



# Key Summary of our Rules, Regulations and Procedures

Section of Interest	Detail /Overview	Page reference
Definitions	Explanation of the expressions used in the document.	Page 4
Code of Conduct for Students	Behaviour which interferes with how we work or action which otherwise damages our reputation is explained in this section, and includes some examples.	Page 5
Rules, Regulations and procedures for students	<p>This section contains rules, regulations and procedures which apply to different aspects of student life:</p> <ul style="list-style-type: none"><li>A. Disruption to the provision of services</li><li>B. Attending university</li><li>C. Making use of our facilities</li><li>D. Health and safety</li><li>E. Awards, certificates and diplomas</li><li>F. Attending graduation ceremonies</li><li>G. Students' Union sabbatical officers</li></ul>	Page 14
University tuition fees	<ul style="list-style-type: none"><li>A. General</li><li>B. Responsibility for payment of tuition fees</li><li>C. Sponsored students</li><li>D. Payment of fees by Student Loans Company</li><li>E. Self-paying students</li><li>F. What happens if you fail to pay your tuition fees</li><li>G. Refunding tuition fees</li></ul>	Page 17

[Click here](#) to view the full Rules, Regulations and Procedures

<b>Library Rules</b>	Rules on using our libraries – membership, borrowing, loan arrangements, copyright and licenses, damage, security and general rules.	Page 20
----------------------	--	---------

<b>Use of Information-Technology resources, systems and services</b>	Rules on using our IT systems and facilities – rules, copyright, data protection, privacy and privileged information and penalties.	Page 23
--	---	---------

<b>Student Disciplinary Procedure</b>	Procedures for a meeting of the Committee – preliminary procedure happens when a complaint is referred to the Committee, the Hearing, the powers of the Committee and the Appeal process.	Page 35
---------------------------------------	---	---------

<b>Student Discipline Committee</b>	This section explains who will be on the Committee.	Page 33
-------------------------------------	---	---------

<b>Fitness to Practise: Policy &amp; Procedures</b>	This process is relevant to students on courses where students qualify for professional accreditation (eg nursing) and explains the procedures, the Hearing, the powers of the Committee and Appeal process.	Page 36
---	--	---------

<b>Support and Progress Committee: Membership and Terms of Reference</b>	This process is relevant to students on courses where students qualify for professional accreditation (eg nursing) and explains the process to be followed if we have concerns about 'fitness to practise'. It includes information such as who will be on the Committee.	Page 45
--	---	---------

<b>Student Complaints Procedure</b>	This section outlines the process to be followed if a student wishes to formally complain about their experience and provides an explanation of when this procedure should be used. Stages 1, 2 and 3 explained.	Page 47
-------------------------------------	--	---------