students are required to be resident within reasonable daily travelling distance of the campus at which they are studying and being available to attend any scheduled activities within normal teaching hours). For undergraduate students, this applies during term time; students should also ensure they are available to undertake resit exams during the August supplementary examination period if they wish to have this opportunity to retrieve any failed credits before the next academic session begins.
- 3.1.5 Full-time taught Master's students are required to be resident within reasonable daily travelling distance from the campus during the teaching period associated with their courses and are expected to be resident within reasonable daily travelling distance from the campus for the full 12 months of their course.
- 3.1.6 Full-time research students are required to be resident within reasonable daily travelling distance from the campus for the entirety of their registration period; there is no expectation that they remain during the writing up period. In line with Research Council norms, 8 weeks' holiday is permitted but 44 weeks should be spent within reasonable daily travelling distance from the campus except where field work or other research activity is being undertaken.
- 3.1.7 Students holding Tier 4 visas to study in the UK also have to meet Home Office requirements for residency in Aberystwyth for the duration of their CAS and must not be resident elsewhere in the UK. Students holding a student visa to study at Aberystwyth University, Mauritius must at all times inform the University of their residential address in Mauritius.
- 3.1.8 These residency requirements shall not apply where students are undertaking approved fieldwork, research, work experience or other activity as part of their programme which require them to reside elsewhere. In addition, collaborative and distance learning programmes may be approved where students will be resident elsewhere for part or all of their studies.

## **3.2 Regulations relating to Halls of Residence**

Students should note that Halls of Residence have additional regulations, incorporated in the University's Accommodation Licence, which form part of these University Regulations and are subject to the University's Disciplinary Procedure.

## **3.3 General Regulations of the University**

3.3.1 Students other than those referred to below must return to University by the first day of each term, and must register at the start of each academic year. Postgraduate students whose registration begins on a date other than the first day of the academic year must register before beginning their course.

3.3.2 All students in Aberystwyth are required to register with a local GP in order to access 24 hour health care. Students studying at its branch campus in Mauritius will have access to health care at hospitals and health centres free of charge. Prior registration is not required. Private health insurance can also be obtained.

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

- The Academic Regulation on Academic Progress, which is available on the Web (<http://www.aber.ac.uk/en/academic-quality-records-office/academic-progress/>);
- Departmental statements which are distributed to students each year.

3.3.4 The Director of Student Support Services (or nominee) must be informed immediately if there is an outbreak of any infectious disease in a house or flat or if a student is seriously ill.

3.3.5 Students must inform their departments of all special circumstances, personal or medical, that may affect their academic performance by completing a 'Special Circumstances Form', ensuring they submit it along with all appropriate supporting evidence at the time they are affected.

3.3.6 Students must update their student record immediately upon any change to their home and term-time addresses. Student records can be accessed [here](#).

### **3.3.7 Smoking**

Smoking is prohibited in all University buildings, semi-enclosed building entrances and outside entrances, windows and other areas where smoke could enter a building.

### **3.3.8 Purchases**

Goods or services must not be purchased by students on behalf of the University. Purchases on behalf of the Students' Union or student societies must be made only by persons authorised to act on their behalf.

### **3.3.9 Telephones**

3.3.9.1 University telephones must not be used by students for private calls.

### **3.3.10 Data Protection**

3.3.10.1 In registering, all students agree to the processing of data in accordance with the University's Data Processing Declaration: <http://www.aber.ac.uk/en/infocompliance/dp/declaration/>. Students should note that there are occasions when personal data may be transferred to third parties or may be processed by third parties on behalf of the University.

Students must not construct or maintain computer files containing data relating to identifiable living persons for use in connection with their academic studies or research without the express authority of an appropriate member of staff.

3.3.10.2 When given such authority students must abide by the Data Protection Principles in all cases where they use or come into contact with personal data registered by the University.

3.3.10.3 Students are not allowed to use University computers for personal purposes unless they have the specific approval of the relevant Institute Director or Dean. Where such approval is given, students who construct or maintain electronic files containing data relating to identifiable living persons are not covered by the University registration under the Data Protection Act. Such students must consult with the appropriate member of staff who may insist that the students register in their own right with the Information Commissioner.

### **3.3.11 Equipment on Campus**

3.3.11.1 The use of skateboards, roller skates, roller blades or similar items of equipment is prohibited on all University premises and grounds; cycles must only be used on roadways. Exceptions to this regulation for sporting events may be granted on application to the Director of the Sports Centre (for facilities managed by the Centre) or the Pro Vice-Chancellor (Chief Operating Officer) (or deputised authority) (for all other locations).

3.3.11.2 Personal electronic equipment (for example, laptop computers) must not be connected to the mains power supply where it causes a health and safety hazard in teaching or other space. Local rules will apply in workstation rooms, libraries, Campus Services facilities and academic department space (such as laboratories).

## **3.4 Regulations in Respect of Motor Vehicles**

3.4.1 The roads on the University campus are private roads and vehicles are allowed to be parked thereon only at the express understanding that they are entirely at the owner's risk and that the University will not be responsible for any loss or damage whatsoever which may occur.

3.4.2 Students bringing motor vehicles, including motor cycles, on to all University campuses must obey the law and observe the Highway Code applicable to vehicles taken on to public roads. No unlicensed, uninsured or unroadworthy vehicles shall be brought on to University campuses or other University property.

3.4.3 Vehicles must not be parked on University campuses or on other University property, except in authorised places.

- 3.4.4 No student may park a vehicle on any University campus or any other University ground without an official car park permit which must be fixed clearly to the windscreen. Car park permits are valid only for the session and the car park zone. Applications for permits must be made each session to Site Security.
- 3.4.5 Learner drivers must not drive within University grounds, whether accompanied by an instructor or not.
- 3.4.6 Drivers must observe the speed limit of 20 mph.
- 3.4.7 Drivers of vehicles must stop when signalled to do so by any duly authorised member of the University staff.

### **3.5 Regulations Relating to the Use of Sports Facilities**

- 3.5.1 Students must have paid the appropriate fee to be eligible to use sports facilities.
- 3.5.2 Students must be prepared to produce their membership cards on request by a member of the Sports Centre Staff.
- 3.5.3 Students must be appropriately dressed for their sports activity.
- 3.5.4 Students must ensure that their equipment conforms to the safety specifications laid down by the governing body of their sport.
- 3.5.5 Students who have a medical condition that is likely to put them at risk during physical activity must inform the person responsible for that activity.
- 3.5.6 Students are expected to abide by the Sport Centre's terms and conditions of membership to which they sign up. Further regulations exist in respect of the use of specific sports facilities. These are part of, and subject to, the University Disciplinary Procedure set out in Section 5 below.

### **3.6 Information Services Regulations**

- 3.6.1 These Regulations are prepared so that all Information Services users may be informed about the rules governing use of Information Services facilities. The Regulations are designed to ensure that all our users have the fullest opportunity to make proper use of our many facilities and services. Ignorance of the Regulations may lead to inconvenience for other users and to fines and penalties for you, so please take the time to read them. The Information Services Service Guidelines for University Departments and users (soon to be replaced by Information Services Service Standards) show the standards of service which you have a right to expect from us. In return we ask you to follow these Regulations for the benefit of yourselves and other users. We also produce more specific Guidelines to explain more fully how these Regulations relate to the use of specific facilities.
- 3.6.2 Clearly the Regulations cannot cover every eventuality and we recognise that there are occasions where a strict interpretation of rules may not be justified. Please contact a member of Information Services staff as early as possible if there are potential difficulties and we will try to assist before problems arise. If you are dissatisfied with the application of



any of these Regulations or your treatment by our staff please refer to the Information Services' complaints procedure at <http://www.aber.ac.uk/en/is/regulations/complaints/>

### **3.6.3 General**

- 3.6.3.1 Full access to Information Services facilities and services is normally permitted to registered users only and is conditional on observance of the regulations and associated guidelines in force at the time. These Regulations also apply to walk-in users, visitors and guests. The Regulations are from time-to-time updated to reflect changes in law and local experience. All users are fully bound by such changes. Major amendments are advertised via the AU weekly bulletin which is emailed to all registered users. All registered users are therefore presumed to know and agree to these Regulations which are available via the University Web pages.
- 3.6.3.2 Throughout these Regulations the term Information Services means all or any of the library, computing, media and timetabling services of Aberystwyth University, and buildings where such services are delivered. Use of facilities means use directly associated with the academic, administrative work or business work of the University, or personal use by registered users. Throughout these Regulations the word University refers to Aberystwyth University.
- 3.6.3.3 Information Services staff are empowered to levy charges for specific services, as displayed within Information Services and in general publicity.
- 3.6.3.4 The Director of Information Services is authorised to suspend the Information Services privileges of any person and to impose fines or other appropriate penalties for breaches of the Regulations. The exercise of the power to impose a fine or suspend facilities may be delegated by the Director to a member of Information Services staff. Any action taken by the Director under this Regulation may be reported to the appropriate authorities.
- 3.6.3.5 All users of Information Services facilities undertake to indemnify Aberystwyth University against all actions, suits, proceedings, claims, demands and costs (including any legal costs or expenses properly incurred and any compensation costs and disbursements paid by the University on the advice of their legal advisers to compromise or settle any claim) occasioned by the University in consequence of any breach of Information Services regulations or breach of national or international law which they commit.
- 3.6.3.6 These regulations also apply away from Aberystwyth University, where network access is gained by the use of Aberystwyth University credentials. Such access may require the disclosure of information on the user held at Aberystwyth.
- 3.6.3.7 Information Services produce a number of supplementary documents to help in following the Regulations and users have a responsibility to adhere to any relevant guidelines or policies, which are available via the Information Services web pages.

### **3.6.4 Access to Information Services**

- 3.6.4.1 Members of the staff of the University and registered students of the University, together with any others who have appropriate privileges as members of the University are entitled to the use of Information Services facilities. Students who have taken their final

examinations cease to have full access. On graduation they may register as associate readers under regulation 3.6.4.2.

3.6.4.2 Graduates of the University may use the libraries for reference purposes. A fee will be charged for borrowing privileges.

3.6.4.3 Staff and students of certain other institutions are entitled to use Information Services facilities in accordance with the terms of the agreement between the institution and the University. Such users agree to comply with the Information Services regulations of Aberystwyth University.

3.6.4.4 Access to Information Services facilities is primarily provided in furtherance of the University's activities. Although a limited amount of non-academic activity is allowed as a privilege to our users, such access and any resources thereby used will not be allowed to conflict with our primary aims. For any use of Information Services facilities for commercial purposes any intending user must first obtain authorisation from the Director of Information Services and a fee may be levied for such activity.

3.6.4.5 Information Services staff do not normally inspect the contents of emails or data files belonging to users in any way except in cases such as the following:

3.6.4.6.1 Where a virus or large-scale emailing is threatening the functioning of the email system or is likely to delete or corrupt user data, in which case email headers and other patterns of data may be examined to identify and delete the material involved.

3.6.4.6.2 Where there is a firm suspicion that Information Services facilities have been misused under the terms of these Regulations or where it is suspected that other University regulations have been breached.

3.6.4.6.3 In co-operating with the police where it has been established that such co-operation is in the direct furtherance of a criminal investigation.

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

### **3.6.5 Conduct**

3.6.5.1 An Aber Card is issued only for the use of the person named on it. It must not be lent to, or transferred to, or used by any other person. Use of another person's Aber Card will be regarded as a serious breach of the regulations. An Aber Card is only valid if the user is a current member of staff of the University or a current registered student (not temporarily withdrawn or excluded), or is held by others who have appropriate current privileges as members of the University.

3.6.5.2 Users must carry their Aber Card or other identification with them and must be prepared to show this to Information Services staff or other authorised University staff on request.

3.6.5.3 A computing personal password must not be divulged to any other person. Users will be held responsible for misuse of Information Services facilities attributed to them.

- 3.6.5.4 Any behaviour likely to disturb or inconvenience other users or be detrimental to the property of Information Services is forbidden. Users of Information Services facilities must not behave in a manner likely to bring the University into disrepute, must not disrupt teaching, studying, examining, research or administration in the University nor should obstruct any member of the University in pursuit of their studies or the performance of their duties.
- 3.6.5.5 Users must not mark or damage books, journals, computers, printers or other property of Information Services. Any such damage must be made good to the satisfaction of the Director of Information Services.
- 3.6.5.6 Users must not attempt to remove any property belonging to Information Services except such as may have been properly issued to them under the borrowing regulations. All members of Information Services staff are authorised to inspect any books, bags or other goods in the possession of users entering or leaving Information Services premises. Information Services staff are entitled to routinely access Library lockers and carrels hired out to users at all times and without notice to the user for the purposes of security, maintenance and repair, searching for unissued library materials and all other purposes deemed necessary.
- 3.6.5.7 Smoking, food and alcoholic drinks are not permitted on Information Services premises. Users must abide by local regulations as displayed in Information Services premises relating to the consumption of food and drink.
- 3.6.5.8. Study spaces and individual and group study rooms in Information Services premises must be left clean and tidy.
- 3.6.5.9 Animals (other than those providing disability assistance) may not be brought into any Information Services premises.
- 3.6.5.10 The reservation of seats in any Information Services premises is not permitted. Books and other articles left unattended for any length of time may be removed by staff.
- 3.6.5.11The University accepts no responsibility for personal belongings left anywhere in Information Services, including lockers, at any time.
- 3.6.5.12Mobile telephones must be set to silent and there must be no audible sounds from headphones or audio devices in libraries and other Information Services premises.
- 3.6.5.13Use of laptops and other mains powered equipment is allowed in Information Services premises as long as it is used in a safe manner and it does not cause an obstacle or hazard to other users. It is the responsibility of the owners of mains powered equipment to have it tested for electrical safety, and use is conditional on the owners' acceptance of responsibility for damage to University property caused by their equipment.
- 3.6.5.14Users must observe the law of copyright and the terms of any licenses for materials they use. Information about copyright and about the University's licence agreements with the Copyright Licensing Agency and other organisations covering print, audio visual, electronic and other materials, is available on the University webpages. By registering to use Information Services, users agree to abide by copyright legislation. Use of JANET wide area network is governed by the "JANET Acceptable Use" policy which is available on the

University webpages or on application in any Library. Use of software and databases is governed by individual product licences.

3.6.5.15 Information Services users must not use the University network to create or display information that could give offence to other reasonably-minded people, including material capable of inciting hatred of any particular individual(s) or racial or religious groups. This applies both to textual and graphical material. If, as part of your research work you do need to create or display material that reasonably-minded people would find offensive you must ensure that your Head of Department is made aware of your research requirements and that the Director of Information Services has similarly been informed.

3.6.5.16 All users must abide by the terms of the Data Protection Act 1998 or equivalent legislation in other jurisdictions where the university operates and have due regard to the guidelines provided on the University webpages.

3.6.5.17 Users must not access or attempt to use any computing facilities without authority. This includes using a password which belongs to another user, however obtained. Any attempt to alter or delete material belonging to other users or to tamper with hardware or software will be an offence against University regulations and may also be a criminal offence.

3.6.5.18 The University accepts no responsibility for problems caused by loss of service or for the correctness of data and no liability for any direct or consequential loss or damage.

3.6.5.19 Users are responsible for the transfer of any data which they may wish to keep when their registration expires.

3.6.5.20 Users must leave the libraries and other Information Services premises by closing time, immediately on hearing a fire alarm, or on the request of Information Services staff.

3.6.5.21 Users must immediately report any accident, theft or other such incident to a member of Information Services staff.

3.6.5.22 Users must not film or take photographs in Information Services premises without prior permission from Information Services and completion of the online Information Services Filming and Photographing permissions form.

3.6.5.23 The University uses email as an official form of communication with staff and students. Registered users must regularly check their Aberystwyth University email for such communications.

3.6.5.24 Users must treat other users and Information Services staff with respect and courtesy at all times.

### **3.6.6 Borrowing**

3.6.6.1 Users may borrow materials up to the limits applicable to their status. These limits are determined by Information Services and displayed in Information Services publicity.

3.6.6.2 Users will be required to use their Aber Card to borrow materials, including media loan equipment, from any Library.

- 3.6.6.3 Users must not attempt to remove materials from any Library which are not available for loan except as permitted by Information Services staff. Certain materials will be subject to restricted loan availability.
- 3.6.6.4 Users must return library loans by the date specified or upon demand. Any item with a loan period of more than 2 weeks may have the loan period reduced, should that item be reserved by another user. It is the responsibility of users to ensure that they are in a position to respond promptly to recall notices. The Library will send notices, including recall notices for items on loan to the user's University email address, unless a user can only receive or has requested to receive Library notices by post. External library users, such as Associate users, should inform the Library of any change of address for receipt of Library notices.
- 3.6.6.5 Fines or charges on overdue materials will be levied as determined from time to time by Information Services. Unpaid fines or charges may prevent users from borrowing materials. Users will be notified of these restrictions as appropriate.
- 3.6.6.6 Users must not lend any book or other Information Services property issued to them to another person.
- 3.6.6.7 Any user who loses Information Services books or other property on loan will be required to bear the cost of a replacement and any fines incurred. Should the item subsequently be found and returned to the library, the replacement cost will be refunded but the user will still be liable to pay overdue fines.

### **3.6.7 Penalties**

- 3.6.7.1 For the breach of any Information Services Regulations which are not simultaneously covered by the wider University Rules, the penalties may be a warning, a fine, or suspension or withdrawal of the right to use Information Services facilities.
- 3.6.7.2 Compensation must be paid for damage to, or loss of, Information Services property.
- 3.6.7.3 For the breach of Information Services Regulations relating to the borrowing of books and other items, fines may be levied at a rate to be determined from time to time by Information Services.
- 3.6.7.4 In any case involving a breach of University Rules penalties may be imposed as set out in the University Rules and Regulations.

### **3.6.8 Procedure**

- 3.6.8.1 In the case of penalties relating to borrowing or loss of items fines may be levied by any authorised member of Information Services staff in accordance with the rates currently in force for different materials.
- 3.6.8.2 In the case of any other breach of Information Services Regulations the matter will be referred to the Director of Information Services or her/his nominee for attention. The matter will be discussed between the user, who may be accompanied to the hearing, and the appropriate member of Information Services staff and if a case is proven a penalty will be determined in accordance with the severity of the offence.

- 3.6.8.3 Any student wishing to appeal against a disciplinary decision must inform the Senior Tutor within 14 days of the decision, setting out the grounds of appeal.
- 3.6.8.4 In any case of dispute as to an alleged offence or proposed penalty, the matter may be referred to a disciplinary committee who will hear the relevant evidence and make a decision, which shall be binding, within 14 days.
- 3.6.8.5 In the case of any serious breach of University Rules the matter will be referred to the appropriate authority, although Information Services will reserve the right to take further disciplinary action as appropriate

### **3.7 Regulations Relating to the Payment of Tuition and Other Fees**

- 3.7.1 It is a condition of admission to a degree or the award of a diploma or a certificate that all tuition fees due to the University have been paid.
- 3.7.2 Each student remains individually liable for all fees, debts and other charges payable to the University on his or her behalf. The fact that a body representative of students or any other body has advised non-payment or any other course of action that threatens to involve the University in financial loss does not affect this individual responsibility.
- 3.7.3 Students not in receipt of financial assistance towards their tuition fees will remain liable for the full amount of those fees, eg. from a loans agency or other sponsor.
- 3.7.4 All official offers of admission to postgraduate study shall be made by the University. Applications must be submitted on the appropriate form and applicants are required to satisfy the University that they have adequate finance to pay the fees. This regulation shall apply both to entrants new to the University and to graduates from the University.
- 3.7.5 A change of registration which increases the duration of a postgraduate course shall be regarded as a new admission, and shall be subject to the checks required in 3.7.4 above.
- 3.7.6 Students required to repeat a year in consequence of academic failure or other circumstances may not do so unless they can satisfy the University that adequate finance is available to meet their fees.
- 3.7.7 Any student who has not paid tuition fees may no longer receive the emoluments of any fellowship, studentship, scholarship or prize awarded by the University.
- 3.7.8 Students who have not paid their tuition fees, may be subject to one or more of the following sanctions:
- withdrawal of the right to use University facilities;
  - loss of right of progression to the next academic year;
  - loss of right to be presented for any University qualification;
  - cancellation of registration at the University.

Where the debt is valued at less than £500 or local equivalent and there is no history of defaulting on previous arrangements, the University may consider a suitable repayment arrangement to avoid the imposition of the above sanctions.

- 3.7.9 Action may be taken through the Courts for the recovery of students' debts to the University.
- 3.7.10 Interest at not more than the normal bank rate may be charged on any outstanding fees due to the University from the date from which the fees are due.
- 3.7.11 Students become liable to pay tuition fees in full at the start of each academic year. Students may, with the approval of the Director of Finance, pay their tuition fees in instalments. Please refer to <http://www.aber.ac.uk/en/student-finance/undergraduate-uk/tuition-fees/how-to-pay/> for full payment options. The University reserves the right to demand immediate payment of any outstanding sums notwithstanding any agreement to pay in instalments.

### **3.8 Regulations Relating to Fees for University Accommodation**

- 3.8.1 A student's acceptance of an offer of a place in University accommodation constitutes a binding contract to occupy that place for a complete session unless otherwise specified.

The student is then liable to pay the fees for the whole of the contract period. Where exceptions have been made allowing a student to leave on approved medical or welfare grounds the student remains liable to pay the fees due for the whole of the period for which he/she has been in residence or otherwise responsible for the accommodation.

- 3.8.2 Acceptance of a place in University accommodation binds the student to comply in all respects with the terms and conditions of occupancy set out in the Accommodation Fees Notice for the relevant academic year. The University reserves the right to demand immediate payment of any outstanding sums notwithstanding any agreement to pay in instalments.
- 3.8.3 It is a condition of the contract under which a student is admitted to University accommodation that all accommodation fees are paid by the due date.
- 3.8.4 Supplementary charges may be made to compensate for any loss suffered by the halls account by failure of a student or students to pay fees on the due date. Further information on the supplementary charges can be found on the Campus Services Website - <http://www.aber.ac.uk/en/campus-services/>
- 3.8.5 Students who have not paid accommodation fees may be subject to the following sanction:
- Eviction due to breach of the terms of the Accommodation Licence Agreement;
  - Loss of right to receive further University accommodation;
  - Retention of accommodation deposit;
  - Referral of debt to external debt collection agency.

Where the debt is valued at less than £500 or local equivalent and there is no history of defaulting on previous arrangements, the University may consider a suitable repayment arrangement to avoid the imposition of the above sanctions.

### **3.9 Regulations in Respect of the Students' Union**

3.9.1 Students using the premises of the Students' Union or any property belonging to the Students' Union or other student organisation in the University are subject to the Rules and Regulations of the University. They are also subject to the Rules and Regulations of the Students' Union or such other student organisation when using the premises of the Students' Union or property belonging to the Students' Union or any other student organisation or when attending meetings or other functions or events arranged by the Students' Union or any other organisation of students.

### **3.10 Email accounts and web logs**

3.10.1 E-mail is utilised as the main form of communication with students and all students are expected to read their e-mails regularly.

3.10.2 In strictly controlled circumstances the University may access students' email accounts and web logs as part of an investigation into a specific allegation of unfair practice or if it is suspected that students have contravened University Regulations or have broken the law.

## **4. Penalties**

4.1 For a breach of a University Rule, (except 2.17 and 2.18) the penalties may be a reprimand, a fine (not exceeding £200 or local equivalent), withdrawal of the right to use the University facilities, exclusion from a Hall of Residence or all Halls of Residence, withdrawal of the right to use Students' Union facilities or those of any other organisation of students, suspension for a period not exceeding one session, or expulsion from University.

4.2 The procedure to be adopted in the case of a breach of Rule 2.17 is laid down in point 26.2: 'Omission or Misrepresentation of Significant Information during Application or after Registration' in the document entitled Information for Students

4.3 The procedure to be adopted in the case of a breach of Rule 2.18 is laid down in point 28: 'Criminal Convictions', in the document entitled Information for Students

4.4 For a breach of a University Regulation and those Information Service, Sports or Halls Regulations which are not simultaneously covered by University Rules the penalties may be a reprimand, a fine (not exceeding £100 or local equivalent), withdrawal of the right to use University facilities, or exclusion from a Hall of Residence or withdrawal of the right to use Students' Union facilities or those of any other organisation of students. All fines in excess of £50 or local equivalent, must be confirmed by the Senior Tutor.

4.5 In addition to the penalties outlined in 4.1 and 4.4 students may be required to pay compensation to the University, an individual member of staff or a student, or to the Students' Union or any other organisation of students for damage caused or loss incurred subject to the production of an invoice.

4.6 Any of the above penalties may be suspended in full or in part provided that, if the offence occasioned damage or loss, the student shall undertake to make good such damage or loss. A student undertaking to make good such damage or loss may be given reasonable time to make reparation.



- 4.7 Any breach of the motor vehicle regulations leaves the driver of the vehicle liable to the issue of a Parking Charge Notice by a security officer. The notice gives the driver details of the breach and an opportunity to discharge the debt by payment to the managing company. If the debt is paid promptly (within 14 days) a 50% discount will be applied.
- 4.8 For the breach of Information Services regulations relating to the borrowing of a book, periodical or other property, fines may be levied at a rate to be determined by the University.
- 4.9 Compensation must be paid for the loss of a book, periodical or other Information Services property, or any equipment on short-term loan from the University, subject to the production of an invoice.
- 4.10 Details of any penalties imposed for a breach of University Rules or Regulations will remain on the student's file for the remainder of the student's registration with the University.

## **5. Disciplinary Procedure**

- 5.1 Please read the University's Disciplinary Procedure for further information.

CBB  
August 2015