

v1.5

Student General Regulations



1. Introduction

- 1.1 These general regulations form part of the contract between enrolled students and the University. Enrolment at the University is made on the basis that, in accepting an offer of enrolment, students signify their consent to the incorporation of these Regulations as part of the terms of that contract.
- 1.2 These General Regulations should be read in conjunction with the Academic Regulations of the University and its academic frameworks.

2. Legal Framework

- 2.1 The University is a higher education corporation with powers conferred by the Privy Council to grant academic awards up to the level of doctoral degrees. All activities at the University are conducted in accordance with all applicable legislation. The University conducts its business in accordance with its Instrument and Articles of Government, as approved by the Privy Council.
- 2.2 The responsibilities of the Board of Governors, the Vice-Chancellor, the Academic Board, are defined by the Instrument and Articles of Government of the University.

3. Definition

- 3.1 "The University" means Bath Spa University.
- 3.2 "Governors" means the Board of Governors of the University.
- 3.3 "Vice-Chancellor" means the Vice-Chancellor of the University or nominee, or such officer as the Governors authorise to perform the duties of the Vice-Chancellor.
- 3.4 "Academic Board" means the Academic Board of the University established under the Articles of Government, or a committee or other agent of the Academic Board authorised to act on its behalf.
- 3.5 "Students' Union" means the Students' Union of the University, pursuant to clause 22 of the University's Instrument and Articles of Government.
- 3.6 "Student" means any person admitted or enrolled by the University to follow a programme of studies, or any sabbatical officer of the Students' Union.
- 3.7 "Programme of studies" is the set of modules for which an individual student has registered.

4. Enrolment, Registration and Attendance

- 4.1 Enrolment. Before any student can start their course at the University they must enrol. Enrolment occurs when a student has accepted an offer of admission to a

programme of study (or part of a programme) and presents him or herself at a place and time specified by the Head of Student and Registry Services for the purpose of confirming an application or an intention to register or to proceed to an examination, including by electronic means where this is indicated. All students must produce at or before first enrolment evidence of having satisfied the specified entry requirements. Students must also re-enrol each subsequent academic year.

4.2 Registration. Registration occurs when a student has, in the required manner, enrolled and paid the fees in accordance with arrangements approved by the Board of Governors. All students, other than sabbatical officers of the Students' Union, are required to register or re-register for each successive year or other relevant part of a programme by the deadline set by the Head of Student and Registry Services. Once registration is completed, a person is deemed to continue as a registered student until the end of the programme or until re-registration is required, whichever is the earlier, provided that a person shall cease to be a registered student if withdrawn, or expelled from their programme of studies, or expelled from the University. Students must notify Student and Registry Services of any changes occurring during the academic year to the information supplied on enrolment or re-enrolment.

4.3 Attendance and Engagement. Students will be regarded as in attendance at the University or engaging in University activities whether they are present within the University buildings, participating in online activities or engaged elsewhere on some legitimate activity pursuant to the programme (e.g. attending a field course), always provided that they maintain regular academic contact with tutors and adhere satisfactorily to the programme for which they are registered. If attendance is deemed unsatisfactory within University attendance and engagement procedures, the University will take appropriate action, which may include termination of registration.

5. Health and Safety

5.1 Each student is responsible for looking after their own health and safety and that of others affected by their University-related work and leisure activities. To this end, students have the following specific responsibilities:

- a) to comply with all University policies and procedures and with the arrangements which the University has in place to control health and safety risks;
- b) to ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others;
- c) not to endanger themselves or others by intentionally or carelessly interfering with, or misusing, any article, substance or material provided by the University or on its premises;
- d) to attend appropriate induction and training;

- e) to use any protective equipment provided, and ensure, so far as is reasonably practicable, that they understand and abide by safe systems of work and any safety procedures and regulations established by the University in connection with any of its activities;
 - f) to report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person; and
 - g) not to interfere with any equipment provided for the benefit of health and safety.
- 5.2 Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, to inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.
- 5.3 Failure to comply with the University policies and procedures to control health and safety risks is a disciplinary matter. For some work, students may be expressly required by law to undertake training provided through the University.

6. Code of Conduct

- 6.1 The University exists as a community for the acquisition and advancement of knowledge, skills and understanding. This Code is designed to protect the rights of all members of that community, whether staff, students or visitors, to participate freely in the purposes of the institution, both formally and informally.
- 6.2 All students are expected to conduct themselves with due regard for their own legal responsibilities as students of the University and to conduct themselves in a way that preserves and enhances its good name and reputation.
- 6.3 Students are bound by the [University's Harassment Policy for Staff and Students](#).
- 6.4 Signing the enrolment form, or otherwise partaking of University services, confirms that students are willing to comply with this Code and the University's rules, regulations and procedures published and updated on the Bath Spa University website
- 6.5 Students are obliged to keep themselves familiar with general University regulations, academic regulations, those relating to their programme of study, and with this Code and University policies and procedures.
- 6.6 Bath Spa University registered students are provided with a University email address and are required to use this for all email correspondence with the University (e.g teaching staff and administrative teams). Students are required to check their email inbox regularly as the University uses email as the primary method of communication for essential notifications and updates.

6.7 The Code of Conduct aims to encourage the development of mutual respect between students, staff and University management. To this end, it is important that students exercise their rights responsibly and with respect for others, and so contribute to the orderly running of the institution as a whole. This is the context in which these Regulations and procedures should be read and used.

6.8 Good conduct is essential to protect the rights and promote the values of the University community. The University's Code of Conduct requires its students to act:

- responsibly
- honestly (including with academic integrity)
- fairly
- considerately and courteously
- constructively and collaboratively
- respectfully (ensuring others', property and resources are treated with civility, decency, dignity and care)
- lawfully; and
- in accordance with university regulations, policies and procedures

6.9 Any breach of this Code of Conduct may be dealt with under the [University Disciplinary Procedure](#) (which provides examples of misconduct). Breaches of other codes of conduct and regulations relating to behaviour include:

- professional misconduct/Fitness to practise including additional requirements that apply to students registered on programmes of professional practice
- academic misconduct
- financial regulations
- examination regulations
- computer use regulations
- Library regulations
- Copyright/ data protection and information governance
- residences regulations

- harassment

and will be dealt with in accordance with the relevant procedure. This may include a matter being referred through the Student Disciplinary Procedure.

6.10 Where a student raises a complaint regarding the conduct of another student the Student Disciplinary Procedure will apply.

7. Student Disciplinary Procedure

7.1 The [Student Disciplinary Procedure](#) is intended to provide fair and orderly procedures for maintaining reasonable student conduct and behaviour while enrolled with the University.

7.2 Alleged breaches of the Code of Conduct or examples of misconduct should be reported to the University.

7.3 For upheld allegations of misconduct, the disciplinary powers of the University range from a formal reprimand to expulsion from the University and can include fines and suspension. Penalties are outlined in the Student Disciplinary Procedure.

8. Student Complaints Procedure

8.1 All student complaints are considered in the context of the [University's Complaints Procedure](#). A complaint is a grievance relating to a specific issue regarding the provision or delivery of programmes or services provided by the University. Unless there are exceptional circumstances, the University will not consider a complaint that is raised more than three months after the issue in question. Seeking a resolution through informal discussions at the earliest opportunity with the individual, school or service area concerned is strongly encouraged; the majority of cases are satisfactorily resolved in this way. Formal complaints are considered by the University Secretary's Office. The Student Complaints Procedure is in line with the recommendations of the Office of the Independent Adjudicator for Higher Education (OIA) Good Practice Framework.

9. Financial Obligation to the University

9.1 The University annually reviews and publishes fees and charges for tuition, learning materials, studio levies, field trips, educational visits, including any payments due to the University in respect of books, loans or other equipment.

9.2 It is the responsibility of students to notify the University in writing if they are in financial difficulties and are unable to pay their charges by the due date, explaining

the reason for the difficulties and their proposals for payment.

10. Computer Facilities

- 10.1 All use of the University computer facilities is covered by the [Regulations for Use of Computer Facilities](#) and by legal statute. The regulations also cover any use of the University computer facilities involving access to other computers external to the University.

11. Intellectual Property Rights

- 11.1 All students are expected to adhere to the University's [Intellectual Property Policy](#). The intellectual property rights over works produced by a student will be governed by the University's Intellectual Property Policy.

12. Equality and Diversity

- 12.1 Students must adhere to the University's [Equality and Diversity Policy](#).

13. No Smoking Policy

- 13.1 The University operates a campus-wide no-smoking policy inside buildings. Staff and students are not permitted to smoke within ten metres of buildings.

14. Substance misuse

- 14.1 A student who breaks the law on substance misuse may have conducted misconduct as defined in the Students Disciplinary Procedure and may be subject to disciplinary proceedings. Students on professional qualifications may also be subject to fitness to practice proceedings. Any student who has or suspects that they have a drug dependency is encouraged to seek professional assistance and advice as soon as possible.

15. Freedom of Speech

- 15.1 The Student Disciplinary Procedure and Code of Conduct will be used to protect the right of all students to pursue argument, discussion and activities proper to their study in higher education. All students are encouraged to participate in debate and a wide range of activities, whether this is directly related to their own study programmes or to matters of wider community and public interest. Equally, all students are expected to respect the rights of others to study, to work, and to participate freely in the life of the institution. This is consistent with the Mission Statement of the University, with the traditions of higher education, and with freedom of speech and association in a democratic society.

- 15.2 Members, students, and employees of the University must conduct themselves so as to ensure that freedom of speech within the law is secured for members, students, and employees of the University and for visiting speakers. The freedom protected by the University's Code of Practice is confined to the exercise of freedom of speech within the law. The University believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.
- 15.3 Whilst there is no legal prohibition on offending others, the University expects speakers and those taking part in meetings or protest activities to respect its values, to be sensitive to the diversity of its community and to show respect to all sections of that community. An event which is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.

Document Details

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Responsible Officer: Head of Academic Governance and Policy

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<https://www.bathspa.ac.uk/about-us/governance/policies/>

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