



GENERAL ACADEMIC REGULATIONS

Within the following Regulations the following phrases have the significance stated:

- 'Head of (their) Parent School' means the Head of the School offering the programme being followed unless the programme specification, as published in the programme catalogue at www.leeds.ac.uk/programmes indicates that the parenting arrangements for students on the programme is the responsibility of the Head of another School, Centre or Institute;
- 'Head of the School concerned' means the Head of the School, Centre, Institute or service offering the module or facilities concerned;
- 'Office of the University Secretary' means the office within the Office of the University Secretary for undergraduates and postgraduate students on taught and research programmes: Taught and Research Student Operations;
- 'relevant office' means the Secretariat http://www.leeds.ac.uk/secretariat/student_cases.html.

The Student Education Service website at http://students.leeds.ac.uk/info/10112/research_degrees should be consulted for guidance on which of the following regulations may be relevant to postgraduate research degree candidates.

Admissions Procedures and Qualifications

- 1) Students may be admitted to the University
 - a) to read for degrees of the University
 - b) to read for non-graduate qualifications of the University
 - c) to attend courses of tuition not leading to a qualification of the University
 - d) to pursue research not leading to a qualification of the University.
- 2) The University is committed to creating a working culture that respects, welcomes and harnesses differences for the benefit of the organisation and the individual. Differences include ethnicity, nationality, gender, sexuality, physical abilities, cultures, religions, education, class, age, experience and background. The objective of this commitment is the creation of a working environment in which students are enabled to develop and progress to their fullest potential.

Application

- 3) All applicants for admission shall give a reference of whom inquiry may be made.
- 4) Applicants from overseas may be required to produce certificates of identity.
- 5) Applications for admissions must be made on the appropriate forms.
- 6) Applicants for admission to:
 - a) full-time first degree and DipHE Nursing programmes should apply for admission through UCAS or NMAS respectively, at Rosehill, New Barn Lane, Cheltenham, Glos. GL52 3LZ.
 - b) other than full-time first degree courses should apply direct to the University.

Applications received after any published closing dates may be considered if places are available.

Matriculation

- 7) Applicants for admission to taught programmes must satisfy the appropriate admissions requirements as stated in the relevant curricular regulations and any specific programme entry requirements as stated in the relevant programme specification. All candidates must be able to provide evidence of having satisfied these requirements if requested to do so. Students for postgraduate degrees and diplomas will be required to provide certificates to verify their qualifications on application.

Registration

- 8) Students, and applicants accepted for admission, must comply with such directions as are given to them by their Head of School and the Office of the University Secretary concerning registration.
- (i) All students are required to register immediately they commence their programme of study and subsequently at the start of each of the sessions comprising that programme of study unless they have been personally informed of an alternative arrangement by the Office of the University Secretary.
 - (ii) As a condition of registration all students must sign a declaration that they will observe the Statutes, Ordinances and Regulations of the University for the time being in force. Ordinances and Regulations governing the award of degrees, diplomas and other awards may be revised from time to time. Students who have started a programme of study will either continue it under the old provisions or be given the opportunity of changing to the new provisions.
 - (iii) The relevant Deans and Sub-deans of the Faculties and Heads of Schools and their staff will advise students on their programmes of study. All students must obtain approval of the modules which they wish to pursue.
 - (iv) Subject to the provisions of Regulation 9 below, students will then be registered as students of the University provided that they pay the appropriate fees, or offer evidence satisfactory to the Office of the University Secretary that they are holders of awards which include payment of fees.
 - (v) Except with the special permission of the Vice-Chancellor, students who have not completed registration may not attend any lecture, laboratory or other class. Proof of registration must be presented on request to the head of the School concerned before a student begins or continues any course or programme of study.

Payment of fees

- 9) a) Students must pay promptly on demand any amounts due to the University. Amounts due include academic fees, residence 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.
- b) Students will only be registered for an academic session or for examinations, when they have paid in full any academic fees due from previous sessions and made necessary payment arrangements in respect of the current session. Before admission to any examination candidates must pay the examination fee. Candidates returning for external re-sit examinations become classified as registered candidates for the day of the examination. The Office of the University Secretary shall have the power to suspend the registration of any student who, once registered, fails to pay in accordance with these regulations any academic fees due or to maintain agreed payments.
- c) A degree or other award will be conferred upon a registered student who has successfully completed the requirements of his/her programme of study only when all academic fees owed to the University have been paid in full.
- d) Any student who is excluded from the University for non payment of fees cannot be considered for re-admission until all outstanding amounts have been paid in full, and necessary payment arrangements have been made for the new session. In these circumstances it is open to the School either to decline readmission or to support the request for re-admission, but if the latter re-admission will be at a time of the School's choosing. Any recommendation for re-admission will be considered by the Office of the University Secretary on behalf of the University.
- e) Students who, for any reason, cease to attend the University during a session have no automatic claim to refund of fees.

Residence

- 10) All Taught Course students are required to inform the Office of the University Secretary of their permanent home address and their term-time address. Any change to either of these must be reported to that office as soon as possible on a 'Change of Address' Form.

Attendance

- 11) Each student has a responsibility to the Head of their Parent School. Each student is responsible for informing the this senior member of staff of any problems or difficulties which he or she has been unable to resolve directly with his or her teachers, or which may affect his or her other studies.
- 12) Students must keep the Head of their Parent School fully informed of illness which may affect their studies, and seek that person's permission before absenting themselves from the University. Where a student is ill for seven days (including Saturday and Sunday) or less, he/she shall inform the Head of the Parent School in writing copied to the Office of the University Secretary. Where the absence through illness exceeds seven days, a Medical Certificate will be required and this should be copied to the Head of the Parent School and the Office of the University Secretary. Self-certification will not be accepted when the interval between such certificates is less than fourteen days. Where a student is absent through illness within fourteen days of the expiry of a self-certificate, a full Medical Certificate will be required.
- 13) Any and all absences from University examinations or assessments, including oral examinations, caused through illness must be supported by a Medical Certificate stating the nature, severity and the duration of the illness in relation to the absence. If appropriate certification is not immediately provided to the Head of the Parent School and the Office of the University Secretary the candidate may be deemed absent without good cause. It is the student's responsibility to ensure, before any permission is sought from the Head of the Parent School for leave before the end of session, that such action does not interfere with any examination or assessment requirements, including oral examinations.
- 14) Students are required to be in residence throughout each designated period of study and may not absent themselves without permission from the Head of their Parent School except at weekends. Undergraduates on certain programmes of study, and Postgraduate Students may be required to attend outside term time and at weekends.
- 15) During the prescribed periods of study students shall attend regularly, punctually and in an orderly manner the course of lectures, laboratory work, tutorial periods and examinations prescribed in their programmes of study, together with such other lectures, classes or examinations as may be directed. Persistent neglect of work, repeated failure in examinations or unreasonable delay in presentation for an examination may result in a student being required to withdraw from the University.
- 16) A student who is absent from classes for more than 4 weeks cannot be readmitted without special permission.
- 17) The University is required to inform the student's Local Education Authority and the Student Loans Company if the student is absent from the University for a period of 28 days or more. Bursary payments for Healthcare Studies students may also be affected by absence.
- 18) Absence without permission may result in a student being required to withdraw from the University.

Programme and Module Specifications

- 19) The learning and examination requirements for individual programmes and modules of study are set out in the University's Programme and Module catalogues published on the University's website at: <http://www.leeds.ac.uk/programmes> Further details of study requirements will be provided by Schools in the form of programme and module handbooks.

Religious Observance

- 20) Students who, for religious reasons, are unable to carry out their University work or examinations on a Sabbath, holy day or religious festival shall give notice of this fact in writing to the Head of their Parent School and Programmes and Assessment , Examinations and Process not later than the last Friday in October in the Session concerned. A Form is available at <http://www.leeds.ac.uk/ssc/examsabbath.htm>. There is a 'late' notification fee, payable if the arrangements are made, if notification is made after this date.
- 21) The University endeavours to make special arrangements to avoid holding examinations on a Sabbath, holy day or religious festival, but reserves the right to hold examinations on such days if no alternative time is practicable.
- 22) While the University will also use its best endeavours to accommodate such restrictions in its teaching timetable, this may not prove practicable. It is the responsibility of students to make up

any work that has been missed and they are advised to do so because no allowance can be made for poor performance in an assessment on this account.

The use of University laboratories by students

- 23) (a) Unless they have special permission from the Head of the School concerned, taught course students may not undertake any experimental work in laboratories or workshops except that which is approved in connection with modules/courses for which they are registered, and which is undertaken at times when the laboratories or workshops are supervised. Students who are required to carry out individual project work may be allowed to undertake laboratory or workshop work for this purpose at any time, without continuous supervision, when laboratories or workshops are normally closed, subject to any restrictions imposed by the Head of the School concerned having regard to, *inter alia*, the danger of the work involved.
- (b) Before a student is permitted to work independently the Head of the School concerned must ensure that the student has attained a sufficient standard of practical ability. On him/her being satisfied that the necessary standard has been attained, the student shall then be deemed qualified to carry out practical work independently and may be permitted to work in laboratories and workshops without direct supervision subject to any restrictions on the use of the laboratories and workshops imposed by the Head of School concerned.
- (c) Students must comply with the procedures applying to the particular laboratory or workshop and pay any prescribed fee.

Safety regulations

- 24) Students must abide by the safety regulations, including those for the use of safety equipment or protective clothing. Details of the general safety regulations and of the general precautions students are required to take are given on the Safety Service's website <http://www.leeds.ac.uk/safety/policy.htm>. Students living in University owned accommodation should follow the appropriate precautions and guidance - see http://www.leeds.ac.uk/accommodation/health_and_safety.html
- 25) Students are responsible for familiarising themselves with the particular regulations in force in particular areas. There is a blue fire instruction notice in every University building setting out the building evacuation procedure to be adopted in case of fire or other emergency which should be studied and committed to memory. Doubts or concerns about either the general or the local regulations should be raised with the relevant supervisor or the responsible member of School staff.

Action in the event of an Accident, Fire or Other Emergency

- 26) All students should immediately evacuate buildings on the sounding of the fire alarm even if no member of staff is present to supervise the building's evacuation. It is each student's individual responsibility to ensure he/she acts in accordance with the relevant blue fire instruction notice on hearing the fire alarm.
- 27) The senior person present at any accident, fire or other emergency should assume control of the situation, through
- (a) ensuring, if necessary, the safe evacuation from the premises of all persons present;
 - (b) being prepared, if necessary, to warn the Fire Brigade, etc. of known special hazards;
 - (c) summoning the relevant emergency services either through
 - (i) immediately informing the University Security Office, ☎32222 giving the details **or**
 - (ii) making a 9-999 call. If such a call has been made first, the University Security Office, extension 32222, should immediately be informed of the details. Persons in buildings adjacent to the Central Precinct but which are not served by the University exchange should summon the emergency services by a 999 call and then advise the University Security Office.
 - (d) informing the Head of School and/or the School Safety Supervisor, School Radiation Protection Supervisor or other appropriate member of staff, of the incident that has occurred.
- 28) No clearing up operations should be commenced after a serious emergency incident until authorised by the Head of the School concerned or other appropriate member of staff after consultation with the University Safety Adviser or University Radiation Protection Adviser.

- 29) Students who, as a result of an accident associated with their coursework, require more than local aid should ensure that the Head of their Parent School is informed as quickly as possible about the nature and extent of any injury.

Precautions against hazardous materials and equipment or ionising and laser radiation

- 30) All work with hazardous materials and equipment or ionising radiations must comply with the relevant statutory requirements and with the Local Rules, including where appropriate those for Protection against Ionising Radiation, issued by the University. Students must follow prescribed procedures set out in approved laboratory manuals. Further details of the precautions students are required to take are given on the Safety Service's website http://www.leeds.ac.uk/safety/topics_az.htm . [see also General Regulation 4: *Precautions against ionizing radiation and laser radiation* <http://www.leeds.ac.uk/calendar/genregs.htm>]

Intellectual Property Rights and related matters

- 31) Except with the special permission of the Head of the School concerned students shall not use any material belonging to the University other than for their own personal education. Such material includes the methods and results or any other matters given or acquired by any means as part of the teaching of and research undertaken in the University.

Students may only use the University's name, logo, registered trade marks or symbols of the University's corporate identity with the consent of the appropriate authority. In normal circumstances consent should be sought from the Head of the School concerned but in cases where there is a potential for commercial exploitation of the University's identity the University Secretary's prior approval of the proposed usage must be obtained.

Students may be involved in research which is capable of producing intellectual property. This can arise under an arrangement involving a commercial sponsor or other outside party or from purely spontaneous research within the University itself from a student acting on his/her own or in collaboration with other members of the University. In any such case, a student's work could be affected in several respects.

(S)he may receive or develop confidential information which he or she will not be at liberty to disclose, except to those who have an immediate interest in it. Should the student wish to make use of any such information, for example in a thesis or dissertation, it may be possible for this to be done, but only subject to proper safeguards to ensure that confidentiality is maintained.

If commercial sponsors are involved in research projects, the contractual terms may be such that all intellectual property belongs to them, but in other cases the results belong to the University in common with results generated by University employees in the course of their work. For the avoidance of any doubt, the University states that no student shall be able to acquire personal rights in intellectual property derived from any research or other project in which he or she is engaged in the University, but that if any income-generating intellectual property does result from such work the University will share the financial benefits equitably with those who have engaged in producing it.

Students should note that intellectual property may be produced by a wide range of activities which include spontaneous research, production of inventions, discoveries, processes, formulae, plant species, biotechnology, compilation of software packages, testing and analytical work, translations and interpreting.

The University has a code of practice on the management of intellectual property which is published on the University's website at http://www.leeds.ac.uk/secretariat/documents/ipr_policy.pdf

The attention of all students is drawn to the information on copyrights and licences published by the Library at <http://library.leeds.ac.uk/copyright>

Examination Regulations

School Examinations

- 32) School examinations may be held at times and on conditions determined by the Head of the School concerned.
- 33) All students are required to present themselves for the School examinations in their subjects of study.

University Examinations

- 34) The examinations will ordinarily be held in January and May/June each year but certain resit examinations will also be held in August. Examinations in Medicine, Dentistry and Healthcare

Studies will be at times announced by the relevant School. The conditions under which candidates may be accepted for supplementary examinations are defined in the Ordinances and Regulations governing degrees and other awards.

- 35) Candidates will be required to present themselves for the examinations in each module normally at the end of the semester in which they have completed the module.
- 36) Candidates will be admitted to the examination for any module provided that they have regularly attended the prescribed course of study for that module and performed the work of the classes to the satisfaction of the Head of the School concerned.
- 37) Candidates will be admitted to the examination for a module only if they have enrolled for that module in accordance with the procedures notified and by the deadline prescribed by the Student Education Service, Programmes and Assessment. In the case of re-examination, external candidates should complete the appropriate online application process; internal candidates carrying failed modules into the next academic session will be notified by email of when they can access the online application process which they should complete. All candidates will be required to pay (or have paid on their behalf) the fees prescribed for re-examination.

Modified Arrangements for Examinations ('Accommodations')

- 38) Modified examination arrangements will be made to accommodate candidates with a disability: disabled or dyslexic students requiring such accommodations should register with Disability Services by not later than the dates notified by the Student Education Service, Programmes and Assessment. Wherever practicable, modified arrangements will also be made for candidates suffering from sickness or who are unable to undertake work at particular times for religious reasons, provided due notice is given by the candidate. Medical evidence must be supplied to Head of the Parent School and Programmes and Assessment, Examinations and Progress prior to the examination(s) if extra time is requested for a candidate experiencing an incapacity or disability.

Conduct of Candidates

- 39) Candidates who have been admitted for examinations will be notified of their examination timetable including the date and time of each examination. The timetable with venues is published a few weeks later. From this time, students' personal exam timetables will include the room name and the allocated seat number for each exam. It is the responsibility of the candidates to ascertain the time and place of each examination they are taking.
- 40) Candidates should consult the lists posted on the doors to confirm their seat numbers. An invigilator should be consulted by any candidate whose name does not appear on the lists.
- 41) Candidates will be admitted to the examination room at least five minutes before the time indicated in the examination timetable. They should not bring into the examination room items such as coats, mobile phones, bags, blank paper, notes of any kind, books, dictionaries, pencil cases, personal computers, miniature information processors/storers etc. If the examination paper rubric permits the use of a specific item, such as a dictionary, candidates will be permitted to bring that item into the examination room. Calculators may be brought into the examination room except where their use is specifically excluded by the rubric of the paper for the examination being taken: the introduction and use of any other items into the examination room which are not permitted by the rubric of the examination paper being taken will be regarded as cheating.

Identification

- 42) All candidates are required to bring their Student Identification Cards to the examination room and to place them on their desks during each examination so that they can be seen by the invigilator. Any candidate unable to produce his/her identity card in the examination room must comply with the identity verification procedures undertaken by or on behalf of Programmes Assessment, Examinations and Progress which has the responsibility for establishing the identity of students taking examinations. Any student who repeatedly fails to produce his/her Student Identification Card during an examination period will be barred from taking any remaining University examinations during that examination period/session.

Use of Dictionaries

- 43) Candidates are only allowed to take a dictionary into the examination if it is specifically stated on the rubric of the examination paper (the instructions on the front of the examination paper). Students should always check with their Module Leader before the examination whether or not they are permitted to take a dictionary for that examination.
- 44) Electronic translators are not permitted.

- 45) All examination venues will be supplied with a basic English Language Dictionary that students may request to use by raising their hand and speaking to the Invigilator during the examination.
- 46) Where a dictionary is permitted, the dictionary must not be annotated in any way – to do so will be considered an attempt to cheat. Students are responsible for the dictionary they bring to the examination. To claim it is borrowed or second-hand will not be an acceptable defence.
- 47) (i) Candidates should not start the examination or look at the question paper until all candidates have been seated and the invigilator has advised that the examination has started. Time will be allowed at the end of the examination for candidates to complete the front pages of their answer books.
- (ii) Candidates will not be permitted to enter an examination room more than sixty minutes after the start of an examination.
- (iii) Candidates who are, for any reason, unable to reach an examination room for the start of an examination:
- (a) will, if they arrive within the first 60 minutes of the examination, be permitted to enter the examination room and take the examination. Such candidates will not regain any examination time lost through their late arrival. Any student permitted to take an examination in such circumstances will do so without any guarantee that the Examiners will accept that the reasons for the late arrival are sufficient for a grade other than AB to be recorded for the examination concerned. Their details will be recorded by the Invigilator, including the reason for their late arrival, and will be reported to the parent School for the module concerned. This School will arrange for the consideration of whether or not special circumstances discretion, including the possibility of permission being granted for a further opportunity at the examination as a first attempt, can be applied.
- (b) should, if they arrive 60 or more minutes late, immediately report to the Programmes and Assessment, Examinations and Progress. The University Examinations Officer in consultation with the parent School for the module concerned, will determine
- i. whether the circumstances leading to the late arrival are sufficiently serious and beyond the control of the candidate to justify the candidate being granted permission to start the examination late and,
- ii. if permission is so granted, the arrangements under which the examination will be conducted.
- Any student permitted to take an examination in such circumstances will do so without any guarantee that the Examiners will accept that the reasons for the late arrival are sufficient for a grade other than AB to be recorded for the examination concerned. The candidate's details will be recorded by the Examinations Officer including the reason for the late arrival and reported to the parent School for the module concerned. This School will arrange for the consideration of whether or not special circumstances discretion, including the possibility of permission being granted for a further opportunity at the examination as a first attempt, can be applied.
- (iv) Candidates will not normally be permitted to leave an examination during the first 60 and last ten minutes of the examination.
- 48) Silence must be observed in examination rooms during examinations and smoking is not permitted. Candidates needing anything should raise their hands to attract the attention of an invigilator but must not leave their seats. Candidates are not permitted to leave permanently during the first sixty or the last ten minutes of the examination; candidates needing to leave the examination room temporarily must be accompanied by an invigilator.
- 49) It is the responsibility of the candidate to notify the parent School within 5 working days of the examination or the submission for assessment deadline concerned of:
- (i) any and all absences from University Examinations or Assessments caused by any certifiable incapacitating illness. The notification must be supported by a medical certificate from a doctor stating the nature, severity and duration of the illness in relation to the absence. If appropriate certification is not provided to the Head of the Parent School the candidate may be considered absent without good cause.
- (ii) any and all information about adverse or mitigating circumstances and/or illness affecting achievement during an examination or assessment which the student wishes to be taken into

account when his/her performance in an examination or assessment is under consideration. The notification must be supported by a medical certificate from a doctor stating the nature, severity and duration of any illness adversely affecting performance or an equivalent level of evidence if the adverse circumstances are not due to illness. If the information is not provided to the Head of the Parent School in advance of the relevant meeting the case will not be considered by the examiners and/or committee considering mitigating circumstances and cannot be taken into account subsequently.

- 50) At the end of the examination all candidates must stop writing when instructed and remain silent and in their seats until all answer books have been collected. Candidates should mark any multiple choice cards with their student identification number: such cards should not be attached to answer books. All answer books and examination stationery, used or unused, must remain in the examination room. Possession of examination stationery outside the examination room will be investigated under the University's procedures for cheating.
- 51) All examination scripts¹ are the property of the University and cannot be returned to the examinee. Scripts that contribute to degree classification will be archived in the relevant School for a minimum of one year after the student has graduated or until such time as any appeal has been determined.
- 52) Results of examinations will be published as soon as possible after the meetings of the School Examination Boards. Pass lists are a matter of public record and will be available in a variety of electronic and web-based formats.

Assessment Deadlines

- 53) Where a candidate submits coursework for assessment after the specified deadline the University's standard penalty for late submission of coursework will be applied unless alternative arrangements have been explicitly approved for the Teaching School concerned by appropriate Faculty Learning and Teaching Committee.

20-90 mark scale

- 54) For every period of 24 hours or part thereof that an assessment is overdue, the student will lose 5 marks (assuming the work is marked out of 90 on the 20-90 scale). If a piece of work is handed in within 24 hours of the deadline, 5 marks are deducted; work submitted between 24 and 48 hours late is deducted 10 marks, and so on. The deduction is applied to this particular assessed component before any conflation with other marks to give the overall module result.
- 55) Work submitted more than 14 days late will receive a mark of 20 on the 20-90 scale.
- 56) If the deduction applied is larger than the mark the work is given, the work will receive a mark of 20 on the 20-90 scale.

0-100 mark scale

- 57) For every period of 24 hours or part thereof that an assessment is overdue, the student will lose 5% of the total marks available for the assessment. This equates to 5 marks on the 0-100 scale. The deduction is applied to this particular assessed component before any conflation with other marks to give the overall module result.
- 58) Work submitted more than 14 days late will receive a mark of 0 on the 0-100 scale.
- 59) If the deduction applied is larger than the mark the work is given, the work will receive a mark of 0 on the 0-100 scale.

Cheating, Plagiarism, Fraudulent or Fabricated Coursework and Malpractice in University Examinations and Assessments

- 60) Candidates are warned that during examinations and assessments they are expressly forbidden to copy from another candidate or from notes or to engage in any activity which might be regarded as cheating, plagiarism, fraud, fabrication or malpractice. Candidates are also forbidden to communicate with other candidates or with any person(s) except the invigilators during School or University examinations. The University determines and resolves all allegations relating to cheating, plagiarism, fraudulent or fabricated coursework or malpractice in University Examinations and Assessments in accordance with the procedure published by the relevant office http://www.leeds.ac.uk/secretariat/student_cases.html. The Procedure applies to all taught students of the University, undergraduates, taught postgraduates and taught elements of research degrees. A student cannot have a degree conferred or an award made while any such

¹ The term 'examination script' covers all material submitted for assessment e.g. answer books, essays, dissertations, projects, reports, tapes, CDs, DVDs.

allegation against him/her remains unresolved. The student's name will not appear on Pass Lists or degree ceremony lists and publications while an allegation is under consideration.

Revocation of Degrees

- 61) In the event of an allegation(s) of *Cheating, Plagiarism, Fraudulent or Fabricated Coursework and Malpractice in University Examinations and Assessments* being proved after a student has graduated, any degree or award of the University that is held by the student may be revoked by the relevant Committee.

Temporary Withdrawal, Extensions, Examinations and Maximum Time Limits,

- 62) Students may be granted permission to withdraw temporarily from the University only with the support and approval of their Parent School and on reasonable exceptional grounds, which must be specified. Requests for temporary withdrawal which do not involve intercalation (see below) should be submitted to the Head of the Parent School who will arrange for the request to be considered by the School, whose decision is final. Requests for permission to withdraw temporarily on the grounds of being unprepared for examinations will not be considered. For any request for temporary withdrawal after the eighth week of teaching the School should consult the relevant office.

All requests for temporary withdrawal are subject to the maximum time limit allowed for the programme of study (full-time or part-time) under the relevant Ordinance and Regulations. Any student who unilaterally withdraws without the University's permission will be deemed to have withdrawn permanently and will not normally be re-admitted.

Intercalation

- 54) Where a student has the opportunity to gain experience or additional academic credentials which require him/her to leave the University for a period of time, normally a year or less, the student may request the Head of the Parent School to approve a case for him/her to intercalate the relevant period into their programme of study.

Such opportunities will be academically relevant to the programme of study and not available at times other than during the student's academic career. Requests for absence involving personal, health or financial reasons should be made under Regulation 53.

All requests for intercalation are subject to the maximum time limit allowed for the programme of study (full-time or part-time) under the relevant Ordinance and Curricular Regulations.

Extensions

- 55) In exceptional circumstances, a student who is unable to complete his/her programme of study within the maximum time limit allowed under the relevant Ordinance and Regulations may seek an extension to that maximum time limit. Requests for extensions should be submitted to the Head of the Parent School, who, if the request is supported by the School will forward it to the relevant office for determination by the Committee on Applications.

Warnings and Dismissal

- 56) A clear indication will be given to students at the outset of their programmes of study that unless there are special circumstances affecting their progress they will be expected to fulfil the University's learning and examination requirements within the normal time.
- 57) Warnings, not necessarily in writing, may be given to students at any time by Heads of Schools, Deans or Sub-Deans that failure to improve the standard of their work may lead to their course of study being terminated.
- 58) Students may be required to terminate their course, after consideration of their examination results, without previously having been warned.
- 59) Students required to withdraw from the University forfeit all fees and privileges.

Immediate Temporary Exclusion Associated With Ill Health

- 60) Where it is judged by a Parent School that a student is suffering serious ill health, and the student has declined to seek medical help and advice, the School can request that the student be declared medically unfit to continue his/her programme of study. A report will be made to the relevant office. The case will then be forwarded to the relevant Deputy-Vice-Chancellor for consideration and determination. As the circumstances allow, the student will be consulted.
- 61) If a student is required to withdraw under this procedure, he/she will be recorded as temporarily withdrawn from the University for reasons of ill health. The relevant office will take the necessary action to have the record amended. The student will only be readmitted if and when he/she is declared medically fit by the University Medical Officer. Subject to this and the maximum

registration period for the programme of study as allowed for by the relevant Ordinance, a student will retain the right of readmission.

Immediate Temporary Dismissal

- 62) Where the relevant Deputy-Vice-Chancellor perceives that the continued presence of a student in the University could pose a significant danger to other members of the University or University property, he or she may require the student to withdraw immediately for a period not exceeding three months. During that time, the student may return to the University only with the specific permission of the Deputy-Vice-Chancellor, or to attend disciplinary hearing(s) called in connection with his or her case. If the Committee on Student Discipline confirms or imposes an exclusion, either permanent or temporary, this shall be enforced during the time preceding an appeal. If on appeal the exclusion is reduced or annulled the student can apply to the Committee for compensation for any loss suffered (in whole or in part) as a direct result of the exclusion.

Interference with the work of the University

- 63) Members of the University who engage in activities that deliberately obstruct any aspect of the work of the University or prevent members or employees from going about their lawful business will thereby render themselves liable to disciplinary action.

Damage

- 64) Students shall replace or repair at their own expense apparatus or other property of the University which may have been destroyed or damaged by their fault.

Damage to property in charge of the University Union

- 65) Students who damage property of the University Union may be fined (up to a maximum of £20) and/or suspended from privileges of the Union by the Disciplinary Tribunal. Appeals may be made in the first instance to the Disciplinary Tribunal Appeals Committee and then to the Vice-Chancellor.

Criminal Offences

- 66) The University has a duty of care to its students and staff. If at any time during his/her academic career at the University a student is arrested by the police for a criminal offence the student is required to report this immediately to the University Secretary through the relevant office.

If a student is sent for trial the University Secretary, through the relevant office, must be kept informed at all stages either by the student concerned or his/her solicitor. If a student is convicted this and the sentence imposed must be reported to the University Secretary, through the relevant office.

Procedures

- 67) The following procedures are published by the relevant office at http://www.leeds.ac.uk/secretariat/student_cases.html. If a student is excluded from the University, by the Deputy-Vice-Chancellor, under any of these procedures the student is not permitted to reapply to the University.

Unsatisfactory Students Procedures (including the Presumed Withdrawn Process)

Cheating, Plagiarism, Fraudulent or Fabricated Coursework and Malpractice in University Examinations and Assessments

Referred Students Procedure

Disciplinary Regulations (non-Academic)

- 68) Regulations and codes governing discipline, the procedures followed when it is alleged that any student has committed a disciplinary offence, the penalties that the University may impose in the event of it being determined that a disciplinary offence has been committed and the relating appeals procedures are published by the relevant office at http://www.leeds.ac.uk/secretariat/student_cases.html. If a student is excluded from the University, by the Deputy-Vice-Chancellor, under any of these procedures the student is not permitted to reapply to the University.

General University Disciplinary Regulations

University Residences Disciplinary Regulations

Code of Practice on Student Health and Conduct in Relation to Professional Practice

University Computer Systems (UCS) Disciplinary Regulations

Appeals Against the Results of University Examinations and Assessments

- 69) Regulations governing appeals are published by the relevant office at http://www.leeds.ac.uk/secretariat/student_cases.html

Student Complaints Procedure

- 70) Regulations governing complaints are published by the University Secretary at http://www.leeds.ac.uk/secretariat/student_complaints.html

Use of University Facilities and Service: Conditions, Guidelines and University Codes of Practice

- 71) The current regulations, guidance and codes of practice applying to the use of any of the following facilities services are published on the University's website:

THE UNIVERSITY LIBRARY <http://www.leeds.ac.uk/library/>

Regulations for Use of Library <https://library.leeds.ac.uk/regulations>

IT SERVICES <http://it.leeds.ac.uk/>

Use of Computer Systems Policy (Incorporating Internet, Web & E-mail Acceptable Usage)
http://it.leeds.ac.uk/info/116/policies/260/use_of_computer_systems_policy

University Policies

- 72) The following policies form part of the formal contract of employment for staff and part of the formal agreement between students and the University. Staff, and where appropriate students, must abide by these policies: failure to comply with them could result in disciplinary proceedings.

EQUALITY AND INCLUSION POLICY <http://www.equality.leeds.ac.uk/university-policies>

DIGNITY AND MUTUAL RESPECT POLICY
<http://www.equality.leeds.ac.uk/university-policies>

CODE OF PRACTICE ON WHISTLEBLOWING
http://hr.leeds.ac.uk/info/26/conduct_capability_and_grievance/12/whistle_blowing

CODE OF PRACTICE ON DATA PROTECTION
http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

STUDENTS WITH CRIMINAL RECORDS: POLICY STATEMENT
http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf