

University of Leicester

GENERAL REGULATIONS FOR DISTANCE LEARNING PROGRAMMES

2008-2009

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Dates of Terms

2008-2009

Autumn Term:	29 September	—	12 December
(First Semester:	29th September	—	16 January)
Spring Term:	12 January	—	27 March
(Second Semester:	19 January	—	26 June)
Summer Term:	4 May	—	26 June

2009-2010 (subject to confirmation)

Autumn Term:	28 September	—	11 December
(First Semester:	28 September	—	15 January)
Spring Term:	11 January	—	26 March
(Second Semester:	18 January	—	25 June)
Summer Term:	3 May	—	25 June

2010-2011 (subject to confirmation)

Autumn Term:	4 October	—	17 December
(First Semester:	4 October	—	21 January)
Spring Term:	17 January	—	1 April
(Second Semester:	24 January	—	1 July)
Summer Term:	9 May	—	1 July

Regulations Concerning Undergraduate And Postgraduate Students

Registration

All students are required to register at the beginning of each academic year (or on the twelve month anniversary of their previous registration date for those commencing programmes on a non-standard academic year).

Students who fail to register within the first week of term without having sought prior permission or without evidence of special circumstances will be charged a late registration fee of £75.00. Students who have not registered by the end of the second week of the Autumn Term will be regarded as having withdrawn from their course.

All new students entering upon a degree course must be able, on request, to produce evidence of their eligibility to matriculate in the University.

New students must provide at the time of registration one passport-size photograph (endorsed with name and course) to be handed to their department (there may be additional separate requirements to provide photographs for the Halls of Residence or the Students' Union).

After registration no student may change programme of studies without following the approved procedure.

The attention of students is drawn to *A guide to tuition fee payment for students commencing their studies* issued to all new entrants.

Students become liable for the full sessional fee in order to register. If tuition fees are being paid by a sponsor (government or other funding body, not a relative) adequate proof must be provided of this arrangement prior to registration.

Tuition fees, or the first instalment of tuition fees, must be paid prior to registration.

Students may pay University tuition fees in two instalments; the first instalment is due before registration and the second instalment is due at the beginning of the second semester. (Note: Students commencing their studies in January, April or July may still pay their tuition fees in two instalments, the second payment falling in May, September or January respectively).

Students who fail to pay their second instalment within the due date will have their registration cancelled.

At registration each student will receive a card of membership of the University. This card must be carried at all times and produced on request for inspection by any member of the University staff or any official of the Students' Union. If it is lost, a replacement, for which a charge of £6 will be made, must be obtained through the Registry.

During the Autumn Term, all full-time students (excluding M.B., Ch.B. and PGCE students) will be sent by email (to their Leicester e-mail account) confirmation of the modules being taken in the current academic year. Students must notify the Registry of any inaccuracies by the date specified in the correspondence, otherwise the scheduling of the examinations for those students who fail to respond may be compromised.

Periods of Registration

Each full-time undergraduate degree programme has a minimum period of registration associated with its completion (see Programme Regulations <http://www.le.ac.uk/academic/Regs/index.html>). Unless advanced standing in the form of direct entry to the second year of a full-time undergraduate programme has been approved, students may not complete their studies in less than the time allocated by Regulations. Completion in more than the minimum time can only take place with the explicit permission of the relevant Faculty Board, on the grounds either of mitigating personal circumstances leading to temporary withdrawal or a repeat period of study, or academic failure, leading to a resit attempt without residence. The University is sympathetic to the position of students whose studies are disrupted for reasons outside their control, but in order to ensure that there is overall academic coherence in the programme of study being undertaken and in the assessments arising from this, it has determined that completion of all elements of the programme of study and the agreement of the final award (even if this is a lower award than was originally aimed for) must normally take place no later than two years after the original expected date of completion. Students who have not yet reached the final year but whose circumstances already indicate that they will fail to meet this stipulation, will normally be required to withdraw from the University.

For students who have transferred programme of study, this regulation applies to the programme they have transferred into, not their original programme.

Transcripts

Returning undergraduate students (excluding non-modular M.B.,Ch.B students) are issued during the Summer Vacation with confirmation of their module results for the previous academic year. Students who are required to take September Examinations will receive confirmation of their module results during the Autumn Term. Students may request a transcript of their modules on application to the Registry. One copy is available free of charge. Final-year undergraduate students and full-time postgraduate students are issued with a full academic transcript after graduation.

Attendance

Attendance is an essential requirement for a first degree. Full-time students must reside in Leicester or within easy commuting distance of the city for the duration of each term, and all students are normally required to attend such lectures, seminars, practicals and other formal classes as are specified in their course timetables.

Departments are empowered to authorise short absences for personal reasons, but requests for absences of more than one week must be explicitly approved by the relevant Faculty Progress Committee, or by the Faculty Sub-Dean acting on the Committee's behalf, and will only be granted if the department is in agreement with the proposal, and if the student concerned takes full responsibility for the completion of outstanding academic work. This procedure also applies if the absence is required for religious reasons, but as students are required to notify the Registry at the beginning of each academic year if there are likely to be religious reasons for any absence during

that year, academic departments and administrative offices are expected to utilise this information pro-actively, so that any specific religious needs can be anticipated and, where practicable, met.

Medium of Instruction

Other than for the purposes of teaching foreign languages, the medium of instruction at the University is English. All forms of University examinations and assessment are conducted in English unless they are designed to test written or spoken aptitude in a foreign language.

Personal Conduct

The University expects students to conduct themselves with propriety, both in and around the University buildings and also in public places. Students are expected to show consideration for the feelings and sensibilities of others, and to play their part in maintaining a harmonious atmosphere, particularly in University Halls of Residence and Self-Catering Accommodation. Students should note that the University deplores all forms of intolerance and discrimination, especially those which demonstrate prejudice with regard to race, nationality, gender, sexual orientation, religion, disability, age or class, and will take appropriate disciplinary action against students who fail to acknowledge the cultural diversity embodied in a university environment. [See also Regulations Concerning Residential Accommodation and the Code of Student Discipline, and the University's Student Charter and Student Code of Social Responsibility appended to this publication.]

Withdrawal

Students who wish to withdraw from the University, either temporarily or permanently, are strongly advised to consult their Personal Tutor, Programme Director, Head of Department, or (for Combined Studies students) the Associate Dean. They must then notify the Registry in writing of their intention to do so, using a form which is available from the Registry for this purpose, and inform their Departments. Students who are resident in a Hall or University Self-Catering Accommodation must also notify the Warden of their Hall or the Accommodation Office. Requests for temporary withdrawal and associated conditions of re-entry require the approval of the appropriate Faculty Board.

Illness

Students who suffer a minor illness for a period of less than five working days are required to report this to their departments:

- (a) if the illness leads to absence from classes at which attendance is compulsory;
- (b) where it might be a contributory factor in a failure to meet course deadlines or to perform up to expectations in any academic assignment.

Students must self-certify their illness using a standard form available from departmental offices, and must report the illness as soon as they are fit to do so.

Where the illness is of more than five days' duration or is of a non-minor nature, medical advice should be sought and a medical certificate submitted to the University. Students are responsible for collecting medical certificates from the Freeman's Common Health Centre and supplying a copy to their department and to the Registry (for students other than MBChB students), the Medical School Faculty Office (for M.B.,Ch.B students). Students registered with other general practices should ensure that their medical certificates are similarly distributed.

The five-day ruling is suspended by the Freeman's Common Health Centre during the First and Second Semester and September resit examination periods, when it is the responsibility of students to seek medical help as soon as possible for any ill health experienced during, or near to, the examinations.

It is the responsibility of students who are required to produce medical evidence of fitness to continue or resume study to acquire such evidence by the date specified to them by the Registry, the Graduate Office or the Secretary of the relevant Faculty Board.

General practices may charge for providing reports and such charges must be borne by the student. In relation to payment for reports from the Freeman's Common Health Centre, financial assistance may be available from the Welfare Centre, to which enquiries should be addressed.

Dual Registration

No student registered on a programme of study may be registered concurrently on any other programme of study at the University or another institution.

Transfer Between Modes of Study

Where a course may be studied either on campus (full-time or part-time) or by distance learning, a student may normally be permitted to transfer between the different modes of study on one occasion only. They should then continue to complete the course in the new mode of study.

Overseas Students

Students newly entering the University from overseas are required to report to the Freeman's Common Health Service within one month of their arrival.

Term-Time and Vacation Employment (Full-Time Students)

The calculation of module workload which underpins the University's course structure is based on the assumption that students are devoting themselves to their studies on a full-time basis. Paid employment is not however disallowed, provided that the total number of hours worked does not exceed 15 hours per week, and that course requirements are met in full. Students who undertake part-time work in term time should note that this will not be accepted as a mitigating circumstance which excuses absence from classes, the late submission of work, or examination failure.

Students are also expected to study during vacations, either in preparation for forthcoming modules, to revise, or to complete prescribed assignments. Students engaging in paid vacation employment are expected to have regard to the need to fulfil these academic obligations.

Students seeking advice about this regulation or dispensation from any part of it should in the first instance approach the Sub-Dean of their Faculty, who is responsible to the Board of the Faculty for the application of the regulation concerning Neglect of Academic Obligations (see below).

Examinations

All students must present themselves for the appropriate examinations in accordance with the Regulations of the University. Returning undergraduate students (except those registered for the M.B.,Ch.B. degrees) are required to register for the following year's modules and module examinations before the start of the previous year's Midsummer Examinations. Students who do

not enter by that date may be charged a £20 penalty. All new students enter for their first-year examinations through registration in October.

For undergraduate students the examination entry dates are fixed in order to facilitate the complicated exercise of preparing examination timetables, in which every effort is made to avoid 'bunching' and minimise the extent to which students are required to sit papers consecutively. First semester examinations are scheduled to take place during the first two weeks of the Spring Term and second semester examinations normally begin in the third week of the Summer Term and last for approximately three weeks.

Examinations are scheduled utilising two periods a day for the First Semester examinations (9.30 a.m., 2.30 p.m.), and two slots a day for the Second Semester examinations (9.30 a.m. and 2.30 p.m.). Examinations are held on six days a week, Monday to Saturday, and special arrangements cannot be made to accommodate students' personal preferences, unless these arise from specific religious requirements identified by the student at the commencement of the academic year, or are associated with support measures recommended by the AccessAbility Centre.

The extent to which the timetabling of examinations can be adapted to meet the specific religious requirements of individual students will vary from case to case, but the University will make such special arrangements as are in its power, subject to the overriding requirements that the examinations must be scheduled within the published examinations periods, and that special arrangements introduced for individual students must not disadvantage the majority. Students making requests for special treatment on religious grounds should recognise that measures designed to meet their needs might therefore involve an unavoidable element of inconvenience (for example, the requirement to remain *incommunicado* for a period of time).

Neglect of Academic Obligations

The nature of students' academic obligations (for example, attendance at lectures and classes, performance of practical and written work, etc.) varies from programme to programme and from department to department. If students are in doubt about their obligations, they should without delay consult their Personal Tutor, Programme Director or Head of Department. Students may be reported to the Faculty Board for serious neglect of their academic obligations. In such cases, the Head of Department (or other appropriate person) will notify the students in writing of the alleged neglect and invite them to make representations to the Board, in writing and/or through their Personal Tutor. The Board may decide for undergraduate students:

- (a) to take no action; or
- (b) to issue, through the Dean or Sub-Dean, a formal warning that the students will need to use their best efforts if they are to be successful in their examinations; or
- (c) to issue through the Dean or Sub-Dean, a formal warning that the Board:
 - (i) may not allow the students to resit any examinations that they may fail during the session; or
 - (ii) will not allow the students to resit any examinations that they may fail during the session other than in the most exceptional circumstances;
- (d) to recommend to Senate that the students' courses be terminated.

The Board may decide for taught postgraduate students:

- (a) to take no action; or
- (b) to issue a formal warning that if the students continue to neglect their academic obligations their registration will or may be terminated; or
- (c) to recommend to Senate that the student's course be terminated

The Secretary of the Board of Graduate Studies will inform the student of the Board's decision in writing.

Failure in Examination

Failure in any part of an examination may lead to termination of course.

Review of Decision to Recommend Termination of Programme (Undergraduates)

If a Faculty Board resolves to recommend that a student's course be terminated, for whatever reason, the Secretary of the Board will, by letter, notify the student of this recommendation and of the right the student shall have to request that the Board review its decision. Students in this position are strongly urged to consult their Personal Tutor or Head of Department for advice.

A student's request for a review should be made through the submission of an appeal form to the Secretary of the Board. The form should draw attention to any matter that the student feels to be relevant to his or her academic performance and of which the Board may have been unaware when it made its decision. Any supporting documents (e.g. medical certificates) should also be sent to the Secretary.

The review will be conducted by a committee comprising three Deans or Sub-Deans of the Faculties. The membership of the committee will exclude the Dean or Sub-Dean of the Faculty in which the appellant is registered (the Faculty Board of which will have recommended the termination of course). The Dean or Sub-Dean of the student's Faculty may, however, attend the meeting to report on the Faculty Board's consideration of the student's case. The student will be informed of the time and place of the committee's meeting. The student may attend the meeting and may be accompanied by another member of the University. Personal attendance provides an opportunity for the student to expand upon, and answer questions about his/her submission. The student's companion (if any) will be invited to make a brief statement on the student's behalf, but will take no part in the proceedings unless requested to do so by the Chairman. The student's Personal Tutor and a representative of each department involved will also be invited to attend. At the end of the meeting the committee will reach its conclusions in private discussion. The committee will report to the Faculty Board which recommended the termination of course, and the Secretary of the Board will notify the student in writing of the Board's decision. At the conclusion of the review, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

Review of Decision to Recommend Termination of Programme (Postgraduates)

If a Faculty Board recommends that a student's course be terminated, for whatever reason, including neglect of academic obligations, Academic and Research Services will notify the student in writing of the decision and will also advise the student of his or her right of appeal. Students will also be advised that they may seek the help of the Student Support Centre in the Students' Union in deciding whether they wish to appeal and in formulating their submission.

A student's appeal should be made on the appropriate Appeal Form which should be submitted with supporting evidence to the Quality Office within two months of the decision to terminate studies being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:

- (a) A student is in possession of evidence about the reasons for their academic performance which, for good reason, was not available to the Board of Examiners or which was only partially available (for example if additional medical evidence has been obtained)*.
- (b) There appears to have been a procedural irregularity in the conduct of the examining or assessment process.
- (c) There appears to be evidence of prejudice or bias in the conduct of the assessment process.

Appeals that simply challenge the academic judgement of the examiners will not be considered.

If a student is appealing on the grounds that they are in possession of evidence of circumstances which affected their academic performance, this must be new evidence and they must be able to explain why it was not possible to notify their department about these circumstances prior to the Board of Examiners.

On receipt of an Appeal the Head of the Quality Office will determine whether the student has demonstrated grounds for appeal in consultation with the Graduate Dean where appropriate and submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered to opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress and a copy of the relevant Examination Board minutes will be requested from the student's department. This information, along with the students appeal form and evidence, will be considered by the next available Postgraduate Appeals Panel.

An Appeals Panel will comprise three members of the Board of Graduate Studies, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was registered. Panels will normally be Chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, Panels may be Chaired by one of the Sub-Deans (Graduate Studies).

The student and the relevant department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University as defined in Section 2 of the Statutes. The student and department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and the department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be forwarded to the appropriate Faculty Board. The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

If a student is unable or chooses not to attend a panel meeting, having been invited and given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.

* Note: It is the responsibility of students to inform their departments of any matter (whether academic, personal, medical or other nature) that may be relevant to their academic performance, and to supply appropriate evidence. Such information should be given as soon as it is available.

Notification of mitigating circumstances

It is the responsibility of students to inform their Departments of any matters (whether of an academic, personal, medical or other nature) which may be relevant to their academic performance, and to supply substantiating evidence, for example, a medical certificate. Such information should be submitted before the expiry of any departmental deadlines governing the submission of evidence of special circumstances. If no such deadlines exist, the evidence must be submitted as soon as it is available, and in any event before the meeting of the relevant Board of Examiners is due to take place.

Appeals against degree classification and appeals against termination of course may be disallowed if the appeal is based on mitigating circumstances which the appeals committee believes should have been communicated earlier to the department concerned.

Appeals against Degree Classifications (Undergraduates)

Appeals against degree classification are permitted only where *prima facie* evidence of material irregularity relating to the operation of the University's assessment procedures can be produced. Students may not challenge the academic judgements of the examiners, and the decisions of properly-constituted Boards of Examiners operating in accordance with approved procedures will always be upheld by the University.

1. Assessment procedures

- (a) Degrees are conferred by the authority of Senate on the recommendation of the Boards of the Faculties. Examinations for undergraduate degree courses are the responsibility of the Boards of Examiners comprising the Internal and External Examiners for the subject (or subjects) included in the scope of the examinations. The Internal Examiners are appointed by Senate on the recommendation of the Board of the Faculty concerned from the members of the Academic Staff of the University. All the staff who contribute to a particular degree course are normally members of the Board of Examiners for that course. Those who contribute to the course but are not members of the Academic Staff of the University may be designated Additional Examiners and may attend meetings of Boards of Examiners, but are not full members and have no voting rights. The External Examiners are appointed by the Senate of the University on the recommendation of Boards of the Faculties and there is at least one External Examiner for each degree course. External Examiners normally hold office for three or four consecutive years and are not permitted to serve for more than five.
- (b) Each degree course has a scheme of assessment, which is normally notified to students through departmental or course handbooks. Boards of Examiners receive each student's marks and assess these in accordance with the provisions of the scheme of assessment in order to arrive at

the final degree classification. Medical or other evidence is considered at this stage, and candidates may be asked to attend a *viva* (in some courses, a *viva* is a compulsory element of the examining process). The proposed degree classifications are submitted to the relevant Board of the Faculty for ratification, and then approved by Senate. The results of Combined Studies candidates are considered by departmental Boards of Examiners to approve the subject mark(s), and by a special Combined Studies Board of Examiners which operates the scheme of assessment applicable to that degree.

2. *Appeals procedures*

If any student wishes to draw the University's attention to a procedural irregularity (examples of which may include evidence that a Board of Examiners was improperly constituted, that some aspect of the scheme of assessment had been overlooked, or there had been insufficient consideration of special circumstances pertinent to the assessment of the degree), the following procedures should be followed:

- (a) Students wishing to query their degree classification (or for the M.B.,Ch.B. degree, the non-award of Honours) on procedural grounds should consult without delay their Head of Department (or Senior Tutor/Associate Dean for Combined Studies students), who will be able to give detailed guidance about the operation of their scheme of assessment.
- (b) Matters which are unresolved after such consultation has taken place should be referred by the student in writing to the Academic Registrar following the procedure outlined in (c) to (e) below. Students may at this stage wish to consult the Student Support Centre in the Students' Union.
- (c) Students who wish to appeal must notify the Academic Registrar of this before the date of the conferment of the degree (i.e. before the relevant degree ceremony), otherwise the appeal will be declared invalid. Such notification can either be through the submission of the appeal itself, or a notification of intention to appeal.
- (d) Students who have either appealed or submitted a notification of intention to appeal will be allowed to attend the relevant degree congregation, but their degree certificates will be withheld, pending the outcome of the appeal.
- (e) Students who have submitted a notification of intention to appeal must submit their full appeal by the deadline of eight working days after the award of the degree by Senate (in 2008/09, this deadline will be Wednesday 15 July 2009).
- (f) Upon receipt of an appeal, the Academic Registrar will send a copy to the relevant Head of Department and request a written report. In preparing the report, the Head of Department may consult other Internal Examiners and the External Examiner(s) as appropriate. The task of preparing the report may be delegated by the Head of Department to another member of the academic staff with appropriate knowledge and expertise, for example, the departmental examinations officer.
- (g) The written submissions from the student and the department will be considered by a panel which will consist of a Pro-Vice-Chancellor, the Dean of the relevant Faculty (unless the Dean served on the Board of Examiners which recommended the original degree classification, in which case a Dean from another Faculty will be selected), and the Registrar and Secretary.

The Academic Registrar or the Secretary of a Faculty Board not associated with the appeal will act as secretary to the panel.

- (h) Students will be notified of the outcome of the appeal within four weeks (twenty working days) of the date of the deadline for submission unless information relevant to the appeal is still being sought by the panel, in which case students will be provided with a progress report within the above timescale.

3. *Recommendations*

If no procedural irregularities are identified, the panel will recommend that the degree classification be confirmed. Students will be issued with a letter outlining the reasons for the panel's decision, and will be sent their original degree certificates.

At the conclusion of the appeal, students whose appeals have been successful will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

If any procedural irregularity is identified, the panel will present a report to the relevant Board of Examiners, which will reassess the candidate in the light of the new evidence. If the new evidence is material to the operation of the scheme of assessment, this reassessment may lead to a reclassification of the degree.

In these circumstances, students will be issued with a letter outlining the procedural reasons for the upgrading of the degree classification and a degree certificate recording the new degree classification.

Appeals procedures (Postgraduates)

If a Faculty Board recommends that a student registered on a master's programme be transferred to a postgraduate diploma during the course of their studies, or be awarded a postgraduate diploma on completion of their studies, a student will have the right of appeal.

A student's appeal should be made on the appropriate Appeal Form which should be submitted with supporting evidence to the Quality Office within two months of the decision being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:

- (a) A student is in possession of evidence about the reasons for their academic performance which, for good reason, was not available to the Board of Examiners or which was only partially available (for example if additional medical evidence has been obtained)*.
- (b) There appears to have been a procedural irregularity in the conduct of the examining or assessment process.
- (c) There appears to be evidence of prejudice or bias in the conduct of the assessment process.

Appeals that simply challenge the academic judgement of the examiners will not be considered.

If a student is appealing on the grounds that they are in possession of evidence of circumstances which affected their academic performance, this must be new evidence and they must be able to explain why it was not possible to notify their department about these circumstances prior to the Board of Examiners.

On receipt of an Appeal the Head of the Quality Office will determine whether the student has demonstrated grounds for appeal in consultation with the Graduate Dean where appropriate and

submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered to opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress and a copy of the relevant Examination Board minutes will be requested from the student's department. This information, along with the students appeal form and evidence, will be considered by the next available Postgraduate Appeals Panel.

An appeals panel will comprise three members of the Board of Graduate Studies, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was registered. Panels will normally be Chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, Panels may be Chaired by one of the Sub-Deans (Graduate Studies).

The student and the relevant department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University as defined in Section 2 of the Statutes. The student and department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and the department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be forwarded to the appropriate Faculty Board. The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

If a student is unable or chooses not to attend a panel meeting, having been invited and given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.

* Note: It is the responsibility of students to inform their departments of any matter (whether academic, personal, medical or other nature) that may be relevant to their academic performance, and to supply appropriate evidence. Such information should be given as soon as it is available.

Academic Dishonesty

The University's primary functions of teaching and research involve a search for knowledge and the truthful recording of the findings of that search. Any action knowingly taken by a student which involves misrepresentation of the truth is an offence which the University believes should merit the application of very severe penalties. Offences in this category include, but are not confined to, cheating in written examinations, copying work from another person, making work available to another person for copying, copying from published authorities, including the Internet, without acknowledgement, pretending ownership of another's ideas, and falsifying results. Any student who knowingly allows any of his or her academic work to be acquired by another person for presentation as if it were that person's own work is party to plagiarism.

Plagiarism is used as a general term to describe taking and using another's thoughts and writings as one's own. Plagiarism can occur not only in essays and dissertations, but also in scientific experimentation, diagrams, maps, fieldwork, computer programmes, and all other forms of study where students are expected to work independently and produce original material.

Where plagiarism is identified, departments are authorised to apply through the relevant Board of Examiners the following penalties:

- | | | |
|---|---|--|
| - | First offence: | Failure of the module, resit allowed, severe written warning |
| - | Second and third offences: | A mark of 0 for the module
Resubmission required for the purposes of progression
Possible downgrading of degree class if the offences are for modules which contribute to the final classification, and if the normal application of the standard scheme of assessment incorporating marks of 0 does not automatically lead to a downgrading. In applying this penalty, Boards of Examiners will have due regard to the significance of the plagiarised work in the overall scheme of assessment |
| - | Fourth offence or multiple* simultaneous offences after the second offence: | Termination of course |

[*In this context 'multiple' means plagiarism in more than one separate module and plagiarism applying to double modules of 30 or 40 credits].

Where a student is found to have been cheating in written examinations or falsifying results, the case will be referred to the Academic Registrar and the Deans of the Faculties for consideration under the Code of Student Discipline. The Academic Registrar and Deans are authorised to recommend to the Vice-Chancellor that he should invoke the powers he holds under Statute 5 of the University Statutes to recommend to Council the temporary or permanent exclusion from the University of the student concerned and the case will be referred to the Registrar for consideration under the Code of Student Discipline. Penalties applied in relation to plagiarism or cheating in written examinations will be recorded on the student's official transcript, and a record of the offence will be held in the department. Cases of academic dishonesty may where relevant be reported to professional bodies.

Student Complaints Procedures

The University is committed to providing the highest quality of education possible within the limits imposed by the resources available to it, and it strives to ensure that its students gain maximum benefit from the academic, social and cultural experiences it offers. Where students feel that their legitimate expectations are not being met, or where misunderstandings about the nature of the University's provision occur, the University expects that problems will be speedily and effectively dealt with at local level. Its complaints mechanism is based on the assumption that staff will at all times deal thoughtfully and sympathetically with students' problems, so as to minimise the extent to which formal procedures need to be followed.

Students are expected to utilise the consultative and organisational arrangements in place at departmental and institutional level (these include heads of department, the personal tutor system, staff/student committees and the Staff/Student Council, the services of the Students' Union's sabbatical officers and its Student Support Centre, Hall JCR officials, and various user groups). Students are expected to familiarise themselves with the constitution and membership of those bodies which are intended to represent their interests, and for general complaints about academic matters to avail themselves of the opportunities provided for direct feedback on the performance of individuals or in relation to the provision of services (such feedback might include course questionnaires, comment boxes and user surveys).

If matters cannot be resolved informally, students should address any formal complaint in writing to the senior officer responsible for the relevant area of activity.

Senior officers comprise:

The Deans of the Faculties (in relation to academic matters) – in such cases, assistance to the Deans in the consideration of the complaint will be provided by the Secretary of the relevant Faculty Board

The Librarian (in relation to the Library)

The Director of IT Services (in relation to computing facilities)

The Director of Residential and Catering Services (in relation to student accommodation, and the University's catering and conference services)

The Registrar and Secretary (in relation to any aspect of the University's administration and the operation of its administrative offices)

The President of the Students' Union (in relation to the Students' Union; a complaint to the President will initiate proceedings under the Union's own complaints procedure, as set out in the Regulations of the Union).

At this formal stage, the complaints must include full details of the unresolved issue, the attempts made to secure a resolution, and the identification of the desired remedy. The complaint must be accompanied by a complaints form which can be found on CWIS at <http://www.le.ac.uk/academic/registry/AppealsComplaints/ComplaintsForm.doc>. The form requires complainants to provide their personal details (name, address, etc), and a short summary of their complaint and the way in which it has been pursued to date, including the names of those to whom their concerns have been addressed to date. The senior officers have the right to refuse to consider complaints where students have made no attempt to find a negotiated solution.

Students must complain on their own behalf; senior officers will not discuss or correspond about such matters with third parties, including family members, other than in the most exceptional circumstances, and then only with the student's written permission. Anonymous complaints are disallowed. Complaints submitted by e-mail will be accepted by senior officers and will trigger the initiation of formal procedures. Complainants will, however, be contacted by letter and asked to submit a signed complaints form in order to ensure that the submission is genuinely their own.

Senior officers will immediately acknowledge in writing the receipt of any complaint, and will initiate a review by seeking a written report from the head of the department/section/unit against which the complaint is being issued. So far as is practicable the senior officer will respond to the complainant in full within twenty eight days. The complainant will normally, unless there is a significant practical impediment (for example, because the student is overseas or is for some other reason unable to attend the University), be called for interview during the period of investigation.

The University will respect a complainant's desire for confidentiality unless this impedes the course of the investigation, in which case the complainant will be given the options of pursuing the complaint with a reduced level of confidentiality or accepting the status quo.

Appeals procedure

Appeals against the responses of senior officers to formal complaints must be submitted in writing to the Academic Registrar, Fielding Johnson Building, who will immediately acknowledge the receipt of any such appeal and assign a member of the administrative staff of the Academic Office to manage the appeal process. The appeal will be heard by a panel comprising either the Vice-Chancellor or the Senior Pro-Vice-Chancellor (in the Chair) and one other Pro-Vice-Chancellor. Unless the complaint relates to the activities of the Students' Union, the President of the Union will be invited to attend the appeal as an observer. The panel will interview the student, who may be accompanied by a member of the University of his/her choosing, the senior officer responsible for considering the complaint, and such other parties to the complaint as it feels is necessary, and it will review all the relevant paperwork. The panel is also authorised to request further informal discussion between the parties. So far as is practicable, the appeal process will be conducted, and the outcome announced, within twenty five working days of the receipt of the appeal request, and dates in the University's calendar of meetings will be set aside to facilitate this. The decision of the appeals panel shall be regarded as final.

At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

Advice on the operation of the complaints procedure can be obtained from the Academic Registrar, Fielding Johnson Building (tel 0116 2522419), or from the Student Support Centre in the Students' Union, (tel 0116 2231228, e-mail: educationunit@le.ac.uk). The latter can also provide assistance in formulating complaints, and in supporting students throughout the formal stages of the complaints procedure.

Residence

Accommodation is provided in Halls of Residence and Self-Catering Accommodation for over fifty per cent of undergraduate students.

First-year undergraduates in particular are encouraged to live in Hall, and a proportion of places in Hall are reserved for them. Students in Hall are required to make themselves familiar with and to

abide by the regulations of the Hall. Students are admitted to a Hall for the session, which comprises three terms, and students who have accepted the offer of a place in a Hall become liable for payment for the whole session from the first day of the Autumn Term of that session.

Some students may be accommodated in Self-Catering Accommodation, while others may wish to make their own arrangements. Students who make their own accommodation arrangements must register their term-time address with the University and all students must notify the Registry immediately of any change of address; failure to do so will be regarded as a serious offence.

The University reserves the right at any time to refuse to allow a student to remain in any specified lodgings or flat. Students living in lodgings or flats are expected to conform to a reasonable standard of behaviour and failure to do so will be regarded as a breach of regulations.

See also Regulations Concerning Residential Accommodation, and the Student Code of Social Responsibility (Appendix C).

Library

All students are required to be familiar with the regulations for the use of the Library which are published in these Regulations.

IT Services

Students who register with IT Services are required to be familiar with the Regulations for the Use of University Computing Services which are published in these Regulations.

Data Protection Act

The Data Protection Act 1998 regulates the processing of personal data whether it is held on a computer or on manual files. 'Personal data' means any information relating to a living individual, and 'processing' means almost anything done with it, including, for example, storing it. The Act also gives individuals certain rights of access to personal data held about them by others.

Student members of the University are permitted to process personal data only for use in connection with their academic studies or research. They may do this only with the express prior permission of their Head of Department, and only in accordance with any Guidance or Code of Practice issued by the University and in force from time to time (whether or not those activities are carried out on equipment owned by the University and whether or not they are carried out on University premises). This means that the personal data must be: fairly and lawfully obtained; be accurate; be kept up-to-date; be held securely; not be put onto an Internet site or taken outside of the European Economic Area without the consent of the individual concerned; and be deleted or destroyed when it is no longer relevant to retain it. The people about whom data are held are entitled to inspect the data unless it is held only for research purposes and will not be released in such a way as to identify the individuals concerned.

Students needing to process personal data for academic or research purposes must make themselves aware of the general requirements of the Data Protection Act 1998 and in particular must abide by the eight Data Protection Principles as set out in Schedule 1 of the Act and further explained in Schedules II and III. Students can do this by obtaining a copy of the University's current guidance on data protection from their Head of Department or from the University's Data Protection Officer (the guidance is also available on CWIS).

Students who fail to comply with any Guidance or Code of Practice in force may be held personally liable for any resulting breaches of the Data Protection Act 1998.

The University's procedures governing the collection and release of student data are publicised to students at the application stage. A copy of the notice provided to undergraduate applicants together with information about data usage supplied to the University by the Higher Education Statistical Agency is attached as Annex A to these Regulations.

Motor Vehicles and Bicycles

No student may bring a motor vehicle, motor car, motor cycle, or motorised cycle on to any part of the University sites between 5.30 a.m. and 5.30 p.m., Monday to Friday inclusive, except by special permission which will be given only on exceptional grounds, such as physical disability.

Students must obtain the permission of the Warden concerned to park vehicles at a Hall of Residence and the permission of the Director of the Residential and Catering Service for parking at other University accommodation.

Students must observe the Parking Regulations published in the Regulations.

Bicycles must not be left outside buildings unless parked in the various cycle racks provided for them. The normal laws about lights apply to bicycles ridden after dark on University sites.

Bicycles owned by students must be removed from the University at the end of the session, otherwise they will be moved and disposed of in the owner's absence.

Personal Property

The University does not accept responsibility for the personal belongings, books and equipment of students whilst on University premises (see Insurance below).

Insurance

A third-party insurance policy provides indemnity to the University in respect of its legal liability to compensate persons (including students) who suffer death, injury, loss of or damage to their property. In order for there to be a legal liability it is normal for there to be established proof of negligence on the part of the University.

By virtue of the third party insurance policy being dependent upon proof of negligence on the part of the University, it is necessary for students to consider whether there is a need for separate insurance cover to apply in respect of genuine accidents. In respect of research students, there is an existing arrangement, by which, on payment of a small premium, cover would be available for injuries sustained whilst participating in research studies. In addition, specific insurances are normally taken out by course tutors for excursions and field trips overseas.

It should also be noted that the University does not provide any insurance cover for the property of students. This is a particular important point for occupants of University accommodation. Such insurance cover is especially recommended if, for example, students possess large quantities of books, clothes, or electronic equipment. Students should ascertain whether their parents' existing policies provide protection and if not it is necessary to consider making their own private insurance arrangements.

The Manager of the Students' Union is able to advise students on the insurance cover held by the Union for its members.

Academic Dress

Full academic dress must be worn when students are presented at Degree Congregations.

The official robe makers to the University, Ede and Ravenscroft Limited, Unit A, Denny Industrial Centre, Waterbach, Cambridge CB5 9PB, are the only authorised suppliers of the University's gowns, hoods and caps.

Payment of Fees and Other Dues

Ordinance IV(8) provides that "No person shall be admitted to a Degree or granted a Degree or Diploma or Certificate unless he has paid the fees prescribed and any other sums due to the University".

This Ordinance may be enforced in respect of the non-payment of approved fees, fines imposed in accordance with Library regulations, accounts rendered by the University Bookshop and any other sums due to the University.

Students who do not pay their tuition fees or other significant debt by the due date will have their registration suspended. A student suspended because of debt, who then fails to settle the account before the end of the academic year, will be deemed to have withdrawn from the University. In exceptional circumstances, the Academic Registrar or the Director of Finance may authorise an arrangement for deferred payment. The production of such an authorisation in writing will exempt students from the consequences of non-payment for so long as they comply with the authorised arrangements.

Ordinance XVI

University Ordinance XVI provides as follows:

1. Every student shall be subject to such disciplinary regulations as shall from time to time be passed by Senate and approved by Council.
2. The Vice-Chancellor may at his discretion suspend any student from attendance at any class or classes or exclude any student from the University or its precincts, and shall report every such case to the Council and the Senate at their next meeting.
3. Members of the academic staff, senior administrative officers, and other persons authorised for the purpose shall have authority, and it shall be their duty, to check disorderly or improper conduct or any breach of regulations occurring in any of the University buildings or their precincts or in public buildings or places.
4. Any member of the academic staff may, if they deem it necessary, require any student who is guilty of disorderly or improper conduct in a lecture room or laboratory to withdraw from the room for the day, and shall bring the offence to the notice of the head of department concerned.
5. The Librarian shall be especially responsible for maintaining order in the Library; the Librarian may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the Library for the day.
6. Students shall be responsible for making themselves acquainted with all ordinances, regulations, and official notices which affect them. They may be required to make good, to the satisfaction of the Council, any damage they may cause to the property of the University.

Health and Safety

The attention of all students is drawn to the provisions of the University's Statement of Safety Policy from which the following is a relevant extract.

- 7.1. Students, although not mentioned specifically in the Act, clearly fall within the purview of Sections 3 and 4 of the (Health & Safety at Work) Act (which deal with the general duties of employers, and of persons concerned with premises, to persons other than their employees). In the view of the Health and Safety Executive the reciprocal duty for the student is covered by Section 8 ("No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".) Students receiving honoraria as demonstrators, etc. would be treated as employees in respect of these duties.
- 7.2. Students should be made aware of their responsibilities to co-operate in safe working procedures. Teaching at both undergraduate and postgraduate level should convey to students an understanding of basic safety requirements in particular areas.

Regulations Concerning Residential Accommodation

Period of Contract: Students are admitted to a catered Hall of Residence for the session, which comprises three terms totalling 30 weeks. Students are admitted to the Self-Catering Residences for the session, which comprises three periods totalling either 39 weeks, 42 or 51 weeks as set out in their residence agreement.

A student is always allocated a place in a residence and not a specific room. The University reserves the right to move any resident to another room within our accommodation at any time should this be necessary. Residents are not permitted to move to another room without the permission of the Accommodation Officer/Warden.

Temporary Erasmus (Socrates), Tempus and Occasional Students will be offered and accept accommodation for the full session, complete residence periods or complete semesters, whichever is applicable to their registration. No reduction in rental for such periods will be made for late arrival or early departure.

Withdrawal from Accommodation: Notice of withdrawal must be given in writing to the Accommodation Officer, 7th Floor Charles Wilson Building, University of Leicester, University Road, Leicester, LE1 7RH.

Withdrawal during the session, whilst remaining a registered student, will incur payment of the full amount of the total fee outstanding for the remainder of the session as determined by the residence contract. In the unusual event of withdrawal from the University before the end of the session, fees will be payable up to and including the day of departure or return of the room keys, whichever is the latter, and a residence contract cancellation fee of £200 charged.

Students who apply for accommodation and either withdraw their application or decline the accommodation offered will pay an administration fee of £75 (£100 after 30 June). Students who accept the accommodation and withdraw their acceptance before 30 June will pay a sum of £100. Students who withdraw between 1 July and 31 August will pay a sum of £150. Students who withdraw between 1 September and the Saturday before the start of the Autumn Term will pay the sum of £200.

New students and students returning to the University at the beginning of the Autumn Term who fail to take up a previously accepted place and who give no prior notice of withdrawal will be liable to pay the full fee for the complete session.

A student whose course the University terminates for reason of examination failure/resit without residence or whose registration has lapsed, will not be permitted to take up a previously- accepted place.

Conduct: The effectiveness of the residences depends primarily upon the awareness of those who live in them of the needs and wishes of the community as a whole and the neighbourhood in which the residences are placed. This must inevitably involve some curtailment of personal liberty as is normal for those living in any community. Only a minimum of rules are defined but it is assumed

that residents in our accommodation will be mindful of the necessity constantly to conduct themselves in an orderly and proper fashion and not to bring either the Residences or the University into disrepute.

Conduct detrimental to the good name or reputation of any residence or serious or repeated breaches of regulations may lead to dismissal from residence without recourse to the Code of Student Discipline, and the matter will be reported to the Registrar and Secretary, to whom the student may appeal. Such appeals will normally be heard within five working days. If residence is terminated for misconduct, an administrative charge of £150 will be payable by the resident.

The atmosphere within the Residences should at all times be conducive to study. Noise, especially after 2300 hours, should be minimal, and excessive noise in and around the Residences and roads leading to the Residences should be avoided.

Parties may be permitted on occasion in the Self Catering Residences with the permission of the Senior Sub-Warden, who will impose some conditions and liabilities. Parties are not permitted at Opal Court or in the Oadby Student Village.

Ball games and other noisy activities are not permitted within the grounds of the Residences.

Deposits: Postgraduate and International students are required to pay a deposit of £250 with their application for accommodation. The £250 deposit is a prepayment and will be deducted from the Summer Term residence fee (except for residents living in Opal Court and Goscote House where the deposit is retained as a damage deposit and refunded at the end of the residence contract period less any damage or other charges or outstanding debt). Withdrawal fees, cancellation charges and administration charges will also be deducted from the deposit.

At all the Residences a key deposit of £30 will be payable on arrival and refunded on departure after deducting any outstanding charges.

Visitors: Residents are responsible for the conduct of their guests. Overnight guests are not permitted in the Catered Residences and guests must leave by a reasonable hour. Guests are allowed to stay overnight in the Self Catered Residences but are not allowed to occupy the accommodation of a resident for more than twenty-four hours, or two such periods over a Saturday and Sunday.

Opal Court and Goscote House: The University administers the allocation of accommodation and fees for the private development Opal Court, and the Goscote House Flats, which are leased from Leicester City Council. University Regulations still apply in both properties. Students must sign a separate residence contract for these properties, and where there is any doubt the contract with Opal Court or Goscote House will take precedence.

Residence Fees: Residence fees are payable in advance as set out in the Residence Agreement and Accommodation Handbook on the dates specified. Failure to pay before the deadline date will incur the additional fees set out in the Handbook.

No reduction in fees for late arrival or early departure or periods of absence will be made. Students absent from a catered hall of residence through certified illness for a period of two weeks or more may apply to receive a partial refund for the period after the initial two weeks.

Fees for residents transferring rooms will be adjusted with immediate effect to the new rate applicable. Where students move out of shared accommodation the fee is adjusted for both the person who moves and for those who remain.

All students are required to sign a residence contract prior to taking up their accommodation. This indicates they accept the regulations in the Accommodation Handbooks and Residence Agreement in addition to these regulations.

Library Regulations

I General

1. These regulations have been made by Senate for the benefit of all Library users, and the co-operation of users in observing them is essential for the common good. They are intended to promote:
 - equitable access to Library materials, information sources and services
 - the maintenance of Library materials, equipment and buildings in acceptable and serviceable conditions
 - the maintenance of a quiet environment conducive to study
 - proper conduct when using the Library services of other Institutions.

Please read these Regulations carefully, as ignorance of them cannot be accepted as an excuse for non-observance. By order of the Senate, the Librarian, or any person nominated by the Librarian, has authority to maintain good order in the Library and may exclude from it or suspend from its use or levy a fine on any user who breaks Library Regulations. The Librarian may report to the Vice-Chancellor any person responsible for serious or persistent breach of such Regulations: such conduct will be considered a breach of University discipline.

2. For the purpose of these Regulations, the 'Library' means any site or section of the University Library, including the Computer User Area, and the term 'book(s)' refers to any form of Library material or information source.
3. The Library shall be open during such periods of the year and during such hours as Senate may from time to time prescribe.
4. Details of eligibility for membership, entitlements and charges are as Senate may from time prescribe.
5. Anyone using any part of the Library must be registered as a user. All persons using the Library will be asked to produce their Library card when entering Library premises and when borrowing books, and may be asked to produce it at any other time. Library cards are not transferable and a charge will be made for the replacement of lost cards.
6. Users must not mark, deface, alter or deliberately damage their Library card in any way.
7. All users must notify the Library immediately of any change of address, including email addresses.
8. Study areas in the Library may be designated as silent, quiet, laptop-free or available for group work. Out of consideration for others, users must maintain good order and observe the rule relating to noise applying to each area. Mobile phones and other devices likely to cause disturbance may not be used in the Library unless their use is silent.
9. Personal laptop computers may be used in the Library except in designated laptop-free areas. The University accepts no responsibility for such equipment or for data stored. Such equipment may be used to access the University's wireless faculty but must not be directly connected to the University Campus Network, nor to any other device without prior approval from IT Services.

10. Library buildings, including their fabric and fittings, must not be damaged. Library furniture and equipment must not be moved, damaged or defaced.
11. Users must not mark, deface, or damage Library books in any way. Any loss of, or damage to, books must be reported immediately to a member of Library staff. Users will be liable for any loss of, or damage to, books while in their charge, and must ensure that books on loan are not left unattended in the Library or any other public place.
12. Smoking, eating and drinking (except bottled water) are not allowed in the Library.
13. All users leaving the Library must show all books in their possession if requested to do so whether these belong to the University or not. Users may also be required to open for inspection any bags, briefcases etc., carried out of the Library.
14. All users must leave the Library by closing time, and immediately when the fire alarm sounds.

II Borrowing of Books

15. No book shall be taken out of the Library until the loan has been recorded on the Library management system by a member of the library staff or by using the self-service facility. Users are responsible for all material issued to their Library card.
16. All books on the open shelves may be borrowed except those temporarily or permanently confined to the Library. Books not on open access may be consulted on application; any item made available for consultation within the Library must be returned as directed before the staffed services close.
17. Books must be returned no later than the due date indicated in them. However, they should be returned earlier if the reader has finished using them, or by the recall date if they are required for another borrower or recalled for any other reason. Fines will be charged on books kept overdue, at such rates as may from time to time be determined. Books may be returned by post but remain the borrower's responsibility until received by the Library.
18. Users with outstanding fines may not be allowed to borrow further books, or use other library facilities until the fines are paid. The Librarian or any person nominated by the Librarian shall have power to remit or reduce fines in any particular case.
19. Books which are already on loan may be reserved by any borrower with access to the Library's on-line system at any time when the system is available. When returned, reserved books will be retained for a limited period only and if not collected will be made available to the next reserver or reshelfed.

III Inter Library Loans

20. Requests for Inter-Library Loans may be made according to such quotas and charges as the Librarian may from time to time prescribe.

IV Copyright

21. All users of Library materials, whether in Library buildings or elsewhere, are personally responsible for ensuring that they observe the requirements of the Copyright legislation currently in force in the United Kingdom; failure to do so will be regarded as a serious

breach of University discipline in addition to any liability incurred under the law. Whether in Library buildings or elsewhere, members of the University copying Library books under the terms of any licensing scheme currently in force within the University are personally responsible for ensuring strict adherence to the rules of any such scheme, and any breach of these rules will be regarded as a serious breach of University discipline.

22. All users of electronic information resources must abide by the terms of the appropriate licences.

V Use of Other Libraries

23. All users who have been granted access to the libraries of other institutions by virtue of their University of Leicester status must abide by the visited library's regulations. Any breach of these, or any other form of misconduct, will be regarded also as a breach of the University of Leicester's Library Regulations.

VI Users who are not members of the University of Leicester

24. All users who are not members of the University of Leicester must abide by these regulations. Any breach of these, or any other form of misconduct, may lead to disciplinary action by the University. If a breach of the regulations or other misconduct occurs, the University reserves the right to inform any organisation or scheme by virtue of which use of the Library has been allowed.

VII Third Party Insurance

25. A third-party insurance policy provides indemnity to the University in respect of its legal liability to compensate persons (including students) who suffer death, injury, loss of or damage to their property. In order for there to be a legal liability it is normal for there to be established proof of negligence on the part of the University.

Regulations Concerning the Use of University Computing Services

Senate has made the following regulations for the use of the University's computing services.

1. No person or persons shall use the computing facilities of the University including the Campus Network without due authorisation given on behalf of the University by the Head of the Department operating the facility, or by IT Services when its facilities are being used.
2. Every allocation of computing resources shall be made on the understanding that it is to be used only for the purpose for which it was requested and only by the person or persons by whom or on whose behalf the request was made. Computing resources will normally only be made available to support activities relating to approved research, learning/teaching or administration, and any unauthorised use for other purposes may be treated as a disciplinary offence (see paragraphs 10 and 11). Use shall not be made of computing resources allocated to another person or group of persons unless such use has been specifically authorised.
3. No person or persons shall by any wilful or deliberate act jeopardise the integrity of the computing equipment, its software, the work of other users or other stored information.
4. Those persons authorised to use the computing resources shall be expected to treat as privileged any information not provided or generated by themselves which may become available to them through their use of computing resources; they shall not copy, modify, disseminate, or use any part of it without permission of the appropriate person or body. Furthermore they must observe any special restrictions placed on the use of specified software or data and stated in any documentation relating to its use.

Unless advised to the contrary, they must assume that all software is subject to the provisions of copyright law.

Arrangements for the back-up copying and distribution of software and documentation, which are subject to the conditions of the licences for their use, will be made by the University: individual users of software will not be permitted to copy or to pass on (even to other members of the University) copies of the software, unless and only to the extent that the terms of the licence specifically permit.

5. In the case of any information which is designated in a Notice issued by the University as proprietary or otherwise confidential, every person using the facilities shall be required:
 - (a) to observe the instructions that may be issued by the University specifying ways in which the information may be used; to ensure that the requirements of the agreements, contracts or licences under which the software is made available to the University will be maintained in all respects;
 - (b) not to copy, modify, disseminate, or make use of it in any way not specified in those instructions, without first obtaining written permission from the University;
 - (c) to ensure that, where legitimate copies are made, such copies carry an appropriate copyright statement either as provided by the manufacturer or in suitable alternative form.
6. No person or persons shall obtain or distribute software by illegal means, nor run any illegally-obtained software on University equipment.

Users will return all copies of the software at the end of their course/year/project/period of employment or when requested to do so. They will also assist the University, in the event of the termination of a licence for the use of some software product, to remove all copies of that software and to make arrangements for the safeguarding of the authorised archival copy.

7. The University and users of its resources are required to comply with the Computer Misuse Act 1990. Three specific offences are defined:

Definition 1: Unauthorised Access to Computer Material, including using another person's identifier (username) and password, without proper authority, in order to use data or a program, to alter, delete, copy or move a program or data, or simply to output a program or data (for example, to a screen or printer); laying a trap to obtain a password; reading examination papers or examination results;

Definition 2: Unauthorised Access to a Computer with intent, including gaining access to financial or administrative records;

Definition 3: Unauthorised Modification of Computer Material, including destroying another user's files; modifying system files; creation of a virus; introduction of a local virus; introduction of a networked virus; changing examination results; and deliberately generating information to cause a complete system malfunction.

8. The Data Protection Act 1998 regulates the processing of personal data using computers (and/or manual files). 'Personal data' means any information relating to a living individual, and 'processing' means almost anything done with it, including, for example, storing it.

The Data Protection Act 1998 also gives individuals certain rights of access to personal data held about them by others. Any personal data processed by a person at the University, using the resources of the University, will be deemed to be held by the University for the purposes of the Act, unless that person has registered as a Data Controller with the Office of the Information Commissioner or IC. Therefore personal data processed by any person at the University may have to be made available if an individual applies to the University for access to it.

Persons processing personal data must have the proper authorisation from their Head of Department/Office and must make themselves aware of the general requirements of the Data Protection Act 1998, and in particular must abide by the eight Data Protection Principles as set out in Schedule I of the Act and further explained in Schedules II and III. Copies of the University's current guidance on data protection can be obtained from Heads of Department or from the University's Data Protection Officer. (The guidance is also available on CWIS.) In brief, the requirements are: that the personal data must be: fairly and lawfully obtained; accurate; be kept up-to-date; held securely; not put onto an Internet site or taken outside of the European Economic Area without the consent of the individual concerned; and be deleted or destroyed when it is no longer relevant to retain it. Persons who fail to comply with any Guidance or Code of Practice in force may be held personally liable for any resulting breaches of the Data Protection Act 1998.

Any person who wishes to use the University's resources for private purposes such as consultancy or any other activity which is unrelated to their studies or work at the University, must have the proper authorisation to do this and must be registered as a 'data controller' with the Information Commissioner or IC. It should be noted that any person failing to register with

the Information Commissioner or IC in such circumstances may be liable to criminal prosecution.

9. If at any time persons are allocated computing resources for private purposes, including consultancy or any other work outside the scope of their official duties or functions, they shall be personally responsible for reimbursing IT Services by a specified date, at a rate determined from time to time, for the cost of the resources used.
10. If any persons use computing resources for private purposes without specific authorisation to do so, they shall be charged with the cost of such use in accordance with paragraph 9, and action may also be taken under paragraph 11. Any persons who have been charged with the cost of computing resources who fail to make reimbursement within the stipulated time shall be suspended from use of computing resources until they make such reimbursement.
11. The staff of the University will at all times have authority to maintain good order in the use of the University's computing facilities and may suspend or exclude from their use any person who breaks these Regulations. They may report to the Registrar and Secretary any person responsible for serious or persistent misuse of computing facilities which breach these or any other Regulations: such conduct by any student will be considered a breach of the Code of Student Discipline.
12. Computer software developed on facilities provided by the University cannot be sold without the prior written agreement of the University. Users are responsible for reporting to the University, immediately it comes to their notice, any reasonable probability of financial or commercial advantage arising out of their use of the resources, whenever this advantage would accrue and whomsoever would benefit. Users may not attempt to incorporate any proprietary software or any modified version of the software into any program written by them, without the written permission of the University.
13. The University expects users, when applying for research contracts and other outside monies, to take into account all costs including computing and data preparation costs. Where there is outside financial support, or when such support becomes available, to cover the computing elements of a project, this must immediately be declared in writing to the University. All such chargeable work must be run under the username specifically allocated for that purpose.
14. Additional regulations specific to individual facilities may be added from time to time.

Note: These regulations are supplemented by, and must be read in association with:

- the Internet Code of Practice and Guide to Legislation, <http://www.le.ac.uk/committees/deans/codecode.html>
- the Code of Practice on Data Protection, http://foi.le.ac.uk/060000/060300/Data_Protection_Code_of_Practice.pdf
- the Information Security Policy, <http://www.le.ac.uk/committees/deans/infosecurity.html>
- Copyright Notice, <http://www.le.ac.uk/cwis/copyright.html>
- Network Connections Guidelines, <http://www.le.ac.uk/cc/nss/connectionpolicy.html>

Regulations Concerning Freedom of Speech

Introduction

1. The University regards it as a fundamental principle of its existence as an independent academic institution that freedom of speech within the law should be respected on its premises and in all its activities. No individual or body of persons shall be prevented from studying, or participating in any academic activity, or being invited to deliver a lecture, or delivering a lecture, or complying with a contract of employment with the University, solely on account of their political, religious or other opinions and beliefs.

Basis of Jurisdiction

2. These regulations are approved by the Council, in accordance with its authority under the Charter and Statutes of the University. They also constitute the Code of Practice required by Section 43 of the Education (No 2) Act 1986, which states, inter alia, that every individual and body of persons concerned in the government of the University shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers; and that the Council shall issue and keep up to date a code of practice setting out the procedures to be followed in connection with the organisation of meetings and other activities, and the conduct required in connection with any such meeting or activity.

Scope of Authority

3. The provisions of these Regulations, and of any procedures duly instituted in accordance with them, shall apply in full to all employees, students, honorary and visiting staff and any other members of the University within the meaning of Section 2 of the Statutes, and to all persons and associations occupying property of the University other than by leasehold.
4. All persons to whom the Regulations apply are under an obligation to take no action which would hinder freedom of speech within the law, or which would prevent the University, the Vice-Chancellor or any of its Officers from discharging their duty to ensure freedom of speech so far as is reasonably practicable.
5. Ordinance XV(3) states that members of the academic staff, senior administrative officers, and other persons authorised for the purpose shall have authority, and it shall be their duty to check disorderly or improper conduct or any breach of regulations occurring in any of the University buildings or their precincts or in public buildings or places.
6. These Regulations apply to informal or social activities as well as to any more formal meeting or lecture as may be subject to the specific and detailed special arrangements set out below.
7. In the exercise of its duties under these Regulations, the University and its Officers will also take account of other obligations under the law which may require it to have regard to what is said on its premises. In particular, the rights conferred by these Regulations do not extend to any body or speaker who acts unlawfully by, for example, using threatening, abusive or insulting words or behaviour so as to run the risk of inciting violence or racial hatred; or whose activities, even if directed to lawful purposes, cease to be lawful when, for example, they break conditions imposed by the police, or cause serious public disorder.

Procedures

8. The Vice-Chancellor shall be responsible to the Council for the operation and enforcement of these Regulations. His authority for their administration shall be delegated to the Registrar, who may further delegate authority in general or particular instances to other Officers of the University.
9. The Registrar shall be authorised to compile such additional Administrative Procedures as he thinks necessary for the effective implementation of these Regulations, and such procedures shall have effect as if they formed part of these Regulations, and shall be interpreted in such a manner as not to conflict with these Regulations.
10. These Administrative Procedures may include, inter alia:
 - details of the arrangements required for booking rooms or arranging other activities on University premises;
 - appointing of Officers responsible for the receipt of bookings;
 - explanation and elaboration of the categories of visiting speaker, and of subject matter for a meeting, and of other characteristics of an activity which at any given time is likely to be "designated" under the terms of paragraph 17 below.
11. Such Administrative Procedures shall be published by the Registrar, and, as far as is reasonably practicable, shall be circulated to all persons or organisations within the University concerned in the organisation of activities covered by these Regulations, provided that failure to receive such Administrative Procedures shall not exempt the organiser of any activity from liability to conform with the said procedures.

General Requirements

12. Any meeting or activity taking place on the premises of the University, shall, whether it has been "designated" or not, comply with paragraphs 1 and 4 above, and with paragraphs 13 to 16 below.
13. Organisers of any meeting or activity have a duty to see that nothing in the preparations for or conduct of that meeting or activity infringes the law, for example, by conduct likely to cause a breach of the peace or incitement to illegal acts.
14. The organiser or chairman of the meeting has a duty so far as is possible to ensure that both the audience and the speaker act in accordance with the law during the meeting. In the case of conduct which is or appears to be unlawful or in breach of these Regulations, the chairman is required to give appropriate warning and, if necessary, to require the withdrawal or removal of persons concerned.
15. No article or objects capable of causing damage or injury may be taken inside a building where a meeting is taking place, or taken or used elsewhere on University premises, in circumstances likely to lead to damage or injury.
16. Premises used for meetings or activities must be left in a clean and tidy condition, in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required.

Designated Events

17. Any meeting or other activity where there is a real likelihood that the speaker or participants may not be able to enter or leave the building safely and/or deliver his or her speech will be classified by the Registrar as a Designated Event.
18. The fact that a meeting or activity has for any reason not been defined as a Designated Event shall in no way exempt the organisers or participants from their general responsibilities under these Regulations.
19. The organisers of such a Designated Event shall ensure that a single person is appointed as principal organiser of the event.
20. The principal organiser of such a Designated Event, or of any event likely to be so designated, shall ensure that at least three weeks before the date proposed for the event, notice of the proposal is given to the Registrar or his appointed officer. Such notice shall contain a written statement of the name of the speaker, the subject of the address and the precise times of the arrival and departure of the speaker.
21. Within three working days of receiving such notice the Registrar shall issue a statement which shall either grant or withhold permission for the use of University premises for the event.
22. Permission so granted may be granted subject to such conditions as the Registrar considers reasonably necessary to secure fulfilment of the University's responsibilities concerning the protection of free speech within the law.
23. The principal organiser and every other person concerned with the organisation of an event for which permission has been granted shall be required to comply with any and every condition laid down by the Registrar. Such conditions may include a requirement that tickets must be issued for public meetings and that an adequate number of named stewards should be available, as to whose suitability the Registrar must be satisfied, in addition to any security staff that the Registrar may feel should be present to maintain order.
24. The conditions prescribed by the Registrar may include conditions concerning admission or exclusion of press, television or broadcasting personnel.
25. In addition to any conditions referred to above the Registrar has discretion to lay down further conditions, if appropriate, after consultation with the police; and if not satisfied that adequate arrangements can be made to maintain good order he may refuse or withdraw permission for the meeting or activity.
26. Appeals against the rulings of the Registrar may be made to the Vice-Chancellor whose decision shall be final but must be reported to the next meeting of the Council.

Enforcement

27. Any infringement of these Regulations shall be subject to the established disciplinary procedures of the University appropriate to the person or persons concerned. In respect of students, infringement may be classified as an offence within the terms of the Code of Student Discipline; and in respect of employees of the University, infringement may be regarded as a breach of contract of employment.

If any actions involve breaches of the law, the University will assist the prosecuting authorities to implement the process of law, and, subject to the provisions of the Code of Student Discipline, will suspend disciplinary proceedings pending the outcome of any such processes.

Statement Concerning Harassment and Discrimination

The following statement is intended to provide a summary of the University's procedures with regard to all forms of harassment and discrimination. (Regulations concerning Personal Conduct and the Code of Student Discipline also refer to conduct and behaviour.)

1. Agreed disciplinary procedures exist which cover the behaviour and actions of all grades of staff and all types of student, and will be invoked as necessary.
2. Although most complaints will be dealt with satisfactorily through the University's own internal procedures, individuals are at liberty to seek legal advice about any incident which appears to contravene the provisions of the Race Relations Act, the Sex Discrimination Act or any legislation relating to disabled persons. It is strongly recommended, however, that advice is taken from an appropriate University official before such action is taken.
3. The following definitions are only intended to provide broad guidelines:

Harassment occurs when an individual or group of individuals is subject to repeated, unwanted and/or unprovoked attention. Harassment can include vexatious or offensive verbal or written comments and can extend to physical abuse.

Discrimination occurs when an action is taken which inappropriately differentiates between individuals or groups of individuals on the grounds of race, nationality, gender, sexual orientation, religion, disability, age or class.

4. Complaints procedures

Note: A formal complaint can be made without prior recourse to the informal procedures.

(a) Informal procedures

- (i) If possible, the offender should be asked to discontinue the activity which has caused distress.
- (ii) If a direct approach is not possible, or has had no effect, the offence can be referred to one or more of the following:
 - Personal Tutor
 - Academic Affairs Officer or Welfare and International Officer of the Students' Union
 - Students' Union Part-Time Student Officers or Association Presidents
 - Student Welfare Service
 - Counselling Service
 - Freeman's Common Health Centre
 - Chaplain
 - Warden of Accommodation
 - Nightline
 - Departmental Equality Officers
- (iii) The following senior officials can also be consulted on an informal basis:
 - Heads of Departments
 - Academic Registrar

- Head of Personnel

Any advisor or official can be asked to mediate informally between the complainant and the offender.

Records and anonymity: With the consent of the complainant, advisors may keep brief records of reported incidents for monitoring purposes. Complainants can ask to remain anonymous, but in these circumstances the complaint cannot of itself give rise to any disciplinary action.

(b) Formal Procedures

A formal complaint should be made utilising the student complaints procedure

Extract from Race Equality Policy (Appendix D)

Code of Student Discipline

1. Basis of Jurisdiction

- (a) All students of the University are subject to the jurisdiction of Senate, in respect both of their studies and of their conduct. Under the statutes of the University Senate has power to suspend or rusticate any student deemed to have been guilty of misconduct, and Council has power to expel a student deemed to have been guilty of grave misconduct. Under Ordinance XVI Senate, with Council's approval, may make disciplinary regulations from time to time, and members of the academic staff, senior administrative officers, and other persons authorised for the purpose have authority, and it is their duty, to check disorderly or improper conduct or any breach of regulations occurring in any of the University buildings or their precincts or in public buildings or places. Under the same Ordinance, as well as under Section 5 of the Statutes, the Vice-Chancellor is empowered (subject to subsequent report to Senate and Council) to exercise his discretion in suspending a student and excluding him or her from the University or its precincts.
- (b) Where a complaint of misconduct has been made, the Vice-Chancellor has discretion to rule that the complaint should not be the subject of further action under this Code, but such a ruling will not preclude informal action by way of caution or otherwise if appropriate.
- (c) Any powers assigned to the Vice-Chancellor in this Code may on his authority be delegated to a Pro-Vice-Chancellor or to the Registrar and Secretary.

2. Definition of Misconduct

- (a) The University requires students to conduct themselves with propriety, both in and around University buildings and also in public places.
- (b) The essence of misconduct under this Code is improper interference, in the broadest sense, with the proper functioning or activities of the institution, or those who work or study in the institution, or action which otherwise damages the institution.
- (c) The following paragraph elaborates this general rubric, but not so as to derogate from its generality. This Code is not an Act of Parliament or part of the law of the land and it does not therefore seek to reflect or incorporate the approach of the criminal law in defining criminal offences with great precision. The purpose of the Code is to regulate students' behaviour as students of the University in order to secure the proper working of the University in the broadest sense.
- (d) The following shall constitute misconduct and render a student liable to disciplinary action:
 - (i) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
 - (ii) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff of the University or visitor to the University;
 - (iii) violent, indecent, disorderly, threatening or offensive behaviour or language whilst on University premises or engaged in any University activity, or gross or repeated insolence towards any member of the University's staff;

- (iv) fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
- (v) action likely to cause injury or impair safety on University premises;
- (vi) sexual, racial or religious harassment of any student, member of staff of the University, or visitor to the University;
- (vii) use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work;
- (viii) damage to, or defacement of, University property or the property of other members of the University community caused intentionally or recklessly, or misappropriation of such property or misuse or unauthorised use of University premises or items of property, including computer misuse;
- (ix) falsification, misappropriation or misuse of University documents or records or other data, including those held on a computer or word processor;
- (x) conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence:
 - takes place on University premises, or
 - affects or concerns other members of the University community, or
 - damages the good name of the University, or
 - itself constitutes misconduct within the terms of this Code, or
 - is an offence of dishonesty, where the student holds an office of responsibility in the University, or
 - is such as to render the student unfit to practise any particular profession or calling to which that student's course leads directly;
- (xi) notwithstanding paragraph 2(b) above, where a student is enrolled on a course leading directly to a professional qualification or to the right to practise a particular profession or calling, any conduct which renders that student a person not fit to be admitted to and practise that profession or calling (this clause is applicable to the degree of Doctor of Clinical Psychology, the M.B.,Ch.B. degrees, the Postgraduate Certificate in Education and the M.A. degree in Social Work);
- (xii) behaviour which brings the University into disrepute;
- (xiii) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given, or failure to comply with a reasonable request made by any member of the University's staff who is authorised to make such a request, or refusal to leave any University building or the grounds of any University building when requested to do so by a member of the academic staff or of the senior administrative staff, or by the Head Porter or any employee of the University who has responsibility for the security of the building or property;
- (xiv) breach of the provisions of any University Code or Regulation which provides for breaches to constitute misconduct under this Code;*

- (xv) failure to comply with a previously-imposed penalty under this Code or imposed under Regulations enforced through this Code.
- (e) Any action which improperly interferes with the activities of another educational institution will constitute misconduct under the terms of this Code.

**Note: Currently these are: Regulations Concerning Undergraduate Students, Regulations Concerning Postgraduate Students, Library Regulations, Regulations Concerning the Use of University Computing Services, Regulations Concerning Freedom of Speech, Statement Concerning Harassment and Discrimination, Examination Regulations, Parking Regulations, Internet Code of Practice, Students' Union Regulations.*

3. Summary procedures

- (a) Authorised officers with general powers of jurisdiction are the Pro-Vice-Chancellors and the Registrar and Secretary. The Registrar and Secretary may delegate his powers of jurisdiction to a named member of the senior administrative staff of the University, such appointment being subject to the written approval of the Vice-Chancellor. The person so appointed will exercise the same general powers of jurisdiction as those exercised by the Registrar and Secretary.
- (b) Authorised officers with specific powers of jurisdiction are the Librarian, the Wardens of the Halls of Residence and the Director of the Residential and Catering Service. Their jurisdiction relates only to the areas of the University for which they have responsibility, but in the case of residential accommodation may be extended to students visiting but not resident in those areas.
- (c) Where an authorised officer with general or specific powers is aware of or has received a complaint of conduct falling within this Code and is satisfied that the alleged misconduct has been properly admitted by the student, the authorised officer may:
 - (i) choose to deal with the offence by summary procedure;
 - (ii) choose to refer the case to the Senate Disciplinary Committee.
- (d) Where an authorised officer is aware of, or has received a complaint of, misconduct falling within this Code, and where the officer is satisfied on the evidence available to him or her of the identity of the student responsible for the misconduct but where the student does not admit the offence, the authorised officer will submit the basis of his/her conclusions to the student in writing and offer the student the choice of summary procedure or a referral of the case to the Senate Disciplinary Committee.
- (e) An authorised officer dealing with alleged misconduct under the summary procedure shall afford the student concerned the opportunity to make representations both in writing and orally concerning the circumstances surrounding the alleged misconduct.
- (f) An authorised officer may, under summary procedures, issue a reprimand, expel a student temporarily or permanently from University residential accommodation, suspend privileges for the duration of the student's course in the case of the authorised officers with general powers of jurisdiction and for a period not exceeding one year in the case of the Wardens of the Halls of Residence and the Director of the Residential and Catering Service, require that the cost of any damage caused is made good in whole or in part (without monetary limit), or issue a fine not exceeding £300 in the case of authorised officer with general powers of jurisdiction, or £150 in the case of the Wardens of the Halls of Residence and the Director of Residential and Conference Services. More than one penalty may be imposed in respect of the same conduct.

In appropriate cases, fines may, at the discretion of an authorised officer, be commuted, or part-commuted, to a maximum of 100 hours of community service undertaken under the supervision of the University's Welfare Service or the Director of the Residential and Catering Service.

- (g) In imposing a penalty on a student pursuing courses leading to a professional qualification (see 2(d)(xi) above), an authorised officer shall, if appropriate, have regard to the relevance of the misconduct in relation to the student's fitness on graduation to practise, and shall in this connection seek the advice of the Head of the School of Psychology, the Dean of the Medical School, the Director of the School of Education or the Director of the School of Social Work before deciding on the penalty to be imposed.
- (h) For offences relating to the use or attempted use of unauthorised or unfair means in written examinations or the falsifying of results, the Registrar shall delegate his general powers of jurisdiction to the Academic Registrar in consultation with the Deans of the Faculties. The penalties for such offences shall include those specified in the Regulation on Academic Dishonesty and shall also include (with the authority of the Vice-Chancellor and subject to confirmation by Council) temporary or permanent exclusion from the University. For such offences, the Academic Registrar will normally:
 - (i) convene a panel of Deans comprising at least two Deans, neither of whom should have had any previous academic involvement with the student under consideration;
 - (ii) invite the student to attend the meeting, accompanied by a friend if so wished;
 - (iii) invite the student to submit a written statement prior to the meeting;
 - (iv) where necessary, ask the relevant department to supply additional material by way of clarification, or invite a member of staff to attend the meeting.

The decision of the panel will be communicated to the student in writing normally within two working days.

- (i) The only appeal available in cases dealt with under summary procedures is against the amount of any fine or the extent of any penalty imposed. An appeal must be submitted in writing to the Chairman of Council, or for a case involving the use of unfair means in examinations, to the Investigating Officers of the Senate Disciplinary Committee, within fourteen days of the imposition of the fine or penalty. In such cases, the Chairman of Council's decision, or the decision of the Investigating Officers, shall be regarded as final. At the conclusion of the appeal, the student will be sent a completion of procedures form and details about the Office of the Independent Adjudicator.

4. Senate Disciplinary Committee

- (a) Where alleged misconduct has not been admitted, or where an Authorised Officer recommends to the Vice-Chancellor that the nature of the misconduct is such that it cannot in the opinion of the authorised officer be appropriately dealt with under summary procedures, the case may be referred to the Senate Disciplinary Committee. The Committee shall be constituted as follows:
 - (i) The Vice-Chancellor (in the Chair)

Note: Where the Vice-Chancellor delegates the Chairmanship (see 1(d) above), this may only be to an authorised officer who has not previously been involved in the case under consideration.

- (ii) Three members of Senate, elected by Senate, two of whom shall serve on each occasion upon which the Committee is convened.
- (iii) One student member, selected by the Vice-Chancellor from the student Faculty representatives on Senate.

Authorised Officers with general or specific powers of jurisdiction and Investigating Officers of the Senate Disciplinary Committee may not serve on the Committee, but the former may be invited to attend its meetings at the Vice-Chancellor's discretion, and one of the latter shall attend ex officio.

Members appointed under (ii) shall serve for three years and shall retire for at least one year before being eligible for reappointment.

- (b) The Secretary of Senate or, on the nomination of the Secretary of Senate, the Secretary of a Faculty Board, shall act as the Secretary of the Senate Disciplinary Committee.

5. Investigating Officers of the Senate Disciplinary Committee

- (a) Any case referred to the Senate Disciplinary Committee shall be investigated by an Investigating Officer. There shall be two Investigating Officers appointed by Senate from amongst its statutory members for a period of two years, and eligible for reappointment provided no person holds the office for more than four consecutive years. The duties of the Investigating Officer are as follows:
 - (i) to conduct at the request of the Vice-Chancellor an enquiry into allegations against a student or students;
 - (ii) to inform alleged offenders of the nature of the allegations against them;
 - (iii) to invite injured parties, alleged offenders, witnesses and other interested persons to submit written statements concerning the offence;
 - (iv) to prepare a written report for the Senate Disciplinary Committee which shall include all material submitted by the alleged offenders and witnesses. No material shall be submitted to the Committee except through the Investigating Officer. The Investigating Officer's report shall not attempt to apportion blame, or in any way to anticipate the findings of the Senate Disciplinary Committee.

6. Proceedings of the Senate Disciplinary Committee

- (a) A hearing by the Senate Disciplinary Committee shall comply with the following procedure:
 - (i) Upon receiving a report from an authorised officer that an offence may have been committed but that misconduct has not been admitted, or upon receiving a report or complaint about an offence which cannot in the opinion of an Authorised Officer be appropriately dealt with by the summary procedures outlined above, the Vice-Chancellor will invite an Investigating Officer to prepare a written report on the alleged offence.
 - (ii) If the Vice-Chancellor determines on the basis of this report that a meeting of the Senate Disciplinary Committee should not be convened, he will refer the case back to an Authorised Officer.

- (iii) If the Vice-Chancellor determines on the basis of the report that a meeting of the Senate Disciplinary Committee should be convened, he shall instruct the Secretary of the Committee:
- to notify members of the date and time of the hearing, and to send them a copy of the Investigating Officer's report;
 - to inform the alleged offender of the date and time of the meeting and to provide him/her with a copy of the Investigating Officer's report. The student shall be permitted to invite witnesses, and a close relative (parent, partner, child or sibling), a fellow student or other member of the University (for example, a personal tutor) to attend the hearing, provided that the names of those so invited are notified to the Secretary in writing at least twenty-four hours before the hearing. The student shall be asked whether he/she wishes the President of the Students' Union to be present during the hearing;
 - to invite at the discretion of the Vice-Chancellor any other witnesses consulted by the Investigating Officer in the course of the preparation of his/her report.
- (iv) The proceedings of the hearing shall take place in the presence of the alleged offenders, the Investigating Officer, the President of the Students' Union (if invited) and the student's companion (if any). The Vice-Chancellor shall determine whether any witnesses called shall remain for the duration of the proceedings or leave after having given evidence. The proceedings shall be conducted as follows:
- the Vice-Chancellor shall summarise the contents of the Investigating Officer's report and shall invite members of the Committee to question the Investigating Officer about any matters relating to his report. The Investigating Officer shall play no further part in the proceedings, but may remain as an observer;
 - the Vice-Chancellor shall invite any witnesses to the misconduct to give evidence;
 - the Vice-Chancellor shall invite the student to question any witnesses to the misconduct;
 - the Vice-Chancellor shall invite the student and any witnesses he/she may have called to give evidence;
 - all persons giving evidence may then be questioned by any member of the Committee;
 - the Vice-Chancellor shall invite the President of the Students' Union (if present) to comment on any part of the proceedings;
 - the Vice-Chancellor shall invite the student to make a final statement;
 - all in attendance, except the Vice-Chancellor, the members of the Committee and the Secretary shall then retire while the Committee considers its decision, and shall return to hear it delivered;
 - if a student is found guilty of misconduct, the penalties which the Committee may impose include the requirement to make good the cost of damage to property (without monetary limit), admonition, reprimand, fine up to a maximum of £400, suspension from academic or residential privileges, (any or all of these), or in the case of grave misconduct (subject to confirmation by Council) expulsion from the

University. In determining the penalty, the Committee shall only take into account a student's previous disciplinary record if he/she has been informed of this possibility and has been given the opportunity of making representations about its relevance.

- (v) The Secretary shall convey the decision of the Senate Disciplinary Committee in writing to the student as soon as may be practicable following the announcement of the decision.
- (vi) In imposing a penalty on a student pursuing courses leading to a professional qualification (the M.B.,Ch.B. degrees, the Postgraduate Certificate in Education and the M.A. in Social Work) the Committee shall, if appropriate, have regard to the relevance of the misconduct in relation to the student's fitness on graduation to practise, and shall in this connection seek the advice of the Dean of the Medical School, the Director of the School of Education or the Director of the School of Social Work before deciding on the penalty to be imposed.

7. Appeals

- (a) Appeals against decisions of the Senate Disciplinary Committee (excluding those decisions referred to in 7(b)):
 - (i) A student ('the appellant') may appeal against a decision of the Senate Disciplinary Committee, either against a finding of responsibility (if this has been denied throughout), or against the penalty imposed. The appeal shall be heard by a Student Appeals Committee of Council, which shall consist of the Chairman of Council or his deputy, and two lay members of Council. The Secretary of Council shall act as Secretary of the Appeals Committee.
 - (ii) An appeal must be made in writing and be submitted to the Secretary of Council within fourteen days of the date of the relevant Senate Disciplinary Committee hearing. The Vice-Chancellor shall represent the Senate Disciplinary Committee before the Student Appeals Committee. The appellant, the Vice-Chancellor and the Student Appeals Committee shall be furnished with a copy of the minutes of the proceedings of the Senate Disciplinary Committee.
 - (iii) The Appeals Committee shall allow the appellant to appear in person and to be accompanied by a close relative (parent, partner, child or sibling), a fellow student or another member of the University (for example, a personal tutor).
 - (iv) The appellant and any witnesses he/she may wish to call shall be invited to give evidence.
 - (v) The Vice-Chancellor and any witnesses he/she may wish to call shall then be invited to give evidence.
(The names of all witnesses and companions must be notified to the Secretary not later than twenty-four hours before the hearing)
 - (vi) The appellant and the Vice-Chancellor shall be invited to question the witnesses.
 - (vii) All persons giving evidence may then be questioned by any member of the Committee.
 - (viii) The Vice-Chancellor and the appellant (in that order) shall be invited to make a final statement.

- (ix) All in attendance except the members of the Student Appeals Committee and the Secretary shall retire while the Committee considers its decision and return to hear it delivered.
 - (x) The Student Appeals Committee may confirm or set aside or otherwise alter a decision of the Senate Disciplinary Committee, and may confirm or reduce any penalty imposed by it. No further appeal shall be allowed. At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the office of the Independent Adjudicator.
 - (xi) The Secretary shall convey the decision of the Appeals Committee in writing to both parties as soon as may be practicable following the announcement of the decision.
- (b) Appeals against decisions of the Disciplinary Committee of the Students' Union
- A student ('the appellant') shall have the right to appeal against a decision of the Disciplinary Committee which has been appointed by the Students' Union to deal with complaints of misbehaviour or disorderly conduct arising in or around the Union's areas in the Social Buildings of the University or in relation to journeys made by groups or teams representing the University. In such a case, the appeal shall be heard by the Senate Disciplinary Committee, and the student and the President of the Students' Union shall be invited by the Secretary of the Committee both to submit written statements and to attend the hearing. The Students' Union shall also be required to submit a record of the proceedings of its Disciplinary Committee in evidence. The proceedings shall be as follows:
- (i) the appellant shall be invited to appear in person and may be accompanied by a parent or a fellow student or other member of the University. The Vice-Chancellor shall invite the appellant and his or her companion to give evidence;
 - (ii) the Vice-Chancellor shall invite the President of the Students' Union and any witnesses he or she may call to give evidence the names of all witnesses and companions must be notified to the Secretary not later than twenty four hours before the hearing);
 - (iii) the Vice-Chancellor shall invite the appellant to question the President of the Students' Union and his or her witnesses;
 - (iv) all persons giving evidence may then be questioned by any member of the Committee;
 - (v) the President of the Students' Union and the appellant (in that order) shall be invited to make a final statement;
 - (vi) all in attendance except the Vice-Chancellor, the members of the Committee and the Secretary shall retire while the Committee considers its decision, and shall return to hear it delivered;
 - (vii) the Committee may confirm, or set aside or otherwise alter the decision of the Disciplinary Committee of the Students' Union, and may confirm, set aside or reduce any penalty imposed by it. No further appeal shall be allowed. At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the office of the Independent Adjudicator.
 - (viii) The Secretary shall convey the decision of the Appeals Committee in writing to both parties as soon as may be practicable following the announcement of the decision.

8. Reports and Records

- (a) Where a student is penalised by an authorised officer, the latter will record in writing a brief summary of the misconduct admitted by the student and submit it to the Registrar and Secretary with details of the penalty exacted. Copies shall be placed on the student's file and details circulated to all the authorised officers and the Dean, Head of Department and personal tutor.
- (b) The President of the Students' Union shall report to the Vice-Chancellor in writing the name of any student found responsible for an offence by the Disciplinary Committee of the Students' Union but no report shall be entered on the student's file unless, after consultation with the President, the Vice-Chancellor deems this to be appropriate.
- (c) The record of the proceedings of the Senate Disciplinary Committee shall be submitted to Senate and the record of the proceedings of the Student Appeals Committee of Council shall be submitted to Council and each decision reported to Senate. Where misconduct has been established, copies of the record shall be placed on the student's file and sent to the Dean, Head of Department and personal tutor.

9. Misconduct which is also a criminal offence

Note: The University regards it as its duty to co-operate with the police in any investigations which involve its students. All offences relating to controlled drugs will be reported to the police. Where a possible criminal offence is committed by a student against another individual, it will normally be for the victim to report the offence to the police. Where the victim refuses to report an alleged crime the University will only report it in exceptional circumstances and to protect the public interest. Where a student who is the victim of an alleged offence refuses to report the matter to the police or will not cooperate in their enquiries, the University will not take any internal disciplinary action.

- (a) The following procedures apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a court of law:
 - (i) Where the offence under the criminal law is considered to be not serious, action under this Code may continue, but such action may be deferred pending any police investigation or prosecution;
 - (ii) In the case of all other offences under the criminal law, no action (other than suspension or exclusion pursuant to Section 10 below) will be taken under this Code unless the matter has been reported to the police and either prosecuted or a decision to prosecute has been taken, at which time the Vice-Chancellor will decide whether disciplinary action under this Code is to be taken;
 - (iii) Where a finding of misconduct is made and the student has previously been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining the penalty under this Code.

10. Suspension and exclusion pending a hearing

- (a) A student who is the subject of a complaint of misconduct, or against whom a criminal charge is pending, or who is the subject of police investigation, may be suspended or excluded by the Vice-Chancellor pending the disciplinary hearing or the trial.

- (b) When the Vice-Chancellor has delegated his powers under this section, a full report shall be made to the Vice-Chancellor of any suspension or exclusion under this section.
- (c) (i) Suspension involves a total prohibition on attendance at or access to the University and on any participation in University activities; but it may be subject to qualification, such as permission to attend for the purpose of an examination.
- (ii) Exclusion involves selective restriction on attendance at or access to the University or prohibition on exercising the functions or duties of an office or committee membership in the University or the Student's Union, the exact details to be specified in writing.
- (iii) An order for suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
- (iv) Suspension or exclusion pending a hearing will not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the University community in general, or a particular member or members, and the power shall be used only where the Vice-Chancellor is of the opinion that it is urgent and necessary to take such action. Full suspension will be used only where exclusion from specified activities or facilities is inadequate. Written reasons for the decision will be recorded and made available to the student.
- (v) No student shall be suspended or excluded unless he or she has been given an opportunity to make representations in person to the Vice-Chancellor. Where for any reason it appears to the Vice-Chancellor that it is not possible for the student to attend in person, he or she shall be entitled to make written representations.
- (vi) In cases of great urgency, the Vice-Chancellor is empowered to suspend a student with immediate effect, provided that the opportunities for representation set out in 10(v) above are provided and the matter reviewed within five days.
- (vii) A decision to suspend, or exclude from academic activities associated with the student's course of study, shall be subject to review, at the request of the student, where it has continued for four weeks. Such a review will not involve a hearing or submissions made in person, but the student will be entitled to submit written representation. The review will be conducted by the Vice-Chancellor where the decision to suspend or exclude has been made by a Pro-Vice-Chancellor or the Registrar and Secretary, and by the Chairman of Council where the decision was made by the Vice-Chancellor.
- (viii) The Vice-Chancellor (or Pro-Vice-Chancellor or Registrar and Secretary) who took the original decision shall review the suspension or exclusion every four weeks in the light of any developments and of any representations made by the student or any other person on his or her behalf.

Examination Regulations

1. Candidates are responsible for ensuring that they have been entered correctly for their examinations. All candidates must ensure that they know the date, time and location of all examinations they are required to take.
2. Candidates must act in accordance with any instructions issued by the Invigilators.
3. Except in relation to a very small number of question papers, where special arrangements will apply, the use of programmable calculators is forbidden. Where the use of non-programmable calculators is permitted, the only models currently authorised for use are the Casio FX83-ES or Casio FX85-ES and unauthorised non-programmable calculators will be confiscated. Any suspected misuse of calculators will be reported to the Registrar as a possible breach of Regulation 11 below concerning unfair means.
4. Candidates must bring their own pens, pencils, ink and ruler to each examination and may use drawing instruments. These materials may only be brought into the examination room in a clear plastic pencil case or bag. Any additional materials may only be used when issued by the invigilator or where specifically allowed in the examination paper rubric.
5. Candidates are not permitted to bring bags, mobile telephones, MP3 players, translators or any other electronic devices and candidates should, if at all possible, refrain from bringing them to the examination. Any personal belongings, other than those detailed in Regulation 4 above, must be left outside the examination room; it is held to be the responsibility of each candidate to ensure the safety of valuable items (e.g. money, credit cards etc). Coats should be left in the areas specially designated for the purpose, which will be either outside or at the back of the examination room.
6. Each desk in the examination room will be numbered. Notices outside each room will indicate the papers being taken in that room and will state the numbers of the desks on which the examination papers will have been placed by the Invigilators. Candidates must occupy one of the desks allocated to their papers as indicated by the notice outside the room. Before commencing their examination, candidates must complete the attendance slip which will have been placed on their desk. The completed slips will be collected by the Invigilators after the examination has been in progress for thirty minutes.
7. Candidates will be admitted to the examination room a few minutes before the time scheduled for the start of the examination. Candidates are responsible for ensuring that they have the correct question papers. No candidate is allowed to enter the examination room later than thirty minutes after the beginning of an examination, or to leave the room during the first thirty minutes of an examination. No candidate who enters an examination room late may be allowed additional time at the end of the examination. Candidates who wish to leave an examination room must do so quietly, and with the minimum of disturbance both inside and immediately outside the examination room. To avoid disturbance to others candidates are not permitted to leave the examination room during the last 20 minutes of an examination. For examination rooms where papers of mixed duration are running it is at the invigilators' discretion if the candidate is permitted to leave.
8. Any candidate wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Candidates permitted to leave the room will be escorted by the male or female attendant who will be on duty outside the room throughout each

session. Any candidates who leave the examination room without the invigilators permission will be deemed to have withdrawn from the examination and will not be re-admitted.

9. Candidates who wish to make an enquiry should raise their hand. No candidate is permitted to leave their desk or converse with anyone other than the invigilators.
10. Smoking is not permitted in an examination room.
11. Candidates who are suspected of using unfair means will be so informed by the Invigilator and their answer books endorsed appropriately; they will be allowed to complete the paper. A detailed report of the circumstances will be sent immediately to the Registrar. Offences in connection with examinations are normally regarded as offences under the terms of the Code of Student Discipline. 'Unfair means' includes using unauthorised aids, copying from and communicating with other candidates.
12. Candidates whose conduct is disturbing to other candidates will be warned by the Invigilator. Should they persist in the conduct they will be required to withdraw from the examination room. Their answer books will be endorsed accordingly and a detailed report of the circumstances will be sent immediately to the Registrar.
13. Candidates who wish to retire early from an examination must inform the Invigilator of their intention. At the end of an examination candidates must retire from the examination room immediately. It is the responsibility of all candidates to ensure that they leave an answer book, bearing their candidate number in the space provided, clearly visible on the desk that they have occupied for the examination. On no account must a candidate remove an answer book from the examination room.
14. A medical certificate must be produced if a candidate is absent from any examination because of illness. Candidates leaving an examination on medical grounds should in their own interests obtain a medical certificate immediately after leaving the examination room.
15. Candidates who are in breach of these Regulations will be reported by the Invigilator to the Registrar. Appropriate action may be taken under the provisions of the Code of Student Discipline.
16. Candidates may be penalised for poor presentation in written examinations. Students submitting illegible scripts will be required to report to their department so that arrangements can be made to have their work legibly transcribed. The student concerned will be asked to read out his or her answers, under examination conditions, to a departmental secretary or other authorised member of staff. All costs associated with this process will be borne by the student concerned.
17. Students are required to be available throughout all formal examination and marking periods (January, June and September) to answer any queries from the examiners or from the Examinations Office. Students who cannot be contacted will be subject to such academic penalties as the examiners see fit (including in relation to the illegibility of a script (see 16 above) the award of a mark of zero).
18. Candidates must display their University Card (containing their photograph) on their desk throughout all their examinations. The University Card will be checked during each examination by an invigilator. If a candidate fails to produce their University Card for inspection they will be reported to the Examinations Office. In cases where the identity of a

candidate cannot be confirmed the Registrar will be informed. Appropriate action may be taken under the Code of Student Discipline.

Regulations for Matriculation

General Entrance Requirements (Postgraduates)

The qualifications for admission to read for a higher degree, postgraduate diploma or certificate, as prescribed by the regulations which follow, represent only the minimum requirements for acceptance, and satisfaction of these requirements does not entitle a candidate to admission. This applies particularly to an applicant who wishes to pursue a course of study for a higher degree, postgraduate diploma or certificate in a field different from that of their first degree.

To be registered for a higher degree by course of instruction, a candidate shall hold a degree with first or second class honours or a higher degree of a University of the United Kingdom or of the Council for National Academic Awards, or a qualification recognised by Senate as equivalent thereto, excepting that;

- a) In special cases Senate may waive the requirement that a candidate shall have obtained the qualification stipulated above, but a candidate without such a qualification shall be required to satisfy the examiners in a qualifying examination or otherwise be able to satisfy Senate that he is by virtue of previous training and experience or published work, qualified to pursue an advanced course of study.
- b) A candidate for the degree of M.A in Professional Studies in Education may hold as an alternative to a degree, the postgraduate diploma in Education of the University or a qualification recognised by Senate as equivalent thereto.

To be registered for a Postgraduate Diploma or certificate course a candidate shall hold a degree of a University of the U.K. or of the C.N.A.A. or a qualification recognised by the Senate as equivalent thereto.

English Language Requirements (All students)

A student whose first language is not English and who has not lived in a country where the first language is English for at least three years immediately prior to the commencement of the course, or taken a full-time degree course of at least one year's duration in an English-speaking country (e.g. UK, USA, Australia) during the three years immediately prior to the commencement of the course, should have one of the following qualifications, obtained during the three years immediately prior to registration at the University of Leicester:

- (a) A Bachelors degree for which the medium of instruction is English, whether or not it has been taken in a country where the first language is English;
- (b) GCE Ordinary or GCSE or GCSE English language: grades A to C;
- (c) Cambridge English language Ordinary level (syllabus 1119): grades A to C;
- (d) Cambridge International GCSE English as a First Language or English as Second Language: grades A to C;
- (e) IELTS (International English Language Testing System): 5.5 or above for the Foundation Year Programme, 6.0 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy. 6.5 or above for all other courses;

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- (f) TOEFL (Test of English as a Foreign Language): 550/213/70 or above for the Foundation Year Programme, 575/233/80 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy, 600/250/90 or above for all other courses. The supplementary TWE (Test of Written English) is required, when available, at 3.0 for the Foundation Year Programme and 4.0 for all other courses;
 - (g) 70% or more in the English part of Indian National Board Standard XII examinations (i.e. ICSE or CBSE) or
 - (h) 80% or more in the English part of Indian State Board Standard XII examinations;
 - (i) Grade 4 and above in the Norwegian Secondary Diploma;
 - (j) UCLES (University of Cambridge Local Examination Syndicate)/RSA (Royal Society of Arts):
 - CPE (Certificate of Proficiency in English): Grade C or above
 - CAE (Certificate in Advanced English): Grade B or above
 - CUEFL (Communicative use of English as a Foreign Language): advance level only
 - CCSE (Certificate of Communicative skills in English): grade IV
 - (k) TEEP (Test in English for Educational Purposes) set by the University of Reading with a mark of 6.0 for courses in Chemistry, Computer Science, Engineering, Geography, Geology, Mathematics and Physics and Astronomy only, and 6.5 for all other courses;
 - (l) LCCIEB (London Chamber of Commerce and Industry Examinations Board):*
 - English for Commerce: third-level pass
 - English for Business: third-level pass
 - Spoken English for Industry and Commerce: third-level pass if offered in combination with a) or b)
 - (m) OIBEC (Oxford International Business English Certificate); pass*
 - (n) PEI (Pitman Examinations Institute): English for Speakers of Other Languages (ESOL) advanced;
 - (o) Diploma in English for International Communication
 - (p) Cambridge ESOL Skills for Life: Pass at Level 2;
 - (q) Warwick Institute Language Test (WELT), with CCC or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy; BBB or above for all other courses;
 - (r) London Test of English (Edexcel), Level 4 or above for courses in Chemistry, Engineering, Geography, Geology, Mathematics and Computer Science, Physics and Astronomy; Level 5 or above for all other courses;
 - (s) A qualification accepted by the University as being the equivalent of one of the above including:

- HKAL (Hong Kong Advanced Supplementary Level) Use of English: grades A to D for courses in Chemistry, Computer Science, Engineering, Geography, Geology, Mathematics, Physics and Astronomy only. Grades A to C for all other courses.
- Ngee Ann Polytechnic CELPT B and 6. 65% overall, in the Diploma for English for Academic Purposes, as equivalent to IELTS 6.5, 60% overall, in the Diploma for English for Academic Purposes, as equivalent to IELTS 6.0, Successful completion of the Certificate Level IV in English for Academic Purposes as equivalent to IELTS 5.5.

Where one of the above qualifications has not been obtained within the three years before registration, or where, for any other reason, there is doubt about an applicant's English language ability, the University reserves the right to require candidates to achieve a satisfactory score in a recognised English Language test, or to pass a special test of competence, set and marked by the English Language Teaching Unit.

Applicants intending to study on a full-time basis may be required to attend English language classes as a pre-condition of their registration and/or to attend such classes alongside their academic study.

**May not be acceptable for courses in Science and Engineering.*

Postgraduate Degree Programmes

In these cases the appropriate degree, Postgraduate Diploma or Certificate will be awarded to candidates who have attended the relevant course in full and completely satisfied the Examiners in the examinations prescribed. Candidates may be awarded the degree, Postgraduate Diploma or Certificate, may be failed, or may be referred. The degrees M.A., M.B.A., LL.M. and M.Sc., the Postgraduate Diploma and the certificate may be awarded with distinction in cases of exceptional merit. A candidate who fails an assessed element of the programme, including a dissertation, may be allowed to resubmit for re-examination where appropriate on one subsequent occasion only. Not all of the courses or syllabuses will necessarily be available every year. Courses of instruction begin in September unless otherwise stated.

1. Assessment Conventions, Classifications and Schemes of Assessment

Distinction

To be awarded a distinction, a candidate will have achieved the specific learning outcomes of the programme to an excellent or very high standard, displayed a very high command of the subject and technical or analytical skills and demonstrated independence of thinking and excellent research potential.

Merit

To be awarded a pass with merit, a candidate will have achieved the specific learning outcomes of the programme to a very good standard, displayed a high command of the subject and technical and analytical skills and demonstrated independence of thinking and very good research skills.

Pass

To be awarded a pass, a candidate will have achieved the specific learning outcomes of the programme to a satisfactory standard and displayed a sound command of the subject and technical and analytical skills and demonstrated independence of thinking and sound research skills.

2. Schemes of Assessment

Schemes of assessment for all courses should follow scheme A or B described below.

Schemes describe the criteria that normally apply in assessing performance. Boards of Examiners retain the right to make decisions notwithstanding the published schemes in exceptional circumstances providing it is to a student's advantage and notes of any such decisions are made in the minutes of the Exam Board's proceedings.

The Following assume that all work is marked using percentage grades and that this information is recorded in student transcripts. Where percentage grades are not employed the department should devise a clear description of percentage equivalents.

Scheme A

Scheme A is based on a paper count and has two variants determined by the structure of the course. Courses with a 60 credit dissertation follow i) and those with a 90 credit dissertation follow ii):

(i) Master's

To be awarded a master's degree a candidate must:

- (i) obtain at least 90 credits at 50% or above in the taught modules and no more than 15 credits below 40%;
- (ii) have satisfactorily completed all coursework requirements in the taught modules; and
- (iii) achieved a mark of 50% or above in the dissertation.

To be awarded a master's degree with merit a candidate must:

- (i) obtain at least 90 credits at 60% or more in the taught modules;
- (ii) achieve a mark of 60% or above for the dissertation; and
- (iii) have no fail marks.

To be awarded a master's degree with distinction a candidate must:

- (i) obtain at least 90 credits at 70% or above in the taught modules and a mark of 60% or above in the dissertation; or
- (ii) obtain at least 60 credits at 70% or above in the taught modules and a mark of at least 70% in the dissertation; and
- (iii) have no fail marks.

Postgraduate Diploma

To be awarded a Postgraduate Diploma a candidate must:

- (i) obtain at least 90 credits at 50% or above with no more than 15 credits below 40%, and
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a Postgraduate Diploma with merit a candidate must:

- (i) obtain at least 90 credits or more at 60% or above; and
- (ii) have no fail marks.

To be awarded a Postgraduate Diploma with distinction a candidate must:

- (i) obtain at least 90 credits or more at 70% or above; and
- (ii) have no fail marks.

Postgraduate Certificate

To be awarded a Postgraduate Certificate a candidate must:

- (i) obtain at least 45 credits at 50% or more in the taught modules and no marks less than 40%; and
- (ii) have satisfactorily completed all coursework requirements.

OR

ii) Master's

To be awarded a master's degree a candidate must:

- (i) obtain at least 60 credits at 50% or above in the taught modules and no more than 15 credits below 40%; and
- (ii) have satisfactorily completed all coursework requirements in the taught modules; and

- (iii) achieved a mark of at least 50% or above in the dissertation.

To be awarded a master's degree with merit a candidate must:

- (i) obtain at least 60 credits at 60% or more in the taught modules;
- (ii) achieve a mark of 60% or above for the dissertation; and
- (iii) have no fail marks.

To be awarded a master's degree with distinction a candidate must:

- (i) obtain at least 90 credits at 70% or above in the taught modules and a mark of at least 60% in the dissertation; or
- (ii) obtain at least 30 credits at 70% or above in the taught modules and a mark of at least 70% in the dissertation; and
- (iii) have no fail marks.

Scheme B

Master's

To be awarded a master's degree a candidate must:

- (i) obtain a credit weighted average from 180 credits of not less than 50%;
- (ii) have satisfactorily completed all coursework requirements, including obtaining a mark of 50% or more in the dissertation.

To be awarded a master's degree with merit a candidate must:

- (i) obtain a credit-weighted average from 180 credits of not less than 60%, including obtaining a mark of 60 or more in the dissertation;
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a master's degree with distinction a candidate must:

- (i) obtain a credit-weighted average from 180 credits of not less than 70%, including obtaining a mark of 70% or more in the dissertation;
- (ii) have satisfactorily completed all coursework requirements.

Borderline candidates may be awarded a distinction at the discretion of the Board of Examiners. Borderline candidates are defined as those with a credit-weighted average of between 67.5% and 70%.

Postgraduate Diploma

To be awarded a Postgraduate Diploma a candidate must:

- (i) obtain a credit weighted average from 120 credits of not less than 50%;
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a Postgraduate Diploma with merit a candidate must:

- (i) obtain a credit-weighted average from 120 credits of not less than 60%;
- (ii) have satisfactorily completed all coursework requirements.

To be awarded a Postgraduate Diploma with distinction a candidate must:

- (i) obtain a credit-weighted average from 120 credits of not less than 70%;
- (ii) have satisfactorily completed all coursework requirements.

Borderline candidates may be awarded a distinction at the discretion of the Board of Examiners. Borderline candidates are defined as those with a credit-weighted average of between 67.5% and 70%.

Postgraduate Certificate

To be awarded a Postgraduate Certificate a candidate must

- (i) obtain a credit weighted average from 60 credits of no less than 50%;
- (ii) have satisfactorily completed all coursework requirements.

Notes to Scheme of Assessment

- a) All Postgraduate programmes must follow one of the above schemes of assessment and descriptions of schemes of assessment in course handbooks must conform to one of these schemes.
- b) Departments can supplement the schemes of assessment by designating specific modules as 'necessary to pass', meaning that a mark of at least 50% has to be achieved in the module for the qualification to be awarded. The use of these supplements to schemes is at the department's discretion but should be clearly identified in course handbooks and can only relate to core/compulsory modules.
- c) Modification of a scheme of assessment may be permissible in those cases where external accreditation requires this, subject to the approval of the Board of Graduate Studies.

Re-sits and Resubmissions

Course regulations should allow for candidates to re-sit examinations or resubmit coursework in relation to an individual module on one occasion only. The number of modules where re-sits or resubmissions are allowed may be detailed in regulations or may be at the discretion of the Board of Examiners. The mark obtained for resubmitted work or a re-sit is capped at 50%.

Code of Practice for Research Degrees

Introduction

This code applies to candidates applying for admission to a research degree at the University and to all students registered for a research degree regardless of mode of study or place of residence and to staff responsible for the supervision of such students. It should be read in conjunction with the Postgraduate Regulations. The Code also applies to students registered for University of Leicester research degrees at associated colleges, although these may, in addition, have their own codes of practice.

Admission and Selection

1. All applications will be considered in line with the University's Code of Practice for Admissions.
2. The University's minimum entry requirement for a research degree is normally a first degree with at least upper second class honours or an equivalent qualification.

For a candidate who does not meet this requirement the department should make a special case to the Board of Graduate Studies based on one or more of the following:

- a) previous training and experience;
 - b) published work;
 - c) upper second class strengths shown in relevant courses in their first degree;
 - d) the student having passed a qualifying examination of final honours standard.
3. For candidates undertaking a research degree on a part-time basis, the department in which he or she wishes to register must be satisfied that the student will have access to the necessary resources and training, and that it is able to provide supervision at a distance.
 4. Where a candidate is resident in the UK or undertaking study in the UK at the time of application an interview may form part of the selection process. If an interview is held at least two members of the academic staff of the relevant department(s) must be in attendance. In cases where an interview is not held departments should have fair and rigorous procedures in place to take account of academic requirements and supervisory capacity. Departments should also ensure that students have access to appropriate research training materials and the facilities necessary to undertake their research.
 5. A recommendation to admit a candidate should be endorsed by two members of the academic staff of the department(s) concerned, one of whom shall normally be the Postgraduate Tutor and the other the proposed supervisor. The Postgraduate Tutor works with the Head of Department to proactively seek supervisors for prospective research students to ensure that the best possible research students are recruited.
- The recommendation for admission will normally be as an Advanced Postgraduate Student, except where students are to be registered for a research degree with a taught element (Doctor of Education, Doctor of Social Sciences, Doctor of Engineering or Doctor of Clinical Psychology).
6. The detailed requirements for the proposed programme of research frequently cannot be specified in advance, but in making the recommendation for an offer of a place the Head of

Department should confirm the following points in the light of the proposed field of study and discussions with the student:

- a) that the candidate is appropriately qualified for the proposed programme of research;
- b) that, on the information available, the proposed programme of research should be capable of being studied to the depth required to obtain the degree for which the candidate will be registered;
- c) that it might reasonably be expected that the proposed programme of research be completed and a thesis submitted within the maximum period of registration for the degree for which the student will be registered;
- d) that, in so far as can be predicted, appropriate resources (e.g. library, computing, laboratory facilities, equipment, technical assistance and supervision (including alternative supervision to cover temporary absences of staff) will be available.

7. The formal offer of admission can only be made by the Admissions Office based on the recommendation of the department. The recommendation of the department must include a brief outline of the proposed research study programme which will be incorporated into the University's offer letter. Departments may informally notify the student of their recommendation provided that this clearly indicates that the recommendation is subject to final approval by the University.

Designation of Supervisor

8. Departments must specify the supervisory arrangements including the name of the main supervisor at the time it recommends an offer is to be made. Departments are strongly encouraged to operate a thesis committee system for their students or an equivalent method. A thesis committee is likely to include:

- (i) a main supervisor, who carries primary responsibility for supervision;
- (ii) a second supervisor or advisor who can offer further academic advice;
- (iii) the Department's Postgraduate Tutor (or her/his nominee) who is involved in monitoring progress but is independent of the supervisory team.

Departments must be able to supervise the number of students they accept in relation to the resources available and all other demands on staff. The main supervisor must be a member of the academic staff of the University or be a Recognised Teacher from an Associated Institution approved by the relevant Faculty Board and Senate under the provision of Ordinance XXI.

9. The advantage of the thesis committee system is that there is a single point of contact (the main supervisor), but there are also others who are familiar with the student's work and can support and monitor progress. For example, if a main supervisor is temporarily unable to continue supervising a student, the second supervisor or advisor can assume the role of the main supervisor.

10. A member of staff under probation should not usually be appointed as the sole supervisor. However, in order to promote research in new areas and to assist in building up research teams, it may be appropriate to appoint a suitably qualified probationer as the main supervisor. In such cases, the supervision should be monitored and assisted by a senior member of staff. More generally, the appointment of a member of staff on probation as a joint supervisor is to be encouraged in the interests of staff training and development.

11. There may be occasions where it is appropriate to appoint an additional supervisor who is not a member of staff of the University. The appointment of associate supervisors requires the approval of the appropriate Faculty Board. In cases where an associate supervisor is appointed it should be clear that full control over the supervision rests with the University and there must always be a named supervisor who is a member of the academic staff of the University.

Supervision of Students on Industrial-based Projects

12. Where a student is undertaking a research degree based in industry or another organisation an associate supervisor should be appointed to provide advice to the student on a day-to-day basis. The Head of Department should ensure that such a supervisor is appropriately qualified and experienced to undertake the supervision. Before the project has commenced the University should ensure that there is a clear agreement in writing on the following issues:

- the roles of the respective supervisors, noting that ultimate responsibility for supervision and monitoring of progress rests with the University
- the academic and industrial objectives of the project
- the resources, facilities and equipment which will be made available to the student
- the schedule of industrial and research training, including an agreement on the periods the student will be required to attend the University
- a schedule for regular tripartite meetings between the student and supervisors
- the use which will be made of the research and its results, including publications and any issues of confidentiality, intellectual property rights or other areas of sensitivity.

Choice of Research Topic

13. The translation of field of study to a more specific research topic should be undertaken following consultation between the student, the designated supervisor(s) and the student's thesis committee as soon as possible in light of what is appropriate for the discipline and not later than the time of transfer to a specific research degree. The discussions of this may precede registration. The supervisors have a responsibility to ensure that delay in determining the topic is kept to a minimum and that the Head of Department is kept informed. In many disciplines the choice of research topic may be determined by the research in progress within the department or by an external funding body. Industrial needs may in appropriate circumstances influence the choice of research fields and topics.

Induction

14. Departments should provide a formal induction programme for all newly registered research students. Students should be introduced to the necessary resources for their work (e.g. library facilities, computing etc.) and there should be a thorough discussion of both the demands of the research programme and the mutual obligations of student and supervisor in line with the regulations and this code of practice. Students should also be provided with information on the research interests of members of staff and how research is organised in the department, including, for example, details of any research seminars.

15. Supervisors of part-time students, registered either in the UK or overseas, should discuss the local facilities required to undertake the research and should advise how students may gain access to these facilities, providing appropriate documentation where required.

Research Training

16. Departments are required to provide formal research training for all research students to ensure that they acquire and enhance the skills they require to undertake their research successfully. Research training may be provided by a variety of means, but will usually include attendance at Graduate School and Faculty training programmes in addition to research training programmes offered at departmental level or equivalent provision for those undertaking their studies at a distance. Each student and supervisor should formally agree the requirements at the commencement of the student's studies in consultation with the student's thesis committee, and this should be documented in a Training Plan completed and agreed at the first thesis committee meeting. Part-time students should be encouraged to attend the training courses provided but departments should also provide alternative ways for students to acquire the necessary skills, for example through the use of distance learning materials.

17. Departments will be required to provide details of their research training programme to the Board of Graduate Studies each year as part of their annual reports on research students. Research training programmes should include:

- research skills and techniques
- research environment
- research management
- personal effectiveness
- communication skills
- networking and team-working
- career management

18. All research students are required to complete the research training agreed with their thesis committee which is formulated according to the needs of the student and is likely to include compulsory elements designated by the department or faculty. A formal record of all training undertaken should be maintained by the student, with reference to the Training Plan, since the student will not be allowed to transfer from APG status to a named degree unless the Board of Graduate Studies is satisfied that appropriate research training has been undertaken.

Supervision

19. Research students should be left in no doubt as to what is required of them. In particular, it must be emphasised that a thesis should be the student's own work and that, within the framework of supervision, students have the responsibility for bringing forward and developing their own ideas. A clear understanding between student and supervisor needs to be established at an early stage about the supervisor's responsibilities in relation to the student's written submissions. The understanding must cover the nature of guidance or comment a supervisor will offer within the general principle that a thesis must be the student's own work.

20. Supervisors should ensure that all students understand the requirements of the degree for which they will be registered. Particular care should be taken to ensure that international students, whether registered full-time or part-time resident overseas, fully understand the concept of a British research degree, particularly requirements relating to originality and the viva voce examination associated with research degrees.

21. In the case of part-time students resident outside of the local region supervisors should ensure that there are adequate means available whereby formal consultation can take place on a regular basis. Use should be made of all forms of technology, such as e-mail to facilitate this process. Supervision should take place on a regular basis and may include visits by the student to the University or by the supervisor to the student as appropriate. Individual programmes may also have requirements for attendance at residential schools.

22. Where students are undertaking research as part of a team the supervisor should ensure that students are fully aware of how their own research fits into the group as a whole. It may be particularly useful to arrange regular meetings to review the relationship between individual and group research.

23. The *responsibilities of the supervisor* include:

- a) emphasising to the student the need for familiarity with the code of practice and postgraduate regulations;
- b) giving guidance about:
 - the nature of research and standard expected
 - the planning of the research programme
 - literature and sources
 - attendance at taught classes, including the research training programme
 - requisite techniques (including arranging for instruction where necessary)
 - the need to develop oral and written communication skills
 - the problems of plagiarism (including drawing attention to the appropriate regulations)
- c) monitoring the progress of the research through regular consultations in accordance with departmental and University policy, and in light of discussion of arrangements with the student;
- d) being accessible at mutually convenient times when the student may need advice;
- e) giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time. The planning of the research programme should anticipate a final draft of the thesis being prepared by the end of a three-year period of full time research or an equivalent period for part-time study.
- f) emphasising the importance of timely submission both in terms of good academic practice and in relationship to University and research council requirements and explaining the consequences of failing to meet the appropriate deadlines;
- g) requesting written work as appropriate, and returning such work with constructive criticism and in reasonable time;
- h) reading the whole of the final draft of the thesis, giving advice about appropriate length and ensuring that the thesis complies with regulations on the length of theses;

- i) arranging as appropriate for students to talk about their work to staff or at graduate seminars, and to have practice in oral presentations, bearing in mind the demands of the oral examination;
- j) ensuring that the student is made aware of inadequacy of progress or of standards of work below that generally expected. If at any time the supervisor is of the opinion that the student is unlikely to achieve the degree for which the student is registered, the supervisor must notify the Head of Department in writing without delay.

24. The *responsibilities of the student* include:

- a) familiarising themselves with this code of practice and postgraduate regulations;
- b) taking the initiative in raising problems or difficulties, however elementary they may seem;
- c) discussing with the supervisor the type of guidance and comment found most helpful;
- d) agreeing a mutually convenient schedule of meetings;
- e) attending the research training programme and any other taught classes as required by the department;
- f) maintaining and sustaining the progress of the work in accordance with the stages agreed with the supervisor, including in particular the prompt presentation of material, written in good, clear English, as required in sufficient time for comments and discussion before proceeding to the next stage (in this context written material includes interim reports, drafts of theses, running commentaries on the evolution of the argument, appraisal of written sources, laboratory results);
- g) complying with departmental reporting procedures and providing an annual progress report to the Board of Graduate Studies;
- h) taking the initiative to contact other students in the research area and arrange and take part in informal discussions alongside more formal research activities;
- i) deciding when to submit the completed thesis, taking due account of the supervisor's opinion which is, however, advisory only. The supervisor's support of the decision to submit must not be taken as any guarantee that the degree sought will in fact be awarded. The recommendation to award rests entirely with the examiners;
- j) ensuring that the thesis complies with all regulations including those relating to format and maximum lengths;
- k) ensuring timely submission of the thesis to comply with University and Research Council requirements.

The Role of the Postgraduate Tutor

25. Each Head of Department must appoint a *Postgraduate Tutor*. In order to avoid conflict of interests where students are supervised by the department's Postgraduate Tutor, the Head of Department should appoint another member of staff as postgraduate tutor for these students. The *Postgraduate Tutor* works with the Head of Department to negotiate and meet the University's

admissions targets for research students and is responsible for assisting with the building and maintenance of the critical mass of research students within the Department. The *Postgraduate Tutor* will be responsible for:

- research student recruitment, including seeking supervisors and thesis committee members
- establishing and organising departmental progress monitoring procedures
- co-ordinating annual assessments and reports to the Graduate Office, particularly the transfer of registration at the end of the APG period
- working with supervisors to ensure timely completion and thesis submission
- ensuring that research students follow University regulations and any requirements specified by funding bodies, such as the Research Councils
- monitoring student participation in research training during the APG period
- implementing and monitoring the effectiveness of this Code of Practice within the department
- overall pastoral care of research students
- mediating on any disputes between supervisors and student
- acting on the student's behalf before appropriate University authorities
- informing all postgraduate students of his/her functions and availability for consultation
- ensuring regularity of contact between supervisors and students.

26. In so far as the requirements of paragraph 25 may create difficulties for small departments, it may be appropriate for Faculty Board to appoint a Faculty Postgraduate Tutor.

Reporting Procedures

27. Departments are required to operate a formal procedure for the assessment of progress for each research student which includes the following components:

- a) twelve months (twenty-four months for part-time students) after initial registration full time students will be required to submit a progress report with components, such as literature surveys and conclusions to preliminary research questions, which reflect their work to date. The report should also contain a research plan for the remaining period of registration, including research objectives, methods and an approximate time plan for reaching these objectives by the end of the maximum registration period.
- b) the report will be read and assessed by the supervisors and at least one other member of the academic staff. The student will then attend an oral examination or present a seminar in the department and answer questions. The assessment of the examination or seminar will form the basis of the recommendation from the department to the Board of Graduate Studies for transfer of registration from Advanced Postgraduate status to a named research degree, an extension of APG status or termination of registration.
- c) twenty-four months after registration full-time students' progress will be assessed by the supervisors and co-examiner of the first year report. This assessment will include

a careful study of the further work needed for completion of the thesis and an agreement of a time scale for completion.

- d) each student, supervisor and Head of Department is required to make an annual report to the Board of Graduate Studies on request which will include details of individual students' progress, research training and departmental procedures.

If, at any stage, the supervisor has serious doubts about the ability of students to achieve the degree for which they are registered the Head of Department should be notified immediately. Following consideration of the circumstances the Head of Department may then decide to report the student to the Board of Graduate Studies under the regulation concerned with 'Neglect of Academic Obligations'. In some cases, more supportive procedures (e.g. suspension of registration, reformulation of topic, transfer to a lower degree or mutually agreed withdrawal with open testimonial) may be more appropriate.

Complaints Procedure

28. If a student feels that the research programme is not proceeding satisfactorily or legitimate expectations are not being met the student may utilise the University's Complaints Procedures as detailed in the Postgraduate Regulations.

Final Examination

29. When a student submits notification of intention to submit a thesis the Graduate Office notifies the relevant Head of Department and requests that an examiners' nomination form be completed. The Head of Department, after consultation with the supervisor, will make a recommendation to the Graduate Dean which, if satisfactory, is forwarded to the appropriate Faculty Board which then recommends to Senate that the examiners be approved.

30. There should always be at least two examiners, one of whom must be an external examiner. Internal examiners must be members of the academic staff of the University or hold Recognised Teacher Status. The candidate's supervisor may not act as the internal examiner. If, in exceptional circumstances, it is not possible to appoint an internal examiner a second external examiner must be appointed.

31. In cases where the candidate is a member of the staff of the University and there is a possibility that the integrity of the examination may be considered to be compromised by the appointment of an internal examiner, the examination team will comprise two external examiners. An independent Chair will oversee the conduct of the viva voce examination but will not examine the thesis. Examination teams will be approved by the Graduate Dean in the first instance, who will determine whether the appointment of two external examiners is required.

32. In addition to the two examiners a Chair may be appointed for a viva voce examination if Faculty Board or either of the examiners considers this appropriate or desirable. For example, Faculty Board may request the appointment of a Chair where the examining team has relatively little experience of examining UK research degrees or where there are two external examiners. The Chair will usually be a senior member of the academic staff of the department in which the candidate is registered. He or she will not be required to examine the thesis but will be present to ensure that the viva is conducted in accordance with University procedures and standard practice

for the discipline. The Chair will be required to submit a brief written report on the conduct of the viva.

33. The viva voce examination will be held at the University. In exceptional circumstances the viva voce examination may be conducted at another appropriate location, with the permission of the Chair of the Board of Graduate Studies. The supervisor should be available at the time of the viva voce examination to assist the examiners if required. The supervisor may be invited to be present during part or all of the viva voce examination, at the discretion of the examiners.

34. The internal and external examiners should prepare independent written comments on the thesis prior to the oral examination. After the oral examination, a joint report should be prepared including, where appropriate, an agreed recommendation. Where the original examiners are unable to reach agreement then a further external examiner will be appointed. The joint report accompanied by the examiners' individual reports should be submitted to the Graduate Office for consideration by the appropriate Faculty Board.

35. The examiners' recommendations to the appropriate Faculty Board will take one of the following forms:

- a) immediate award of the degree;
- b) award of the degree subject to minor amendments to be approved by the internal examiner within one month of the viva;
- c) award of the degree subject to major amendments to be approved by the internal examiners within six months of the viva;
- d) for revision (with detailed advice about requirements) and resubmission for the original or lower degree (re-submission to take place within 6 months to two years as recommended by the examiners);
- e) award of a lower degree;
- f) fail with no right of re-submission.

36. In recommending either resubmission (for the original or lower degree) or the award of a lower degree the examiners may take the wishes of the candidate into account. Although this can be discussed at the time of the oral examination, the student should not be required to give an immediate decision but should be given a reasonable time for reflection. The student's preference should be made known to the examiners prior to their recommendation being submitted to Faculty Board. It should be made clear to the student that neither the Faculty Board nor the examiners are bound to follow the student's preference.

Appeals

37. Any student whose registration is terminated or who is recommended for the award of a lower degree or who is recommended for resubmission for a lower degree will be notified of the University's appeal procedures by the Secretary to the Board of Graduate Studies. These procedures, including eligible grounds are set out in full in the Regulations for students registered for higher degrees by individually supervised study. Students must submit a case based on either procedural irregularity or mitigating circumstances. Appeals which simply challenge the academic judgement of the examiners will not be considered.

Conferral

38. All degrees will be conferred at the degree congregation immediately following the formal award of the degree by the Senate of the University.

Regulations Applying to Students Registered for Higher Degrees by Individually Supervised Study

1. Admission and Matriculation Requirements

To be registered for a higher degree by research a candidate shall have a degree with a minimum of Upper Second Class Honours of a first degree of a University of the United Kingdom or of the Council for National Academic Awards, or a qualification recognised by Senate as equivalent thereto, excepting that in special cases Senate may waive the requirement that a candidate shall have obtained the qualification stipulated above, but a candidate without such qualification shall be required to satisfy the examiners in a qualifying examination or otherwise be able to satisfy Senate that he/she is by virtue of previous training and experience or published work qualified to pursue postgraduate work. A qualifying examination shall consist of at least two written papers of final honours degree examination standard.

2. Supervision

- a) Supervisors for candidates for higher degrees by individually supervised study shall be appointed by Senate.
- b) Students shall be required to consult their supervisors regularly, in accordance with the requirements of the Code of Practice for Research Degrees.
- c) A person who is not a member of University staff but is deemed suitable by Senate may be accorded the status of “associate supervisor”. The position of associate supervisor is an official appointment approved by the relevant Faculty Board. The associate supervisor is not eligible for appointment as the external examiner of any student whom he supervises. The associate supervisor assists the supervisor in overseeing the work of the student and, in appropriate circumstances, undertakes direct personal supervision. Final responsibility for ensuring the provision of adequate supervision rests with the supervisor. Responsibilities of the supervisor are given in the Code of Practice.

3. Field of Study

The field of study of each individually supervised student shall be approved by Senate.

4. Probationary Period of Study

Candidates who wish to read for the degree of M.Phil. or Ph.D. shall normally register as advanced postgraduate students and be given a period of twelve months full-time or twenty-four months part-time before the expiry of which they shall be required to register for a specific degree. Such candidates shall, for the duration of their registration as advanced postgraduate students, be regarded as undergoing the requisite period of probationary study for the degree to which they aspire, and the period of probation shall terminate on registration for a specific degree. A candidate who in exceptional circumstances is registered initially for a specific degree shall be required to submit himself to a probationary period of study of up to six months from the date of registration. Upon special request from a candidate’s supervisor, this period may be extended by a further three months.

5. Period of Registration

The prescribed minimum and maximum periods of registration shall be calculated by reference to the date of a candidate's original registration, either as an advanced postgraduate student or as a student reading for a specific degree.

Candidates for higher degrees by individually supervised study shall maintain registration for at least the period set out below before submitting a thesis or dissertation for the degree for which they are registered or presenting themselves for written examination for the degree.

Ph.D.	if full-time: 2 years if part-time or distance learning: 3 years
Master's Degree	if full-time: 1 year if part-time: 2 years

excepting that candidates for the degree of M.Phil. in the Faculty of the Social Sciences shall maintain registration for the following minimum periods:

if full-time: 2 years
if part-time: 3 years

Candidates for higher degrees by individually supervised study shall not, other than with the approval of Senate, maintain their registration beyond the following maximum periods:

Ph.D.	if full-time: 4 years if part-time or distance learning: 6 years
Master's Degree	if full-time: 2 years if part-time: 4 years

excepting that candidates for the degree of M. Phil. in the Faculty of the Social Sciences shall not, other than with the approval of Senate, maintain their registration beyond the following maximum periods:

if full-time: 3 years
if part-time: 5 years

6. Writing up

Students who have completed the minimum period of registration for a research degree, and have concluded active pursuit of their research, may, with the support of their supervisor, apply to the Board of Graduate Studies (or in the case of MD students, apply to the Medicine Higher Degrees Committee) to transfer to writing up status.

Writing up students may have access to appropriate word processing/computing facilities with the approval of the relevant Head of Department and may also be permitted appropriate use of Library facilities. Writing up students will also continue to have appropriate support from their supervisors.

The maximum period of registration as a writing up student is one year, and this period is counted as part of the maximum registration periods given above.

7. Submission of Theses

Candidates must submit a notification of intention to submit form to the Graduate Office at least three months before they intend to present their thesis for examination. The date of submission must fall within the maximum period of registration for the degree for which they are registered and the candidate must be a registered student at the time of submission. Candidates are required to give a provisional title for their thesis at the time they give notice.

Candidates should submit two perfect bound copies of their thesis along with two copies of the abstract of the work. The thesis must be in English unless special permission has been given, prior to submission, for it to be in another language.

The thesis must be accompanied by a statement signed by the candidate certifying that it is the result of work done mainly during the period of registration and that, in the case of conjoint work, a substantial part is the original work of the candidate. Where the thesis incorporates material submitted for another degree explicit details must be given about the extent of the material and the degree, if any, awarded.

Doctoral theses must be accompanied by a statement signed by the candidate giving consent to it being included in the British Thesis Service operated by the British Library. Candidates may withhold their consent to it being included in the British Thesis Service for a period of up to three years. The thesis is required to be made available for consultation within the University Library unless the express permission of the Board of Graduate Studies is obtained by the author to restrict access to it. Such permission must be obtained before the thesis is submitted.

8. Length of Theses

Faculty of Arts, Faculty of Law and Faculty of the Social Sciences: the length of dissertation and theses (including appendices and footnotes) should not normally exceed the following limits:

M Phil	50,000 words
PhD	80,000 words
EdD	55,000 words
D Soc Sci	50,000 words

Faculty of Science and Faculty of Medicine and Biological Sciences; there is no prescribed length for dissertation and theses, but in general it should not exceed 30,000 words of text (excluding tabulated data and diagrams) for a Ph.D. thesis, or 20,000 words of text (excluding tabulated data and diagrams) for an M.Phil. thesis.

Candidates must state the approximate number of words in their thesis when submitting it for examination.

9. Format and Binding

Theses should be presented on A4 paper, single-sided, normally with 12 point font typescript, with double spacing and good quality printing. There should be a margin of at least 3.5 cm on

the left side of the page, both for typescript and diagrams to allow for binding. Other margins should be at least 2.5 cm.

Explanatory notes should stand at the foot of the relevant pages and the bibliography should follow the text and any appendices.

The first page of the thesis should be a title page to include the following:

the full title of the thesis, the degree for which the thesis is submitted, the year of submission and the candidate's full name.

The title page should be followed in this order by:

the abstract page, acknowledgement page, list of contents and main body of the thesis.

If there are any addenda to the thesis these should be securely housed in a pocket attached to the back cover of the thesis and individually labelled with the name of the author, the degree and the date awarded.

10. Abstracts

Abstracts of theses and dissertations are deemed to be an integral part of the work to be examined, and must be produced in strict accordance with the following requirements:

A copy of the abstract should be bound into each copy of the thesis and two loose copies of the abstract should be submitted at the same time as the thesis or dissertation; the abstract must not exceed 300 words, must be produced with single-spacing on one side of A4 paper and must be suitable for photographic reproduction; the abstract must show the author and title of the thesis in the form of a heading.

11. Examination and Assessment

To be admitted to the degree of Master of Philosophy a candidate shall have satisfied the examiners by means of a thesis and an oral examination. A candidate may submit in support of the thesis any published work in the general field of the approved study.

To be admitted to the degree of Doctor of Philosophy a candidate shall have presented a thesis on the advanced study and research which has satisfied the examiners and contains original work, and contains material which is deemed worthy of publication, and shall have satisfied the examiners in an oral examination. A candidate may submit in support of the thesis any published work in the general field of the approved study.

To be admitted to the degrees of Doctor of Education, Doctor of Engineering or Doctor of Social Sciences a candidate will have successfully completed the assessments associated with the taught elements of the programme as specified in the regulations and presented a thesis which has satisfied the examiners and contains original work, and contains material which is deemed worthy of publication, and shall have satisfied the examiners in an oral examination. A candidate may submit in support of the thesis any published work in the general field of the approved study.

Where appropriate, a candidate in Geology reading for the degree of Ph.D. will be required to submit, for approval by the examiners, representative suites from the geological materials used and other relevant data, including computer programmes.

12. Results

- a) *Doctor of Philosophy*: The examiners may recommend that a candidate shall pass either for the degree of Doctor of Philosophy or, for that of Master of Philosophy or, shall fail, or shall be referred with a view to resubmission for the degree of Doctor of Philosophy or Master of Philosophy. In recommending the award of a Master's degree the examiners may take the wishes of the candidate into account.
- b) *Master of Philosophy*: The examiners may recommend that a candidate shall pass, or shall fail, or shall be referred with a view to resubmission and/or re-examination as appropriate. The examiners may recommend the award of the degree with distinction in cases of exceptional merit, except that the degree of Master of Philosophy cannot be awarded with distinction in the Faculties of Science, Law and Medicine and Biological Sciences.

13. Final Submission of Thesis

Following the recommendation that a candidate be awarded a degree one hard-bound and one perfect-bound thesis should be submitted to the Graduate Office. The cover of the hard-bound thesis must be standard Green (Aberlave Library Bukram No. 563)

In addition an electronic copy of the thesis should be submitted for deposit in the Leicester Research Archive in accordance with the University's *Guidance and Specifications for submitting the electronic copy of your thesis*.

Candidates may withhold their consent to the electronic thesis being included in the Leicester Research Archive for a period of up to three years.

14. Referral

A candidate shall be referred if the thesis or other submitted materials, although satisfactory in other respects, do not reach the approved standard in such matters as methodical exposition and demonstration, relevance and coherence of argument and effectiveness of style.

The period of referral recommended shall be not less than six months and not more than one year.

The oral examination on a resubmitted thesis or on other re-submitted materials may be omitted at the examiners' discretion.

Students who are referred for resubmission will be required to pay a re-examination fee. If they require access to Library and Computing facilities they will be required to re-register and pay a registration fee for the period of their referral.

14. Faculty Board Procedure

- a) The appropriate Board will normally accept the report of the examiners. If there is a recommendation that a candidate should fail the Board will normally decide that the student's course be terminated.
- b) If the Board does not accept the report of the examiners with a recommendation other than that a candidate should fail it will, in the first instance, refer the report back for consideration, together with any new evidence that it thinks relevant. Such reconsideration may or shall, as stipulated by the Board, include a second oral examination. If after such reconsideration by the examiners the Board is unable to accept their report:
 - i) in the case *only* of a candidate for the degree of Ph.D. whom the examiners either have recommended for a Master's degree or have recommended for referral with a view to resubmission for a master's degree, the Board may decide that the candidate should be referred with a view to resubmission for the degree of Ph.D.
 - ii) in *all* cases, the Board may in exceptional circumstances decide to appoint new examiners.
- c) If the Board does not accept the report of the examiners with a recommendation that the candidate should fail it will, in the first instance, refer the report back for reconsideration, together with any new evidence that it thinks relevant. Such reconsideration may, or shall, as stipulated by the Board, include a second oral examination. If after such reconsideration by the examiners the Board is unable to accept their report, the Board may decide that the candidate be referred in any manner that the examiners had the power to recommend. In exceptional circumstances the Board may decide to appoint new examiners.

15. Review of Decision to Terminate Studies following the Recommendation that a Candidate for a Research Degree should fail

If, following examination for the degree of M.Phil., Ph.D. or M.D., Faculty Board accepts the recommendation that the candidate should fail, the student's studies will normally be terminated. The student will be notified in writing of this recommendation by the Head of the Graduate Office and of their right of appeal.

Students will also be advised that they may seek the help of the Education Unit in the Students' Union in deciding whether they wish to appeal and in formulating their submission.

A student's appeal should be made on the appropriate Appeal Form which should be submitted with supporting evidence to the Graduate Office within two months of the decision to terminate studies being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:

- A student is in possession of evidence about the reasons for their academic performance which, for good reason, was not available previously
- There appears to have been a procedural irregularity in the conduct of examining or assessment process (including conduct of the viva voce examination)

- There appears to be evidence of prejudice or bias in the conduct of the assessment process (including the viva voce examination)

Appeals that simply challenge the academic judgement of the examiners will not be considered.

On receipt of an appeal, the Head of the Graduate Office will determine whether the student has demonstrated grounds for appeal, in consultation with the Graduate Dean where appropriate, and submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered the opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress will be requested from the student's department. This information, along with the student's appeal form, supporting evidence and copies of the examiners' reports, will be considered by the next available Postgraduate Appeals Panel.

An appeals panel will comprise three members of the Board of Graduate Studies, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was registered. Panels will normally be Chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, panels may be Chaired by one of the Sub-Deans (Graduate Studies).

The student and the relevant Department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University as defined in Section 2 of the Statutes. The student and Department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be submitted to the appropriate Faculty Board. The Panel may make one of the following recommendations:

- Confirm the decision of the examiners
- Recommend that the candidate be permitted to resubmit for the degree for which he/she was registered
- Recommend that the candidate be permitted to resubmit for a master's degree

The Panel may recommend the appointment of new examiners where appropriate.

The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

16. Review of Decision to Terminate a Student's studies on the grounds of neglect of academic obligations or unsatisfactory progress

If the Board of Graduate Studies recommends that a student's registration should be terminated on the grounds of unsatisfactory progress or neglect of academic obligations, the Secretary of the

Board of Graduate Studies will notify the student of this recommendation in writing and of their right of appeal.

A student's appeal should be made on the appropriate Appeal Form which should be submitted with supporting evidence to the Graduate Office within two months of the decision to terminate studies being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Clear grounds for appeal should be cited by the student and may include mitigating circumstances which, for whatever reason, had not been made known to the supervisor, thesis committee or Head of Department previously or a procedural irregularity relating to supervision or the assessment procedure relating to APG upgrade.

The review of the decision will be conducted by a committee chaired by a Pro-Vice-Chancellor who will have had no previous involvement with the student and two Deans from faculties other than that in which the student was registered. The student and the relevant Department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University as defined in Section 2 of the Statutes. The student and Department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be submitted to the Board of Graduate Studies. The student will be notified in writing of the Panel's recommendation by the Secretary and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

If a student is unable or chooses not to attend a panel meeting, having been invited and given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.

17. Review of a Decision to either refer a candidate registered for a doctoral degree for a master's degree or to award a master's degree to such a candidate

If, following examination for a doctoral degree, Faculty Board accepts the recommendation that a candidate should either be referred for a Master's degree or be awarded a Master's degree, the student will be advised of the decision in writing by the Head of the Graduate Office and of their right of appeal.

Students will also be advised that they may seek the help of the Education Unit in the Students' Union in deciding whether they wish to appeal and in formulating their submission.

A student's appeal should be made on the appropriate Appeal Form which should be submitted with supporting evidence to the Graduate Office within two months of the decision to terminate studies being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:

- A student is in possession of evidence about the reasons for their academic performance which, for good reason, was not available previously
- There appears to have been a procedural irregularity in the conduct of examining or assessment process (including conduct of the viva voce examination)
- There appears to be evidence of prejudice or bias in the conduct of the assessment process (including the viva voce examination)

Appeals that simply challenge the academic judgement of the examiners will not be considered.

On receipt of an appeal, the Head of the Graduate Office will determine whether the student has demonstrated grounds for appeal in consultation with the Graduate Dean, where appropriate, and submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered the opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress will be requested from the student's department. This information, along with the student's appeal form and evidence, will be considered by the next available Postgraduate Appeals Panel.

An appeals panel will comprise three members of the Board of Graduate Studies, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was registered. Panels will normally be Chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, panels may be Chaired by one of the Sub-Deans (Graduate Studies).

The student and the relevant Department(s) will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University as defined in Section 2 of the Statutes. The student and Department will be notified in advance of the format of the meeting which will offer the opportunity for both the student and department to make a case to the panel and to answer any questions. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be submitted to the appropriate Faculty Board. The Panel may make one of the following recommendations:

- Confirm the decision of the examiners
- Recommend that the candidate be permitted to resubmit for the degree for which he/she was registered
- Recommend that the candidate be permitted to resubmit for a master's degree

The Panel may recommend the appointment of new examiners where appropriate.

The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.

If a student is unable or chooses not to attend a panel meeting, having been invited and given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.

18. The Degree of Doctor of Medicine

The Degree of Doctor of Medicine may be awarded:

- a) to a graduate in medicine of the University of at least three years standing;
or
- b) to a graduate in medicine of another University recognised by Senate for this purpose, provided that (i) the qualification was obtained at least three years previously, (ii) is recognised for registration by the General Medical Council of the United Kingdom, and (iii) the intending candidate is, at the time of his/her application, a member of the academic staff of the University or is otherwise engaged in appropriate clinical or scientific work within the Leicestershire area or, in special cases, in any hospital associated with the Leicester Medical School.
- c) Exceptionally, Senate may waive the requirement that a candidate shall be a graduate in medicine of a University, but in such cases the candidate will be required to hold a qualification recognised for registration by the General Medical Council of the United Kingdom, obtained at least five years previously and be, at the time of application, a member of the academic staff of the University or otherwise engaged in appropriate clinical or scientific work within the Leicestershire area or in any hospital elsewhere associated with the Leicester Medical School.

To be admitted to the Degree of Doctor of Medicine a candidate shall have satisfied the examiners either:

- a) by means of a thesis in any branch of medicine, surgery, or medical science, which has been specifically composed for the purpose, includes a review of the relevant background literature, contains a critical account of original laboratory-based or clinical research, carried out personally by the candidate, that constitutes a significant contribution to knowledge, and is deemed to contain material which is deemed worthy of publication and shall have satisfied the examiners in an oral examination; or
- b) with the approval of the Board of the Faculty of Medicine and Biological Sciences, by submission of collected inter-related published works or clinical case studies embodying original work, of which a substantial proportion has been carried out personally by the candidate, and constituting a significant contribution to knowledge.

In either case an oral examination is compulsory, which is held in Leicester and arranged by the Internal Examiner. A candidate may submit in support of his/her thesis any of his/her published work in the general field of his/her approved study.

The attention of candidates is drawn to the Handbook and Regulations for Research Students, copies of which can be obtained from the Graduate Office, Fielding Johnson Building, or accessible via the Academic Office website at www.le.ac.uk/academic/Regs.index.html.

1. Registration, Progression and Submission

Period of Registration: Two to Five Years

A candidate intending to submit a thesis of original research for the degree of MD shall first provide, for the approval of the Board of the Faculty of Medicine and Biological Sciences, an outline of his/her proposed field of study, its scope, and the methods of investigation to be employed. This must be accompanied by a recommendation to admit the candidate endorsed by three members of academic staff of the relevant department of this University, one should be the Head of Department, Postgraduate Tutor and the third by the proposed supervisor. If the outline is approved, the candidate will register as a postgraduate student in the Faculty of Medicine and Biological Sciences of the University of Leicester. A supervisor, with duties as outlined in the Code of Practice for Research Degrees, will be appointed to oversee the planning and development of the research and the preparation of the thesis. For Leicester graduates carrying out research outside Leicester, a supervisor from the host institution and a mentor from Leicester, who must be a full-time member of staff and who has agreed to act, will be appointed. The Leicester mentor will work with the postgraduate tutor to ensure satisfactory progression and completion of the research project.

Normally the minimum period of registration shall be for two years and will not normally be extended over five years, with the first year at Advanced Postgraduate (APG) status (*see Induction and Research Training below*). Transfer to MD registration will take place at the end of year one subject to satisfactory progress and the recommendation of the Head of Department and supervisor, and for external candidates the Leicester mentor. The Board of the Faculty of Medicine and Biological Sciences requires the supervisor to submit an annual written report, agreed with the candidate, on the candidate's progress. A candidate must be registered on the MD programme for one full year, following first year registration at APG status, before being permitted to submit his/her thesis.

The thesis must be submitted no later than five years from the date of original registration (which will be the date of Faculty Board approval) and the candidate must give the Medical School Office not less than three months' notice in writing of the date on which he/she intends to submit the thesis, stating at that time the title of the thesis.

Induction and Research Training

Candidates are expected to undergo additional skills training during their APG year in order to enhance their research effectiveness. Therefore in consultation with their supervisor they should assess their training needs at the same time as MD registration; the Medicine Higher Degrees Committee has designated core and optional training elements that are of direct relevance to MD candidates. Local sources of suitable training are the Faculty AGP Training Programme in Generic and Transferable Skills, and courses provided by the Trent Institute of Health and the various taught Masters courses run within the Faculty; details are available through the Faculty Graduate Studies web site at www.le.ac.uk/sm/gradschool/ and on the MD web page at www.le.ac.uk/sm/md.

The Award of the degree of MD by Published Work

Members of the academic and related staff of the University of Leicester who have been in post for more than three years, or retired members of the academic staff with the same minimum period of service, or graduates in medicine of the University of Leicester of at least three years standing may apply under the conditions set out below to be considered for the award of the degree of MD on the basis of published work.

1. A candidate intending to submit published work shall first provide, for the approval of the Board of the Faculty of Medicine and Biological Sciences Medicine Higher Degrees Committee, a brief synopsis of the publications to be presented; if his/her application is accepted he/she must furnish two copies of all published work which he/she wishes to submit plus two copies of a 5,000 word summary describing the scope and content of the submitted work and evaluating its contribution to the advance of the subject. Where the submission consists of a number of publications other than books, the whole must be bound together, with the critical assessment, in the form prescribed for the binding of theses. One copy of the work or works for the award of the degree will be retained by and become the property of the University.
2. The published work submitted for consideration must meet the following requirements:
 - (a) the submission must comply with the general requirements for the degree of MD, in that it must constitute advanced study and research which contains original work;
 - (b) the publication must form a coherent and substantial body of work, which is capable of assessment in single *oeuvre*;
 - (c) the published work must represent a contribution to knowledge, showing evidence of originality, independent critical powers and clarity of thought, and applying research methods appropriate to the particular field of study;
 - (d) the published work submitted by a candidate may range over a number of different topics, but these should normally relate in a coherent way to a field of knowledge within the Faculty. The treatment of these topics should be substantial;
 - (e) greater weight will be attached to a few peer-reviewed publications than to a larger number of short reports. It would be expected that the candidate is first author on the majority of publications;
 - (f) it would normally be expected that the work would be completed not longer than 10 years;
 - (g) the rate at which the work has been done will be considered;
 - (h) the work must not have been previously submitted by the candidate for any other degree awarded by the University of Leicester or by any other institution;
 - (i) only work published in journals, or in book form, or otherwise in the public domain will qualify for consideration. The work must be generally available for consultation by scholars and identifiable in academic library catalogues;

- (j) graduates from other universities may submit for the MD by Published Work provided that at least one half of the publication must arise from research undertaken while the candidate was employed as a member of the academic staff at the University of Leicester;
- (k) a Leicester graduate of at least 3 years standing and from any institution that they are based.

3. Applications should be made in writing to the Executive Clerk on a standard form obtainable from the Medical School Office. The application must be accompanied by the following (two sets of each):

- (a) a statement from the candidate accompanied by a letter from the Head of Department confirming that the application has been made following consultation with the Head of Department concerning the suitability of the work for submission;
- (b) a signed statement advising how far the work submitted is based on the candidate's own independent study, making it clear, for each publication, how far the work was conducted in collaboration with or with the assistance of others and the conditions and circumstances in which the work was carried out;
- (c) a complete list of the publications to be submitted indicating:
 - (i) those completed while the candidate was a member of the academic staff at the University of Leicester, or a Leicester graduate undertaking research at their host institution;
 - (ii) the nature and extent of any collaborative work, including the names of any co-authors.
- (d) a 5000 word summary describing the scope and content of the submitted work and evaluating its contribution to the advancement of the subject;
- (e) a Curriculum vitae
- (f) two sets of the material to be assessed;
- (g) a submission fee of £260.

Candidates may submit two copies of the following:

- a) a statement explaining the significance of the publications
- b) manuscripts already accepted for publication, on A4 paper and securely bound (not in a ring binder)
- c) supplementary data such as questionnaires or reviews of literature.

Note: All material not already in bound form must be bound before submission in accordance with the University's standard requirements i.e., in A4 format, hard-bound, standard green - Aberlave Library Buckram No 563.

4. The submitted work will be examined by two external examiners, who will be required to produce an agreed report. Candidates will attend an oral examination.

5. It shall not be recommended that a candidate shall pass unless his/her submission, which may be satisfactory in other respects, reaches an approved standard in any such matters as

methodical exposition and demonstration, relevance and coherence of argument, and effectiveness of style.

6. In cases of exceptional merit, the degree may be awarded with distinction.

7. Candidates who fail to satisfy the examiners will not normally be allowed to present themselves for re-examination.

The Award of a Degree by Published Work

a) The degree of Ph.D.

Members of the academic staff of the University of Leicester who have been in post for a minimum of three years, or retired members of staff with the same minimum period of service may apply under the conditions below to be considered for the award of the degree of Ph.D. on the basis of published work.

Members of Staff who wish to register for the degree of Ph.D. by published work should consult their Head of Department in the first instance and then obtain the standard application form from the Graduate Office.

The published work submitted for consideration must meet the following requirements:

1. the submission must comply with the general requirements of the degree of Ph.D., i.e. it must constitute advanced study and research which contains original work;
2. the publications must form a coherent and substantial body of work, which is capable of assessment as a single oeuvre;
3. the work must not have been previously submitted by the candidate for any other degree awarded by the University of Leicester or by any other institution;
4. only work published in journal, or in book form, or otherwise in the public domain will qualify for consideration. The work must be generally available for consultation by scholars and identifiable in academic library catalogues.

Candidates should submit an application form and a list of the publications which they intend to submit for examination to the Graduate Office. These will be assessed by the Dean of the Faculty in which the candidate will be registered. If the case for submission is agreed the Head of Department will be required to appoint an adviser who will support the candidate through the submission process.

It is expected that submission will normally take place within one year and candidates are required to give the Graduate Office three months' notice of their intention to submit.

The formal submission will include the following:

1. The standard application form for the degree of Ph.D. by published work;
2. A complete list of the publications to be submitted indicating the nature of any collaborative work, including the names of any co-authors;
3. A 5,000 word summary describing the scope and content of the submitted work and evaluating its contribution to the advancement of the subject;
4. Two sets of the material to be assessed
5. A submission fee of £260.

Note: All material not already in bound form must be bound before submission in accordance with the University's standard requirements. The submission will be examined by two external examiners appointed by Senate. Examiners will be required to submit preliminary reports and an agreed report. Candidates will be required to attend an oral examination.

Candidates who fail to satisfy the examiners will not normally be allowed to present themselves for re-examination on the same material.

One copy of the work or works approved will be retained in the University Library.

b) The Degrees of Doctor of Letters, Doctor of Science and Doctor of Laws

The degree of Doctor of Letters, Doctor of Science or Doctor of Laws may be awarded to a graduate of the University, or to a graduate of the University of London who took his/her degree as a registered student of the University College of Leicester, or to a graduate member of the academic staff of the University, or to a former member of the academic staff of the University with at least three years' service, who shall be deemed by Senate, after considering a report from the Board of Examiners, to have produced published work constituting a sustained, original, and distinguished contribution to knowledge.

To be admitted to the degree of Doctor of Letters, Doctor of Science, or Doctor of Laws a candidate must have been admitted to a Bachelor's degree not less than nine years previously or to a master's degree not less than eight years previously or to the degree of Doctor of Philosophy not less than six years previously.

An application for the degree of Doctor of Letters, Doctor of Science, or Doctor of Laws may be submitted at any time on the appropriate application form. If Senate accepts the application it shall appoint a Board of three examiners, two of whom shall be external to the University, except that, where the application is made by a member of the staff of the University, Senate may decide not to appoint an internal examiner.

When Senate accepts an application a candidate will be required to submit three copies of the published work which forms part of the submission for the degree. The submission must be presented in line with University requirements as specified in the notes for guidance issued to candidates. A substantial amount of the work submitted must be independent work published in the candidate's own name, and should demonstrate their unique contribution to the field of research. In the case of conjoint work the candidate must produce satisfactory evidence of the extent to which he was responsible for the initiation and conduct or direction of the work. The candidate must also indicate what part, if any, of the work has been submitted for a degree of this or any other University by themselves or, in the cases of conjoint work, by any of their collaborators.

One copy of the work or works approved for the award of the degree will be retained in the University Library.

Research Degrees including a Taught Course Element

1. Degree of Doctor of Clinical Psychology (D.Clin.Psy.)

Period of Registration: Three years full-time

Candidates must have a first degree in Psychology (or equivalent) which is accepted as offering the “Graduate Basis for Registration” of the British Psychological Society.

The curriculum will consist of three elements:

- i) Formal instruction and directed reading covering the main areas of the application of psychological findings and principles to the resolution of clinical problems. There are six academic teaching strands:
 - a) Clinical problems across the lifespan
 - b) Clinical skills
 - c) Personal and professional skills
 - d) Research
 - e) Service delivery and organisation
 - f) Theoretical models
- ii) A series of formal supervised clinical placements
- iv) The conduct of small scale research projects encompassing different methodologies together with a more sustained piece of research with the latter being written up as a thesis.

Assessment:

Assessment consists of four elements

- i) Academic assignments and clinical skills assessments (e.g. literature review, clinical case reports)
- ii) Reports of small scale research studies
- iii) Reports of competence developed on clinical placements
- iv) Thesis; the total length for the entire thesis should be no more than 22,000 words including tables and references but excluding appendices, and 27,000 words including appendices.

In order to qualify for the award of the degree candidates will need to satisfy the examiners in all aspects of the assessment.

Trainees who have successfully completed the requirements of the course for the degree of D.Clin.Psy. will be awarded the degree if they are deemed by the Board of the Faculty of Medicine and Biological Sciences to be fit to practise. Trainees may be required to withdraw from the university or to transfer to another course if at any time during the D.Clin.Psy. course the Board of the Faculty concludes that there is sufficient reason to judge that they will be unfit to practise.

In all cases an oral examination will be held and a candidate may submit other published work of his/her own from the same general field of study in support of a thesis.

Two copies of the thesis must be submitted to the Graduate Office in a form suitable for publication, together with two copies of an abstract of the work not exceeding 300 words in length. The thesis must be in English and the copies must be word processed, typewritten or printed, and bound in the prescribed manner. The copies of the abstract must be word processed or typewritten but not bound in with the thesis. Two copies of the thesis and abstract will, if approved for the award of the degree, be retained and become the property of the University.

The examiners may recommend that a candidate shall pass, fail or be referred. It shall not be recommended that a candidate shall pass unless the submission, which may be satisfactory in all other respects, reaches an approved standard in such matters as methodical exposition, effectiveness of style and the relevance and coherence of argument.

Any period of referral shall not be less than six months and not longer than two years.

2. The Degree of Doctor of Education

Period of Registration: Minimum two years full-time or three years part-time.

Maximum three years full-time or five years part-time.

Entry Requirements: Candidates will normally have a master's degree in Education from a British university or its equivalent in a discipline related to their subject specialist strand. Candidates are also required to have a minimum of three years' professional experience at an appropriate level.

Course Aims: To enable professionals to conduct doctoral standard research in their own or neighbouring institutions to illuminate practice and provide a foundation for improvements in the quality of education at site level; to conduct research on policy in a national or local context; and to extend and deepen students' professional knowledge and their ability to reflect critically on professional practice.

Curriculum: (i) All candidates will take the following core modules:

Module code	Module title	Core/option	Credit rating
ED8009	Identifying your research agenda: contemporary issues in Education (Applied Linguistics and TESOL or Leadership and Learning)	C	15
ED8010	Becoming a researcher	C	15
ED8011	Forming appropriate conceptual frameworks	C	30
ED8012	Designing your research study	C	30
ED8013	Data collection and analysis	C	30
ED8014	Thesis proposal	C	30
ED8015	Thesis	C	300

Assessment:

(i) The taught modules ED8009 and ED8010 will each be assessed by a 2,500-3,000 word assignment; modules ED8011, ED8012 and ED8013 will be assessed by a 5,000-6,000 word assignment.

(ii) Module ED8014 is assessed by a 5,000-6,000 word thesis proposal.

(iii) Candidates will also be required to submit a thesis of no more than 55,000 words. The thesis topic will usually be closely related to the subject strand being followed by the candidate and must be in an area which can be supervised by an academic member of staff of the School of Education. It must contain original work of publishable quality. The thesis will be examined by an internal and external examiner in line with the University's Code of Practice for Research Degrees. An oral examination will be held at the University of Leicester unless there are exceptional circumstances in which case permission must be sought from the Chair of the Board of Graduate Studies to hold the examination at another appropriate location.

(iv) Candidates will be permitted to resubmit assignments once only for any of the first five modules and/or the thesis (but not the thesis proposal) at the discretion of the examiners

Qualifications awarded:

Following the oral examination the examiners may make the following recommendations to Faculty Board:

- (i) award of the degree of Doctor of Education;
- (ii) award of the degree of Doctor of Education with minor amendments;
- (iii) award of the degree of Doctor of Education subject to major amendments to be completed within six months;
- (iv) referral for resubmission for the degree of Doctor of Education;
- (v) award of the degree of Master of Education;
- (vi) award of the degree of Master of Education subject to minor amendments.

Candidates who successfully complete all of the taught modules and the assignment for each module, but who do not progress to the thesis may be recommended for the award of Master of Education.

3. The Degree of Doctor of Social Science

Period of Registration: Minimum 4 years and maximum 6 years by distance learning.

Entry Requirements: The minimum entry requirement is a first degree with upper second class honours but candidates will normally have a master's degree. Candidates with a master's degree in an appropriate discipline may be considered for exemptions of up to 90 level M credits and will therefore be required to complete 450 credits at doctoral level.

Aims: The aims of the degree programme are:

- To provide the latest and most sophisticated theoretical knowledge for practitioners.
- To ensure that this knowledge can be used to inform practice and that practitioners can critically engage with developments in their field.
- To equip members of the profession to work with the tools and techniques necessary to conduct and evaluate research pertinent to their professional interests.
- To enhance the growing discipline areas of Human Resource Development and labour market studies.

Curriculum: Candidates who do not have a relevant master's degree will select three modules totalling 90 credits from the following master's programmes with the approval of the programme director:

- M.Sc. in Training
- M.Sc. in Training and Human Resource Management
- M.Sc. in Training and Performance Management

On satisfactory completion of these modules candidates will proceed to the doctoral programme as detailed below.

All candidates will take four core modules and four option modules chosen from those listed below and a thesis of 50,000 words.

Course Modules:

Module Code	Module Title	Core/Option	Credit Rating
LM801	Introduction to Social Research	C	20
LM802	Philosophical and Methodological Foundations of Social Research	C	20
LM803	Quantitative Methods and Analysis	C	20
LM804	Qualitative Methods and Analysis	C	20
LM805	Workplace Learning	O	25
LM807	Knowledge Management and the Learning Organisation	O	25
LM808	Comparing National Education and Training Systems	O	25
LM809	Vocational Education and Training and Lifelong Learning	O	25
LM810	Globalisation and Human Resource Management	O	25
LM811	National Culture and Human Resource Development	O	25

LM812	The Changing Contours of Labour Markets	O	25
LM813	Youth Transitions, HRD and the Labour Markets	O	25
LM814	Gender Work and Society	O	20
LM815	Theories of Growth, Worker Skills and the Role of the State	O	20
LM816	New Identities: The Construction of the Self in the Workplace	O	20
LM800	Thesis	C	270

All candidates will be required to submit a doctoral thesis of 50,000 words in a field of study approved by the Board of the Faculty of the Social Sciences. The thesis will demonstrate the ability to apply appropriate research methodologies and will contain original work of publishable quality.

Assessment: Each of the core modules will be assessed by an assignment of 4000 words and each of the option modules will be assessed by an assignment of 5000 words. Candidates will also be required to submit a 2000 word thesis proposal. Candidates will be required to submit a thesis of 50,000 words in a field of study approved by the Board of the Faculty of the Social Sciences. The thesis will demonstrate the ability to apply appropriate research methodologies and to analyse practical and/or theoretical issues within Human Resource Development. The thesis must contain original work and be of publishable quality. The thesis will be examined by an internal and external examiner in line with the University's Code of Practice for Research Degrees. An oral examination will be held at the University.

Candidates will be permitted to re-submit one or more of the assignments and/or the thesis at the discretion of the examiners.

Qualifications Awarded:

- (i) Candidates who satisfactorily complete the assessment requirements for each of the taught modules and submit a satisfactory thesis will be awarded the degree of Doctor of Social Science (Work, Employment and Learning).
- (ii) Candidates who satisfactorily complete the assessment requirements in all elements of the degree except the thesis will be awarded the degree of Master of Social Science (Work, Employment and Learning).

4. The Degree of Doctor of Engineering

Period of registration: Four years full-time.

Entry requirements: Candidates will normally have at least an upper second class honours degree from a UK university or its equivalent in Engineering or a related area. A lower formal academic qualification may be accepted if a candidate a relevant postgraduate qualification and/or significant professional experience.

Programme aims: To make a major contribution to UK systems engineering competitiveness through the training of high-calibre research engineers and through high quality innovative, and industrially relevant, research projects.

Curriculum: All candidates will take a selection of modules available from the partner universities involved in the Doctor of Engineering scheme.

Assessment:

(i) The taught modules are assessed by means of written examination papers and a range of continuously assessed work.

(ii) The EngD thesis should be an original contribution to knowledge, containing material of publishable quality. The thesis discourse (of not more than 25,000 words) must clearly set out the aims, objectives, findings and industrial relevance/impact of the research work undertaken, and, where a set of sub-projects has been undertaken, will demonstrate coherence and adherence to an agreed theme.

(iii) Candidates will be permitted to resubmit assignments once only for any of the first five modules and/or the thesis (but not the thesis proposal) at the discretion of the examiners

Qualifications awarded:

Following the oral examination the examiners may make the following recommendations to Faculty Board:

- (i) award of the degree of Doctor of Engineering;
- (ii) award of the degree of Doctor of Engineering with minor amendments;
- (iii) referral for resubmission for the degree of Doctor of Engineering;
- iv) referral for resubmission for the degree of Doctor of Engineering subject to minor amendments
- vi) fail.

The Students' Union

The Education Act 1994 regulates the operation of students' Unions and their Relationships with the university authorities and students. It requires universities to publicise the arrangements for implementing the Act by means of a Code of Practice. For the University of Leicester, the Code of Practice is made up of the following two documents, both of which are printed in full below:

- Ordinance XV of the University
- Other Regulations Concerning the Students' Union

Ordinance XV

1. There shall be a Students' Union of the University (hereinafter called the Union) for the promotion of the general interests of students and to afford a recognised channel of communication between students and the University authorities.
2. The members of the Union shall be:
 - (a) All registered students of the University.
 - (b) Such members of staff of the University as may elect to become Associate members of the Union.
 - (c) Such persons as the Union in accordance with its Regulations may from time to time admit or elect as Associate, Life, Honorary or External Members.

Provided that any registered student shall have the right not to be a member of the Union if he/she so wishes, and shall not be unfairly disadvantaged by reason of having exercised that right. Students wishing not to be members of the Union must indicate this wish in writing to the Registrar (or such officer as he may designate for the purpose), and this decision will remain effective for the duration of their registered student membership of the University unless they take specific action to resume membership. Students who have opted out may not resume membership of the Union during the session in which they have opted out, but they may take up membership in any subsequent session, provided that they indicate a wish to do so in writing to the Registrar or his designated officer.

3. Members under 2(b) and 2(c), other than Honorary Members, will be required to pay such subscription as may be required by the Regulations of the Union.
4. The Constitution of the Union shall consist of the provisions of the University's Statutes concerning the Students' Union, this Ordinance, any other Regulations of the University concerning the Union, and the Regulations of the Union prepared and approved in accordance with section (6) below. This Constitution shall comply with the terms of the Education (No.2) Act 1986 and the Education Act 1994, and shall be presented to the Council of the University for review annually. Copies of the Constitution shall be made freely available for inspection by any member of the University in the offices of the Union, the office of the Registrar, the Library of the University, and in such other places as the Executive Committee of the Union may designate.
5. The Union shall designate an officer or an employee who shall have overall responsibility for the implementation of the financial aspects of this Ordinance and of any Regulations of the University concerning the Union. This person shall also have a duty to advise the Union if at any time any action or policy under consideration by the Union appears to be in conflict with

any statutory requirements, the terms of this Ordinance, the Regulations of the University, or any other agreement between the Union and the University. The designated person shall be required to inform the Vice-Chancellor in writing should the Union decide to proceed contrary to that advice.

6. Regulations shall be prepared by the Union for the furtherance of the objects of the union which regulations and any alterations or abrogation thereof shall be of effect and binding on all members of the Union immediately upon receiving the approval of the Senate and Council. The Regulations shall provide *inter alia* for the election of officers by secret ballot, for the conduct of all elections by democratic process, for the publication of an Annual Report and Accounts, for the appointment of a Union Council, an Executive Committee, a Finance and Management Committee and Standing Committees, for the affiliation of Students' Societies and Athletic Clubs to the Union, for the allocation of resources to affiliated societies and clubs, for the affiliation of the Union to external organisations, and for appropriate procedures governing these activities.
7. Students shall be permitted to participate in elections of the Union by postal ballot under such circumstances and according to such procedures as shall be defined in the Regulations of the Union.
8. The conduct of the elections of officers shall be subject to inspection by a person appointed by the Council of the University, who shall be required to satisfy him/herself on behalf of the Council that the Elections have been fairly and properly conducted, and without whose certificate any election shall be void.
9. No person shall hold sabbatical office, or paid elected office, in the Union for more than two years in total.
10. The election of the representatives of the Union on the University Court under Section 13 Class 7(g) of the Statutes shall be in accordance with the Regulations of the Union.
11. The functions of the Executive Committee, subject to the Regulations of the Union, shall be to represent the Union in all matters affecting its interests. The Finance and Management Committee shall be accountable to the Union Council for the administration of the finances of the Union.
12. The accounts of the Union shall at the end of each financial year be audited by a public accountant in the active practice of his /her profession, and copies of the account, with the signed report of the auditor, shall be subject to the approval of the Union Council. The audited accounts shall be presented to the Council of the University, and copies shall be made freely available for inspection by any member of the University in the offices of the Union, the office of the Registrar, the Library of the University, and in such other places as the Executive Committee may designate.
13. The Annual Report and Accounts of the Union shall contain:
 - (a) a list of any external organisations to which the Union has made donations in the period to which the report relates, and details of those donations
 - (b) a list of any external organisations to which the Union has been affiliated in the period to which the report refers, and details of the subscriptions or fees paid to such organisations in the same period.

14. The budget of the Union for the forthcoming financial year shall be prepared in accordance with the Regulations of the Union, shall be subject to discussion with the Registrar and other appropriate officers of the University, and shall be presented to the Council of the University for approval.
15. The Union shall make a quarterly report on its income and expenditure against the approved budget to an appropriate committee of the Council of the University.
16. The Union shall incur no expenditure, and take no other action, which is inconsistent with the law relating to charities.
17. The Executive Committee shall have the authority to affiliate the Union to outside organisations, subject to legislation, the provision of Ordinances, and the Regulations of the Union. Any such new affiliation shall be announced by means of a notice stating the name of the organisation, and details of any subscriptions or donations made or proposed. The notice shall be prominently displayed in the Students' Union, and shall be made available for display in the University Library and the office of the Registrar.
18. The Regulations of the Union shall include procedures for the review of affiliations to external organisations annually. Five per cent of the members of the Union under 2(a) above may, on provision of a signed requisition, call for a ballot of all members on the continuation of affiliation to a specified external organisation or organisations, provided that no organisation may be the subject of such a ballot more than once in any Academic Year.
19. The Regulations of the Union shall include procedures for the consideration of any complaints by students (whether members or not) who are dissatisfied in their dealings with the Union. Complainants shall have a right of appeal to an independent person appointed by the Council of the University. Students who, not being members of the Union, claim to have been unfairly disadvantaged as a consequence, may have their complaints considered by the Registrar, and shall have a right of appeal thereafter to an independent person.

Other Regulations concerning the Students' Union

1. The Union shall:
 - (a) keep proper accounts and accounting records.;
 - (b) maintain a sound system of internal financial management and control;
 - (c) plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, taking one year with another, to meet its total expenditure and that its financial solvency is maintained;
 - (d) obtain the proper written consent of the University to any transaction involving land, buildings or equipment in excess of an amount determined from time to time by the Council of the University;
 - (e) obtain the prior written consent of the University to the borrowing of any money for a period in excess of twelve months;
 - (f) not give any guarantees or indemnities incurring contingent liabilities other than in the normal course of business;
 - (g) maintain such levels of insurance cover as may be deemed appropriate by the University's Director of Estates and Buildings.

2. Failure to comply with the Ordinances and Regulations of the University or any statutory requirements may require the repayment in whole or in part of funds paid by the University to the Union, together with interest in respect of any period during which a sum due to the University under this or any other condition remains unpaid.
3. Procedures for allocating resources to groups or clubs affiliated to the Students' Union shall be included in the Regulations of the Union and shall therefore be freely available in writing to all students. All such procedures are required to be fair.
4. As indicated in Ordinance XV, the Union is subject to the law relating to charities. Advice may be issued from time to time by the Charity Commissioners and by the Law Officers of the Crown. As part of a charitable institution, the Students' Union must not be a political organisation. It must not advocate policies on subjects and issues which do not bear on the purposes of the Union; nor may it seek to organise public opinion to support or oppose a political party which advocates a particular policy favoured or opposed by the Union. The Union may, however, seek to influence opinion through well-founded reasoned argument on issues directly related to the Union's stated purposes.
5. Students bring forward complaints under Ordinance XV(19) are entitled to expect that their cases will be dealt with promptly and fairly, and where a complaint is upheld, to be given an effective remedy. Details of the Union's complaints procedure are included in the Regulations of the Union. Students who are not members of the Union and who believe they have been unfairly disadvantaged as a consequence may submit a case in writing to the Registrar. The Registrar will formally acknowledge the complaint, will institute an enquiry, and will respond to the complaint with his conclusions within 21 days of receipt of the case.

A student wishing to appeal against the decision arising from the Union's complaints procedures or the decision of the Registrar should express this desire in writing to the Vice-Chancellor within 14 days of receipt of the decision. An independent person shall be appointed by the Chairman of the Council of the university, and the appointment shall be reported to the next meeting of the Council. The independent person shall carry out such enquiries as he/she deems appropriate, and shall normally be expected to submit his/her conclusions within 21 days of appointment. The independent person's decision shall be final, and shall be delivered to the Chairman of Council and to the complainant in writing.

6. The Education (No 2) Act 1986 makes provisions for the maintenance of freedom of speech in universities. A Code of Practice is published in the University's Undergraduate and Postgraduate Regulations [Regulations Concerning Freedom of Speech].
7. By agreement between the University and the Union, students who choose to opt out of membership of the Union may use the facilities and services of the Union listed below, and will not be liable to pay any membership subscription or supplementary charge in order to do so:
 - (i) Catering services (these are provided within the Union by the University)
 - (ii) Shopping facilities
 - (iii) Access to Banks and other commercial services operating within the Students' Union
 - (iv) Membership of the Sports Association and affiliated clubs

- (v) Membership of other clubs and societies affiliated to the Union, except that non-members may not be elected as officers of such clubs and societies
 - (vi) Welfare advice and accommodation services. (All students additionally have access to welfare services provided by the University).
8. Non-members shall not have access by right to bars, discotheques, etc., organised by the Union where the terms of the Union's licence do not extend to non-members.
 9. Non-members of the Union may not serve on any University Committee with student membership, where the terms of reference of the committee specify that the positions are to be held by members or officers of the Union.
 10. The University has made no special arrangements for the provision of services or facilities specifically for non-members of the Union, since it is satisfied that the range of services provided by the University and the Union for all students (whether members of the Union or not) are sufficient to ensure that non-members are not unfairly disadvantaged within the meaning of the Education Act 1994.

Annex A: Use of Student Data

I Notification by the University to applicants

1. The University of Leicester holds information about students in order to manage student recruitment, admission, registration, study, examination, graduation and other student services such as accommodation and careers. Information is passed between various sections of the University for operational reasons (for example, the Registry notifies changes of address to departments, the Library, the Computer Centre and other units on a 'need to know' basis). Also, it may be disclosed to external agencies to which the University has obligations; for example: Council Tax Registration Officers; Higher Education Funding Council for England; Higher Education Statistical Agency; Student Loans Company; Research Councils.

If, at the end of your course, you have unpaid debts to the University, the University may, at its discretion, pass this information to debt collecting agencies.

2. The University also uses student information as follows:
 - providing contact details to the Students' Union to enable it to offer appropriate services to students
 - providing progress reports to sponsors of students (except relatives)
 - providing references to education institutions and potential employers
 - publication of the names of graduating students in the degree ceremony graduation programme
 - informing schools of the degree awards made to their former pupils
 - disclosing information about students to their former schools for the purposes of schools liaison
 - for the purposes of plagiarism detection, utilising the on-line *Turnitin* plagiarism detection service
 - subject to review on a case-by-case basis by the University's Data Protection Officer, providing contact details to third party companies and organisations formally engaged by the University to provide enhanced levels of service to support core activities (an example would be the provision of contact details in order to allow careers information to be distributed by employers or their agents).

If you do not want the University to use your information for such purposes you must inform the Academic Office in writing. In most cases you can do this at any time. However, if you do not want your degree award details published in newspapers or in the graduation booklet, or if you do not want your former school to be informed of your award, you must give written notice to the Academic Office within seven days of completing your final examinations.

3. On graduating, all students automatically become members of Convocation (the formal title for the University's Graduates' Association). They receive the alumni magazine and other information offering the opportunity to remain in touch with fellow graduates and

the University. If you do not wish to receive these communications you must notify the Graduate Relations Office – this can be done at any time after you graduate.

4. If you have any queries about data protection please contact the University's Data Protection Officer.

II Student Collection Notice (as supplied by the Higher Education Statistical Agency)

Some information held about you by your institution will be sent to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains mainly coded information including ethnicity and disability data. Your record, or parts of it, will be passed to those of the following bodies that require it to carry out their statutory functions in relation to the funding of education:

Department for Education and Skills (DfES)

National Assembly for Wales (NAW)

Scottish Executive (SE)

Department for Employment and Learning, Northern Ireland (DEL(NI))

Higher Education Funding Council For England (HEFCE)

Higher Education Funding Council for Wales (HEFCW)

Scottish Higher Education Funding Council (SHEFC)

Teacher Training Agency (TTA)

Department of Health (DH)

Research Councils (RCs)

The data in your record will be used in anonymised form, primarily for statistical analysis, by HESA and the above bodies. This use may result in the publication and release of data to other approved users, which may include academic researchers and commercial bodies. Your record will not be used by HESA or any of the above bodies in a way that would affect you individually.

You may wish to note that your contact details will not be made available to HESA and that precautions are taken to minimise the risk of identification of individuals from the published and released data. None of the above bodies will be able to use the data provided to HESA in order to contact you.

When you qualify, further data about you will be collected and information on how this will be used will be provided at that time.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please contact HESA at www.hesa.ac.uk, or by writing to 95 The Promenade, Cheltenham, GL50 1HZ.

Annex B: Student Charter

Students and staff of the University are members of a single community, working in partnership within available resources to provide a research and learning environment in which all members are given the opportunity to realise their full potential.

The University's commitment to the development of the intellectual, cultural and social lives of its members is embodied in general terms in its Charter of Incorporation and its Statutes and Ordinances, and is re-affirmed in its Mission Statement. This Student Charter sets out in detail how the University and its students are expected to work together to meet their respective obligations and responsibilities.

The Charter is applicable to full-time students, and to part-time students engaged in campus-based study.

Equality of opportunity

The University is committed to an equal opportunities policy which is designed to enable all its students to derive the maximum benefit from their studies.

The University will:

- operate a policy of equal opportunities in admissions to ensure that applicants are selected solely on the basis of their potential to succeed on their chosen course of study
- provide clear, accurate information about its courses and postgraduate research opportunities, including entry requirements, application procedures, course structures, tuition fees and costs, to ensure that all applicants are able to make an informed choice about their future programme of study
- ensure that all applications are treated fairly and processed efficiently, and monitor procedures in order to secure this outcome
- offer, through its AccessAbility Centre, advice to applicants with special needs
- operate an admissions policy which takes such account of prior learning and work experience as is permitted by regulations and is appropriate to the proposed course of study
- strictly enforce regulations concerning discrimination, intolerance and freedom of speech

Applicants are expected to:

- provide full, accurate, relevant and timely information about themselves

Students are expected to:

- treat all University staff and fellow students with respect and consideration and refrain from any action which may cause offence to others

Teaching and Learning

The University is committed to providing the best teaching and learning experience for its students within the resources available.

The University will:

- offer teaching programmes which benefit from the research environment in which they are offered and which encourage the development of critical thought and the ability to evaluate and communicate information
- have in place modular taught courses which are designed to regulate workload and encourage periodic feedback on performance
- take account, as appropriate, of the needs of employers and professional bodies
- through the design of its courses, encourage the acquisition of transferable skills to enhance employment prospects, taking into account the range of careers entered into by its students
- have in place a Staff Development Programme which provides development and training activities related to teaching and learning, in which staff are strongly encouraged to participate
- promote the use of learning and teaching methods which are appropriate to the subject matter and to students' needs

Students are expected to:

- take full advantage of the opportunities provided for intellectual development and the acquisition of knowledge

Academic Support

The University will provide students with the information and support they need to pursue their programmes of study and with an appropriate environment in which to work.

The University, either centrally or through its departments, will provide students with:

- induction appropriate to their programme of study
- relevant training in study skills
- study support through the Student Learning Centre
- copies of regulations, codes of practice and guidelines on matters relevant to their study
- full details, through departmental handbooks, of the requirements of their programme of study
- a transcript of each year's academic record
- a safe environment which is conducive to study
- suitably equipped laboratories for experimental work

The University requires each department to:

- allocate a personal tutor to all undergraduate and taught postgraduate students
- ensure that students have access to their subject tutors to discuss and resolve any queries or problems
- appoint a postgraduate tutor with responsibility for research students
- provide transparent schemes of assessment
- give clear deadlines for the submission of assessed work

- ensure that staff mark and return assessed work within a reasonable period of time after its submission, and adhere to dates for the return of work which have been previously announced
- have procedures in place which provide students with the opportunity of obtaining information about their academic progress
- monitor student progress and report students who have failed to meet their academic obligations

Students are expected to:

- seek such study support as is necessary for their programme of study
- familiarise themselves with the information provided to them by the University and by their department
- accept responsibility for pursuing their studies diligently
- comply with University regulations and procedures
- meet University and departmental deadlines
- keep appointments with University staff
- refer problems promptly to their academic/personal tutors
- manage their time sensibly, giving priority when necessary to their academic work
- understand that academic staff have research and administrative responsibilities which may sometimes limit their availability
- observe such health and safety regulations as are currently in force
- use University facilities with care and consideration for others

Academic Quality

The University will have in place procedures to monitor and review its academic provision and to ensure that quality is maintained.

The University will:

- have internal quality assurance mechanisms which are designed to ensure the maintenance of standards and to encourage improvement and the promotion of good practice
- undertake a continuous process of review of teaching and learning methods
- seek student opinion to inform departmental and course reviews and obtain students' views through written questionnaires

Students are expected to:

- participate in reviews of University or departmental provision if requested to do so
- complete questionnaires which are designed to monitor provision

Academic and Administrative Support

The University will offer a range of academic and administrative support services to underpin its teaching and learning activities.

The University will:

- aim to achieve a balance between the needs of teaching and research in the provision of its academic services
- offer appropriate library facilities and other learning materials in support of taught courses and research
- offer introductory courses and guides to the library to help students to make the best use of the facilities
- have in place library lending arrangements which are designed to ensure the fairest distribution of resources to the widest possible number of users
- provide a general computing service to support the teaching, learning and research activities of the University
- equip lecture theatres and seminar rooms with suitable facilities, including audio visual aids
- provide efficient, responsive and flexible administrative services to support staff and students
- have in place regulations governing the use of its facilities to ensure that standards are maintained
- take appropriate disciplinary action against those found responsible for damaging, defacing or misusing University property
- require adherence to procedures and deadlines relating to registration, examinations, graduation and other centrally-administered activities

Students are expected to:

- use computing and library services and teaching rooms with respect and with consideration for other users, in compliance with appropriate regulations and legislation
- comply with administrative procedures

Student Support Services

The University will provide an accommodation service and a network of welfare services to support its students.

The University will:

- offer a range of University-owned accommodation for students, including self-catering accommodation
- guarantee a place in University-managed accommodation to new full-time undergraduate students and new international students who accept and confirm the offer of a place at the University by specified dates
- provide pastoral support through the Wardens and Sub-Wardens to students in University-owned accommodation
- provide, through the Students' Union, an Accommodation Information Service to advise students on private accommodation

- provide a Careers Service which offers guidance and information to help students to identify their abilities, interests and values, to investigate the range of opportunities open to them and to make career decisions
- support and encourage Personal Development Planning (PDP)
- provide a confidential counselling service
- work with the Freeman's Common Health Service to ensure that students and their families are offered primary health care which meets their needs
- offer a comprehensive Welfare Service
- provide an English Language Teaching Unit for those international students whose first language is not English and who require such support
- support the spiritual needs of its students through the Chaplaincy Centre and other religious advisers, and provide facilities for worship, contemplation and discussion

Students are expected to:

- comply with regulations governing University accommodation to ensure that all residents live in a peaceful and harmonious atmosphere
- be sensitive to the needs of local residents living adjacent to University accommodation or private accommodation occupied by students
- use the network of support services with consideration for the need of others
- take responsibility for consulting advisers in a timely and efficient manner

Non-Academic Facilities

The University will provide facilities to support students' non-academic activities.

The University will:

- provide, in association with the Students' Union where applicable, a range of social, cultural, recreational and sporting facilities
- ensure that undergraduate students have sufficient opportunity to pursue such activities by providing a lecture-free period on Wednesday afternoon
- provide a range of catering facilities at different locations on campus

Students are expected to:

- ensure that they maintain the University's good name when they participate in extra-curricular activities

Student Representation

The University will work in partnership with its students to ensure that they are given the opportunity to express their views on their experiences at the University and to participate in the University's decision-making processes.

The University will:

- allow for student representation on, and attendance at, University committees
- provide the opportunity for the Sabbatical Officers of the Students' Union to meet regularly with senior officers of the University to discuss matters of mutual interest

- encourage, promote and monitor the operation of departmental staff-student committees
- seek feedback from students about academic services through their representation on relevant committees
- ensure that students are informed of the response to the feedback they give to the University

Students are expected to:

- attend the meetings of the committees of which they are members
- provide feedback to those they are representing

Complaints and Appeals

The University will operate fair and efficient complaints and appeals procedures.

The University will:

- publish information in its Undergraduate and Postgraduate Regulations on its appeals procedures and ensure that appellants are informed about how they can obtain advice
- have a clear complaints procedure which will explain how, and to whom, students may make complaints on any matters relevant to them
- deal with all complaints in confidence
- keep students informed of the progress of any complaint made

Students are expected to:

- familiarise themselves with the appropriate regulations
- follow agreed procedures

This Charter is designed to comply with the terms of the Government's Charter for Higher Education. The University's performance in meeting all charter requirements is externally audited by the national Quality Assurance Agency through its programme of institutional audits.

Any queries regarding the operation or interpretation of this Charter should be addressed in writing to the Academic Registrar, Fielding Johnson Building. Complaints about any aspect of the University's provision should be pursued in accordance with the complaints procedures set out in Undergraduate and Postgraduate Regulations and displayed on departmental notice boards.

Appendix C: Student Code of Social Responsibility

The preamble to the University's Student Charter states that *'Students and staff of the University are members of a single community, working in partnership within available resources to provide a research and learning environment in which all members are given the opportunity to realise their full potential'*. In the Charter, the University undertakes to provide equality of opportunity, quality monitoring and enhancement, academic, administrative and student support, a range of non-academic facilities, and the opportunity of student representation, all contributing to the overall teaching and learning experience.

For the University to be successful in its undertakings, it must have not only the co-operation of its student members, but their active participation in creating a productive social and learning environment. The Charter therefore includes a number of expectations of students, some of which relate to student behaviour.

When the Charter was approved, it was agreed that more detailed service level agreements and 'mini-charters' might be proposed with the aim of elaborating the Charter provisions, and that this would be a desirable development, provided that these lower level statements did not conflict with the main Charter. In relation to student behaviour, a view has emerged, articulated by the student members of the Staff/Student Council (December 1998), that the Charter provisions set out above required reinforcement in the form of a Student Code of Social Responsibility.

The Student Code of Social Responsibility which follows is in three sections; the first is a statement of the formal regulatory position, the second is an explanation of University membership, and the third provides clarification and guidance on what constitutes good behaviour in a University context.

Regulatory Framework

The Student Charter requires students to:

- treat all University staff and fellow students with respect and consideration and refrain from any action which may cause offence to others
- accept responsibility for pursuing their studies diligently
- comply with University Regulations and procedures
- meet University and departmental deadlines
- keep appointments with University staff
- observe such health and safety regulations as are currently in force
- use University facilities with care and consideration for others
- use computing and library services and teaching rooms with respect and with consideration for other users, in compliance with appropriate regulations and legislation
- comply with regulations governing University accommodation to ensure that all residents live in a peaceful and harmonious atmosphere
- be sensitive to the needs of local residents living adjacent to University or private accommodation occupied by students
- use the network of support services with consideration for the needs of others
- take responsibility for consulting advisers in a timely and efficient manner

- ensure that they maintain the University's good name when they participate in extra-curricular activities
- attend the meetings of committees of which they are members
- provide feedback to those they are representing

In addition to the Student Charter, the University has a number of regulations and formal statements which set out its expectations in relation to student behaviour. These are:

- Regulation on Personal Conduct
- Regulations Concerning Residential Accommodation
- Statement on Harassment
- Regulations Concerning Freedom of Speech
- Race Equality Policy

Where student behaviour fails to meet the University's expectations, the Code of Student Discipline may be invoked.

Membership of the University

A current view of higher education is that the relationship between universities and their students can be defined in commercial terms. Students are therefore 'clients', 'customers' or 'stakeholders'. This view obscures the position in traditional universities established by Royal Charter, in which students and staff are defined in Statutes as 'members' of the university. This membership commences with matriculation (i.e. initial registration) and extends for life to those who graduate.

The position of students as members of the institution is intuitively understood by those who deal with the University's students in a social and domestic context. Landlords and neighbours automatically complain to the University about anti-social behaviour, the police expect the University to use its own disciplinary powers when minor offences are committed, and when cases involving students are reported in the press, the University's name is inevitably mentioned. This is not because the University has any quasi parental or family relationship with its students, but because members of the University 'society' are expected to adhere to the society's rules, and the general public expects the University to be able to take action when it observes breaches of those rules.

The main issue, then, is one of reputation, and this is why 'behaviour which brings the University into disrepute' is specifically listed as an offence in the Code of Student Discipline. An anti-social act committed by a member of the University might possibly have no adverse consequence at all for that individual, but could damage the University's reputation as an institution and also by implication have a negative impact on the general reputation of all the other members. University membership therefore carries with it certain moral obligations, and the purpose of this code is to remind students of these. In addition, more serious acts of violence or harassment committed by one student upon another undermine the fabric of the society of which both are members. These are the facts of University life which underpin the following precepts.

Precepts of Behaviour

The following summarises the University's expectations of its student members. It is intended as a reminder to all students of their responsibilities and of the impact of their actions should they fail to meet expected standards of behaviour.

In a social context, the University expects students to:

- remember that their behaviour outside the University reflects on the institution and on the reputation of all its students and to act accordingly
- treat fellow members of the University and members of the general public with courtesy at all times
- be sensitive to the right to a peaceful existence of those living in and adjacent to student residences (both University-owned and in the private sector)
- refrain, in particular, from noisy or uncontrolled behaviour at night or in any circumstances where this would cause offence to neighbours or, in University residences, would prevent other students working or revising
- respect the cultural diversity of the University and the local community
- maintain University property and premises in good order
- refrain from causing damage to public or private property
- be aware of environmental issues by disposing of litter and waste responsibly and minimising use of paper and other consumables

In an academic context, the University expects students to:

- play their part in creating a suitable environment for study by refraining from talking, using mobile phones, or making any other unnecessary noise, eating or drinking in the Library, in lectures or in open access computer areas
- use computers in open access areas for legitimate academic purposes and with consideration for others' needs
- attend classes on time so as not to interrupt other students' concentration
- attend meetings with University staff when asked to do so.

Annex D: Race Equality Policy (extract)

Commitment to Race Equality

1. The University recognises the unique role which higher education has in breaking down the barriers around 'social exclusion' and in promoting racial equality within both the University and the wider community. The University is fully committed to the promotion of the values, principles, and procedures articulated in this Race Equality Policy and to the elimination of racial discrimination and disadvantage so that students, staff, visitors, contractors and other partners, such as the NHS, can have confidence in and support the teaching, learning and research mission of the University.
2. The Mission Statement of the University sets out the obligation of the institution to 'nurture its human resources' in order to further its academic purposes. The Race Equality Policy should be read in this context and also in the context of the Human Resources Strategy and the Widening Participation Strategy regulating key areas relevant to the promotion of racial equality throughout the University.
3. The Vice-Chancellor and senior colleagues, including those with direct operational responsibilities, recognise that it is the responsibility of every member of the University to behave in a manner which promotes equality, diversity and harmonious race relations. All major committees, especially the Staffing Committee, the Standing Committee of Deans and the Equal Opportunities Committee, have clear responsibilities for the regulation and monitoring of the practical application of this policy throughout the institution. This commitment to racial equality will be embedded in the policies, procedures and practices of the University.
4. The above Strategies and the Race Equality Policy are reinforced by the other policy statements and guidelines referred to within the body of this document (the full text of which is on CWIS at <http://www.le.ac.uk/personnel/docs/raceequality.html>).
5. In fostering an inclusive and supportive environment for the promotion of racial equality and diversity, the University seeks to consult and work collaboratively with the local community, minority groups and other social groups and public bodies to promote and disseminate 'good practice', and to promote measures designed to widen the 'pool of applicants' for jobs and for undergraduate and postgraduate courses and research places.

Race Equality Policy

6. Aim

The University of Leicester aims to ensure that students, staff and applicants to the University are treated solely on the basis of merit, ability and potential and are not subjected to discrimination, whether directly or indirectly, on grounds of race, nationality, ethnic or national origins.

7. Objective

The objective is a University open to all sections of society within which staff and students participate fully and equally and where there is recognition of the benefits arising from and support given to cultural diversity within the institution.

8. Principles

The commitment to race equality, within an overarching equal opportunities policy, is embodied in the following principles:

No member of the University shall be subject to discriminatory treatment, either directly or indirectly, on grounds of race, ethnicity or nationality.

Racial discrimination is unacceptable within the University community in that it represents a denial of individual rights and opportunity and a waste of human resources.

The University is committed to ensuring that the principles of this Race Equality policy permeate effectively all aspects of University life.

9. Definitions

The following definitions of direct and indirect discrimination are derived from the Race Relations legislation of 1976 and 2000 and from the European Race Directive.

Direct Discrimination occurs when a person is treated less favourably than others (in the same or similar circumstances) on the grounds of race.

Indirect discrimination can occur when an apparently neutral condition or requirement puts persons of a given group at a particular disadvantage compared with other persons and which cannot be objectively justified in terms of the requirements for performing the job.

10. Particular attention is drawn to the following aspects of the policy:

Racial Discrimination covers discrimination on grounds of race, nationality, ethnic or national origins. Race covers some religious groups.

Racial Harassment is an attack on the dignity of the individual person. It may cover hostile or offensive acts or expressions aimed at the racial or ethnic origins of the recipient, or incitement to commit such an act. Racial harassment can include derogatory name-calling, insults, racist jokes and graffiti, verbal abuse, threats, physical attack and ridicule of individuals for cultural differences. Such unwanted behaviour may create an intimidating working environment. Harassment often tends to be an offence of a repetitious nature, although even one incident may constitute harassment if sufficiently serious.

Bullying or intimidating behaviour may also be considered as racial harassment. It arises when an individual is made to feel threatened, patronised or humiliated on grounds of race, ethnicity or nationality. It can involve an abuse of power, threats relating to work success, promotion prospects, pay or intimidation by means of an aggressive or offensive manner. Such behaviour may be either verbal or physical.

