

Regulations and policies

Rights and responsibilities

When you registered with the University you agreed to be bound by all the University's rules and regulations. This section sets out the main regulations of a general nature applicable to students. The Office of the University Secretary is responsible for maintaining these, and up-to-date versions can always be found on their website at www.bristol.ac.uk/secretary/studentrulesregs. Academic regulations governing specific programmes or groups of programmes can be found in the 'Regulations' section of the University's *Charter, Acts, Statutes, Ordinances and Regulations* at www.bristol.ac.uk/university/governance/constitutionaldocs/charteractsstatutesordinances. Also listed below are various policy documents of relevance to students.

Regulations may change from time to time, and you will normally be expected to comply with those in force at any given time.

Student Agreement

Definitions

- **"We/Us/Our"** means the University of Bristol.
- **"You/Your"** means a registered student of the University of Bristol.
- **"Programme"** means your pathway or programme of study or research.

1 Introduction

- a This document forms the basis of the relationship between you and us which starts when you accept our offer of a place on

2 We each agree that:

Programme of study and learning environment

You can expect us to:

- provide you with the tuition and learning support associated with your Programme of study with reasonable care and skill.
- make reasonable efforts to deliver your Programme of study as described in the relevant prospectus for the appropriate academic year.

your Programme. This includes acceptance through UCAS or another agency where applicable. Your ability to take up your place may depend on meeting certain conditions.

- b To keep this document to a sensible length, we refer to other documents. They also form part of this agreement. In particular we refer you to:
- Our rules and regulations for students, especially the regulations relating to student discipline, examination regulations, fees, exclusion on the grounds of health, safety and welfare, fitness to practise, research conduct and misconduct and the use of computer and library facilities. See www.bristol.ac.uk/secretary/studentrulesregs/ and the University Student Handbook;
 - Our data protection policy, see www.bristol.ac.uk/secretary/dataprotection/individ/students.html;
 - Our intellectual property policy for students, see www.bristol.ac.uk/secretary/studentrulesregs/intelprop.html.
- c If you have secured a place in University accommodation, your right to that place is subject to your continued registration as a student at the University. The specific terms and conditions regarding the provision of accommodation and your payment of accommodation fees are subject to separate agreements.

This Agreement has been produced in consultation with the Students' Union. The Students' Union is a separate legal entity which exists to support the welfare and development of students. We encourage you to participate in the activities of the Students' Union.

We expect you to:

- take responsibility for your own learning, working in partnership with staff to become a self-reliant, independent learner.
- pursue your studies diligently, contributing effectively to your Programme and not to hinder the studies of others.

- let you know as soon as possible if we need to alter anything related to your Programme, such as a change in timetabling, location, type of class, assessment or syllabus.
- provide formal University policies, including regulations, codes of practice and guidelines, within which your Programme will be delivered.
- make available appropriate infrastructure to support your learning, including teaching and learning space, library and ICT facilities.
- provide clear information about your Programme and units and about our expectations of what you need to achieve to complete your Programme successfully.
- communicate with you by post or via your University email address as appropriate.
- return marked work in a timely manner and according to the guidance set out in the University's codes of practice for assessment, progression and the award of qualifications, or equivalent.
- encourage a professional and responsible learning environment and suitably support you, academically and pastorally.
- carry out regular monitoring of the quality of learning and teaching offered as part of your Programme.
- attend formal teaching and learning events (lectures, seminars, tutorials, lab classes, etc.) associated with your Programme, subject to absence for medical or other agreed reasons.
- familiarise yourself and comply with relevant University rules and regulations, including those relating to your Programme and the award for which you are registered.
- make appropriate use of all the resources available, including staff, other students and library and ICT facilities, and comply with the General Regulations for the Library Services and Facilities: www.bristol.ac.uk/secretary/studentrulesregs/libraryregs.html and the Acceptable Use Policy: www.bristol.ac.uk/infosec/policies/docs/isp-09.pdf.
- be aware of the information provided to you about the University and your Programme and know where to look for reference to detailed information and guidance, whether electronic or paper based.
- check your University email account regularly and frequently both during and outside of term time.
- complete and submit by the required deadlines any work to be assessed as part of your Programme, including any assignments, laboratory or project work related to individual units.
- play an effective part in the academic community and respond to requests to give your opinion about your learning and other experiences at the University.
- contribute to internal and external procedures for assuring the quality of learning, teaching and assessment provided for you and other students.

Accountability and conduct

You can expect us to:

- in accordance with the procedures contained in the Student Complaints Procedure, Student Disciplinary Regulations and Examination Regulations:
 - allow you the right to make a complaint about matters that affect you and allow you the right to appeal decisions made about you
 - operate a fair and transparent disciplinary procedure.

We expect you to:

- be aware of the Student Complaints Procedure, Student Disciplinary Regulations and Examination Regulations including the rules relating to submission of extenuating circumstances, complying with deadlines by which representations have to be made and noting that, wherever possible, complaints are best resolved at school or faculty level.

- take reasonable care to keep your personal details secure at all times, and to comply with our obligations under the Data Protection Act.
- ensure that the personal details the University holds about you, including your current term-time and home address and personal email address are accurate and updated as soon as they change, using Student Info online. This will help us to contact you quickly as and when needed.
- conduct fair procedures for dealing with students who disclose criminal convictions either before or after registration.
- disclose any unspent criminal convictions and cautions when applying to us and during your studies. “Unspent convictions” is defined in the Rehabilitation of Offenders Act 1974, see www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-offenders.pdf. For some programmes, including, but not limited to, social work, PGCE and medicine, you will also be required to disclose spent convictions and obtain a criminal records check.
- make publicly available (and annually update if required) details of the tuition fees and any other expenses relating to all the programmes of study offered by the University.
- make sure all tuition fees and other expenses relating to your Programme are paid in time and agree to be bound by our regulations on the payment of fees, refunds in the event of termination of your studies and the consequences of non-payment, see www.bristol.ac.uk/secretary/studentrulesregs/studentfees.html.
- provide you with a fair, equitable and supportive environment in accordance with the University's Equality and Diversity policy.
- comply with University rules and regulations regarding student behaviour and attendance.

3 Changes to Your Programme

- We have the right to alter the timetable, location, number of classes, method of delivery, content, assessment and syllabus of your Programme, provided such alterations are reasonable. We also have the right to withdraw Programmes before they have started.
- We will make arrangements for you to complete your Programme. Such arrangements might include enabling you to complete your Programme at another institution.
- In the event of any discontinuance of or fundamental changes to your Programme we will give you reasonable notice and you will be entitled to withdraw your application or withdraw from your Programme by telling us in writing. You may make a claim for a refund of any tuition fees and deposits you have paid, in accordance with the Student Fees Regulations.

4 Termination

- The relationship between you and us will end:
 - if you withdraw from the University; or
 - if you are required to withdraw in accordance with our disciplinary or fitness to practise procedures or by a decision of the faculty board based on your academic performance; and/or
 - for non-payment of fees in accordance with the Student Fees Regulations.
- We may terminate our relationship with you in writing with immediate effect if:
 - you are expelled or refused admission or membership by any organisation which you are expected to attend or be a member of as part of your Programme; or
 - between accepting an offer and starting your Programme there is a change of your circumstances which, in our reasonable opinion, makes it inappropriate for you to study on your Programme; or

- we become aware of information about you which we did not know before and which, in our reasonable opinion, makes it inappropriate for you to study on your Programme; or
- in our reasonable opinion you have failed to provide us with all relevant information, or have supplied false or misleading information, relating to your application for your Programme; or
- where your behaviour represents a significant risk to the health, safety or welfare of yourself or others as detailed in the Fitness to Study Policy and Procedure; or
- if your continuing registration at the University puts us in breach of any of our legal obligations to comply with UK immigration requirements.

You will have the right to submit a complaint under the Student Complaints Procedure should the relationship between you and us be terminated under this sub-section (b).

- If you fail to meet the conditions of our offer or if you have not already registered at the time of termination, we shall be entitled to refuse to register you on your Programme. If, at the time of termination, you have registered, we shall be entitled to require you to stop studying on your Programme and leave the University immediately.
- On termination, you are required to return your student identification card, together with all property owned by us, to your faculty office. You must pay all outstanding fees immediately. Any contract you have for University accommodation will terminate in accordance with its terms.
- Any action we take under the above provisions will not restrict our ability to take any other action against you that we have the right to take.

5 Liability

- We will be liable to you for any direct loss or damage you suffer if we either fail to carry out our obligations under this agreement to a reasonable standard; or breach any relevant duties that we owe to you that are imposed on us by law (including if we cause death or personal injury to you by our negligence), but not to the extent that such failure is attributable to:
 - Your own fault;
 - The fault of a third party.

- Our liability to you in the case of loss or damage other than for death or personal injury or fraud is limited to a reasonable amount having regard to such factors as whether the damage was due to a negligent act or omission by us.
- We will not be liable to you for events outside our control which we could not have foreseen or prevented even if we had taken reasonable care. Events outside our control include industrial action, over or under demand from students, staff illness, significant changes to Higher Education funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern with regard to the transmission of serious illness. In such circumstances, we reserve the right to change or cancel parts, or all, of your Programme.

6 Intellectual Property

Subject to the provisions of our policy on intellectual property rights, we may be regarded as owning all intellectual property generated by you during your studies. The policy can be found at www.bristol.ac.uk/secretary/studentrulesregs/intelprop.html.

We own or have licensed to us the intellectual property in all course materials produced by us or on our behalf and such materials should only be used for your own personal study purposes.

7 Recording of Lectures

We may allow you to record academic teaching in accordance with our Recording of Academic Teaching Policy at www.bristol.ac.uk/secretary/studentrulesregs/recording.

In consideration of you being allowed to record lectures or other academic teaching and use such recordings as set out in the policy, you hereby assign to us absolutely throughout the world the entire copyright, all other rights in the nature of copyright subsisting in the recordings you make and all other rights in the recordings of whatever nature, whether now known or created in the future, to which you are now, or at any time in the future may be, entitled by virtue of the laws in force in the United Kingdom and in any other part of the world.

The policy also covers recordings that we make available to you.

If you fail to comply with the policy this may be treated as a disciplinary matter.

8 Immigration Requirements

We have legal obligations to comply with UK immigration requirements including engagement monitoring. Further guidance is available at www.bristol.ac.uk/international-office/student-support.

9 Distance Selling Regulations

For the purposes of the Consumer Protection (Distance Selling) Regulations 2000, if this contract has been made between us by means of distance communication (i.e. if up to the point when the contract is concluded there has been no face-to-face contact between you and us or our representative, or any visit to the University), once you have accepted the offer of a place on a programme you may cancel such acceptance by informing us in writing as soon as possible and normally within seven days after you have completed the registration process. Any fees paid to us under this agreement prior to cancellation will be refunded to you.

10 Data Protection

When you enter into the relationship with us, you are giving us the right to hold and process your personal data including sensitive personal data. We will process your personal data in accordance with the Data Protection Act 1998 and our policies on data protection and data processing. We will share your data with third parties in accordance with our policy on data protection. We shall remain the data controller of your data. For full details of our policies see www.bristol.ac.uk/secretary/dataprotection/individ/students.html.

11 Notices

- a Any notice given under this agreement will be in writing. We will send any notice to either your term-time or your home address as appropriate. Service may also be by email, to your University email address. Notice to the University should be addressed to the Deputy Registrar (Academic Services) at Senate House.
- b Notice shall be properly served when delivered by hand or 48 hours after being posted if sent by pre-paid first class post or by email.
- c Please note your obligation to keep your contact details up to date.

12 General

- a If any provision of this agreement is or becomes void, illegal, invalid or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions.
- b These terms and conditions and the documents referred to in this document override any other communication, document or representation made by us, either in writing or orally. These terms and conditions are the entire understanding between you and us about your Programme and replace any other undertakings or representations.
- c This agreement is personal to you; you are prohibited from assigning or transferring it or any of the rights and obligations under it to a third party.
- d Neither party intends that any of the terms of this agreement will be enforceable by any third party, by virtue of the Contracts (Rights of Third Parties) Act 1999.
- e Failure to enforce any of the provisions of this agreement will not constitute a waiver of any provision and will not affect our right to enforce that or any other provision.
- f A reference to a statute or a regulation shall include any amendments made from time to time under that statute or regulation.
- g The relationship between us shall be governed by and in accordance with the laws of England and Wales and both parties agree to submit to the non-exclusive jurisdiction of the Courts of England and Wales.

Revised version approved by Council 5 July 2013.

Student Complaints Procedure

1 Introduction

- 1.1 If a student has a complaint about any aspect of University life, it should be raised with an appropriate person at the earliest opportunity. The table at the end of this procedure gives guidance as to who may be approached.
- 1.2 If the student is unable to resolve the complaint informally, or is dissatisfied with the outcome, this complaints procedure shall be followed.
- 1.3 The complaints procedure involves two stages:
 - i The Local Stage
 - ii The Formal Stage.
- 1.4 Students may raise complaints jointly.

- 1.5 Complaints must be brought promptly. The University will not entertain complaints that are made substantially after the matters complained about, unless there is good reason for the delay.
- 1.6 Appeals under the Examination Regulations shall not be brought under this procedure.

2 The Local Stage

- 2.1 If with good reason the student considers it more appropriate in the first instance or if the matter remains unresolved following an informal approach, he or she may bring the complaint to an appropriate staff member (listed in the table at the end of this procedure) in writing.
- 2.2 If the matter remains unresolved, the student may seek to invoke the Formal Stage by completing a Complaint Form and submitting it to the Student Complaints Officer (0117 928 8904, internal extension 88904, email student-complaints@bristol.ac.uk). The Student Complaints Officer will act impartially and will be happy to give advice to students about any matter of concern to them.
- 2.3 On receipt of the Complaint Form the Student Complaints Officer will consider whether appropriate action has been taken to seek resolution at the Local Stage. In some cases, in cooperation with departments or individuals, the Student Complaints Officer may be able to resolve the student's complaint without recourse to the Formal Stage.

3 The Formal Stage – Mediation

- 3.1 If it has not been possible to resolve a complaint under the Local Stage or a student remains dissatisfied with the outcome, the Student Complaints Officer will initiate the Formal Stage of the procedure at the request of the student in writing.
- 3.2 Provided the student and those complained about are willing, the complaint may be referred to the University's Mediation Service. The Student Complaints Officer will provide the student and the other party or parties with initial information about mediation and the mediation process. Further information will be provided by the allocated mediator. The University expects the parties to endeavour to resolve issues raised in a complaint through mediation.
- 3.3 If the dispute is resolved through mediation, the mediator may put any agreement between the parties in writing for their

benefit. Agreements reached through mediation are not binding. However, the parties may agree to enter a more formally binding agreement as a full and final settlement of the complaint.

- 3.4 The Student Complaints Officer and mediators will encourage good practice in the University and will present an annual report on student complaints to the Senate and the University Council.

4 The Formal Stage – Complaint Review Panel

- 4.1 If the complaint is unresolved, or if mediation did not take place, the student may request a hearing before a Council Committee.
- 4.2 The student should make the request in writing to the University Secretary either immediately after discussions with the Student Complaints Officer have concluded or within 14 days of any final mediation session where this is applicable. The request in writing must include a completed Complaint Form.
- 4.3 Upon receipt of the request for a hearing the University Secretary shall refer the request to a Complaint Review Panel.
- 4.4 The Review Panel shall normally consist of three members of the academic staff who have had no prior involvement with the complaint.
- 4.5 The Review Panel will consider the request for a hearing and may
 - a refer the matter back to an appropriate person with an instruction or recommendation for resolution. If the instruction or recommendation is not carried out, the student may refer the matter back to the Review Panel for reconsideration;
 - b dismiss the complaint, giving reasons, and issue a Completion of Procedures letter;
 - c recommend that a Council Committee be appointed to hear the complaint;
 - d ask the parties to reconsider any decision not to enter into mediation.
- 4.6 The University Secretary will appoint a clerk to the Review Panel. The role of the clerk shall be to prepare the documentation, take a note of the Panel's deliberations and advise the Panel on the applicable regulations and procedures.

5 The Formal Stage – Hearing

- 5.1 If the Review Panel recommends that a Committee be appointed to hear the complaint, Council will appoint a Committee, which shall normally consist of three members

and which may include among its members Council members, University staff who are not members of Council and persons from outside the University. At the request of the student, Council may appoint a student sabbatical officer as an additional member. In the event of the Committee being divided in its view, the Chair will have a casting vote.

- 5.2 The University Secretary will appoint a clerk to the Council Committee. The role of the clerk is to assist the Committee as it thinks fit by collating the evidence, preparing the documentation, making arrangements for the hearing, taking a note of the proceedings and advising the Committee on the applicable regulations and procedures.
- 5.3 To clarify the issues, the clerk may on behalf of the Committee ask for written witness statements or documents such as medical certificates to be produced in advance of a hearing. The student will be entitled to see all statements and documents seen by the Committee.
- 5.4 The student is entitled to be present at hearings of the Committee, and to be accompanied by an adviser, friend or representative. The Students' Union employs student advisers who may be asked to act in this capacity. If a complaint is being made against a particular person, he or she is also entitled to attend hearings and to be accompanied by an adviser, friend or representative. In the event that either party is without good reason unable to attend, the hearing will either be held in that party's absence or rescheduled. If the party concerned has good reason for non-attendance the hearing will be rescheduled.
- 5.5 The order of any hearing will be at the discretion of the Committee, which may ask for enquiries to be undertaken and witnesses to attend. The Committee may ask questions of anyone present. The student will be given a full opportunity to state his or her case, and will be able to address the Committee at the conclusion of any evidence that has been presented.
- 5.6 The Committee will report to Council, setting out its findings and any recommendations, and a copy of the report will be sent to the student and to any person against whom the complaint was made.

6 Confidentiality

If information is to be kept confidential, the student should make this clear to the person to whom a complaint is made. Students should understand that in exceptional circumstances it may be difficult for confidentiality to be respected, for instance where a criminal offence has been disclosed. Students should also understand that in some circumstances the demand for confidentiality may make it difficult for the University to assist them with their complaint.

7 Nominees

Unless the context indicates otherwise under these regulations an Officer of the University may act through his or her properly appointed nominee.

8 Support from the Students' Union

The President and Vice-Presidents of the Students' Union offer support to students who are encountering difficulties, and the Union can raise issues which affect a number of students at one of the regular meetings of the University's Student Affairs Committee.

9 Office of the Independent Adjudicator for Higher Education (OIA)

If the student is still unsatisfied, he or she may take the case to the Office of the Independent Adjudicator for Higher Education, which provides an independent scheme for the review of student complaints. The OIA will consider cases only when the University's own internal complaints procedure has been exhausted. It will not intervene on matters which turn purely on academic assessment.

Further information about this scheme is available at www.oiahe.org.uk.

10 Suggested route for complaints

Students are recommended to approach first someone from among those listed 1 in the table below, then someone from among those listed 2 and so on. Students should endeavour to deal with their complaint in the first instance at the lowest level possible.

Person to whom approach may be made

	Type of Complaint		
	Academic	Accommodation	Other
Personal Tutor	1	2	1
Supervisor	1		1
Tutor	1		
Head of School	2		
Faculty Education Director (undergraduate or postgraduate)	3		
Dean of Faculty	4		
Sabbatical Officers	2	2	2
Students' Union Student Adviser	3	3	2
Student representatives	2		2
International Student Advisers (international students only)	2	2	2
Chaplain	3	3	3
Warden (of hall of residence)		1	
Senior Resident (of student house)		1	
Accommodation Office		2	
Faculty Officers			3
Other senior administrative officer			4

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Student Disciplinary Regulations

1 Preliminary Matters

1.1 Authority for the Regulations

These Regulations are made under Statute 21.11 of the University of Bristol, by which Senate has the power to provide for the discipline of the students of the University.

1.2 Other disciplinary procedures

Once disciplinary proceedings have been taken against a student under these Regulations, no disciplinary action may be taken against the student under other disciplinary rules or regulations within the University (other than professional fitness to practise procedures) for the same misconduct. For the avoidance of doubt, where disciplinary proceedings have been taken against a student under other disciplinary rules or regulations within the University (such as professional fitness to practise procedures), disciplinary action may be taken against the student under these Regulations for the same misconduct.

1.3 The Vice-Chancellor may act through a nominee

Unless the context indicates otherwise, references within these Regulations to the Vice-Chancellor shall be construed to refer either to the Vice-Chancellor or to a person or persons nominated by him or her to act on his or her behalf, usually the Pro-Vice-Chancellor (Education).

2 Misconduct

2.1 Right of the University to take disciplinary measures

Any student studying or registered at the University of Bristol shall be subject to disciplinary measures if he or she is found to be guilty of misconduct as defined below.

2.2 Definition of misconduct

Any act or omission, whether occurring on University premises or elsewhere, which improperly interferes with the functioning or activities of the University or of those who work or study in the University, or otherwise improperly damages the University or its reputation, shall constitute misconduct under these Regulations, including but not limited to the following:

- Any conduct which constitutes a criminal offence;
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University;
- Obstruction of, or improper interference with, the functions, duties or activities of any student or member of staff of the University, or any visitor to the University;
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language;
- Sexual or racial harassment of any student or member of staff of the University, or any visitor to the University;
- Fraud, deceit, deception or dishonesty in relation to the University or its staff, students or visitors;

- g Cheating or plagiarism in academic coursework or in examinations;
- h Theft, misappropriation or misuse of University property, or the property of the University's staff, students or visitors, including computer misuse;
- i Misuse or unauthorised use of University premises;
- j Damage to University property, or the property of the University's staff, students or visitors, caused intentionally or recklessly;
- k Action likely to cause injury or impair safety on University premises;
- l Failure to respect the rights of others to freedom of belief and freedom of speech;
- m Breach of the provisions of any University code, rule or regulation;
- n Failure to disclose personal details to a member of staff of the University in circumstances in which it is reasonable to require that such information be given;
- o Failure to comply with a reasonable instruction relating to discipline, issued by the Vice-Chancellor or the Registrar, or by a member of staff acting with the authority of the Vice-Chancellor or the Registrar.

3 Misconduct in student residences and in the community

3.1 Local rules and regulations

The Deputy Registrar (Academic Services) is authorised to draw up and publish local rules and regulations for student behaviour in University residences and in the community.

3.2 Breaches of local rules and regulations

The following persons are authorised to exercise summary disciplinary jurisdiction and to impose penalties for breaches of local rules and regulations for student behaviour in University residences and in the community:

- a The Deputy Registrar (Academic Services) and the Head of Accommodation Services (in consultation with the relevant officer of the Students' Union if appropriate) in respect of misconduct in the community;
- b The Deputy Registrar (Academic Services), Director of Residential and Hospitality Services, Head Warden and Wardens in respect of misconduct relating to University residences.

The University Secretary may issue guidance to assist these persons to deal with disciplinary matters within their jurisdiction.

3.3 Penalties for breaches of local rules and regulations

If a student is found guilty of a breach of local rules and regulations for student behaviour in University residences and in the community, the persons described in section 3.2 of these Regulations may impose one or more of the following penalties:

- a A written reprimand;
- b A caution, which means that no immediate punishment is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months (or some other specified period), he or she will then be dealt with for both offences;
- c A fine not exceeding £100;
- d The requirement to pay a reasonable sum by way of compensation for identified and quantified loss;
- e The requirement to give and comply with a written undertaking as to future behaviour;
- f Exclusion, either permanently or for a specified period, from the use of a specified University service or facility (including specified residential facilities) to which the misconduct relates;
- g The requirement to perform unpaid services for the University or local community for a maximum of 20 hours;
- h In the case of serious misconduct, referral to a Disciplinary Committee appointed under section 7 of these Regulations, which in addition to the penalties above may exclude, suspend or expel a student;
- i In the case of a breach or misconduct which is also a criminal offence, referral to the police;
- j The requirement to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University.

3.4 Right of appeal

A student on whom a penalty is imposed under section 3.3 of these Regulations may appeal against the finding of guilt or the imposition of the penalty. Appeals must be submitted in writing to the University Secretary within seven working days of notification of the penalty. Upon receipt of the appeal, the Secretary will arrange for it to be considered by a University Officer or a member of the academic staff who is also a member of Senate or a senior administrative officer not previously associated with the case. The person considering the appeal may reject the appeal and confirm the original penalty, uphold the appeal, or refer the case to a Council

Committee established under the procedures set out in Section 10 of these Regulations.

4 Involvement of the Police and Criminal Courts

4.1 Misconduct which is also a criminal offence

The following procedures apply where alleged misconduct is reported to the Vice-Chancellor, and the misconduct, if proved, would also constitute an offence under the criminal law.

4.2 Offences that may be dealt with internally

Where the Vice-Chancellor considers it appropriate, having regard to the seriousness of the alleged misconduct, the matter may be dealt with internally. If the offence is reported to the police, the Vice-Chancellor may at his or her discretion defer action until the police and courts have dealt with the matter.

4.3 Other offences

In all other cases, no internal disciplinary action other than suspension from the University pending hearing or trial under Section 5 of these Regulations will normally be taken until the matter has been reported to the police, and either a prosecution has been completed or a decision not to prosecute has been taken.

4.4 Offences which are not reported to the police

The University has the right to report any criminal offence to the police. However, if a person claims to be the victim of an offence committed by a student, but does not wish the police to be involved, the Vice-Chancellor may at his or her discretion agree not to report the matter to the police.

4.5 Imposition of penalty after sentence imposed by a criminal court

Where a finding of misconduct has been made under these Regulations, and a student has also been sentenced by a criminal court on the same facts, the penalty imposed by the criminal court will be taken into account in deciding the penalty under these Regulations.

5 Suspension pending hearing or trial

5.1 Power to suspend

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 from the University by the Vice-Chancellor, pending the conclusion of the disciplinary or any criminal process.

5.2 Definition of suspension pending hearing or trial

A student who is suspended from the University pending hearing or trial has restricted rights to enter University premises and to take part in University activities. The terms of the suspension will be notified in writing to the student. An order of suspension may include a requirement that the student shall have no contact with a specified person or persons. The order of suspension shall identify the extent (if any) to which the student's status as a member of the University is affected.

5.3 Orders to be made for protection only

Orders of suspension pending hearing or trial are to be used only where the Vice-Chancellor considers it necessary to protect a member or members of the University community, or the property of the University or the property of a member or members of the University community. Written reasons for the decision will be recorded and made available to the student.

5.4 Representations

Unless the matter is deemed to be urgent by the Vice-Chancellor, no student shall be suspended pending hearing or trial unless he or she has been given an opportunity to make representations to the Vice-Chancellor. The representations may be made in person or in writing, as the student chooses, and may be put forward by the student or by the student's adviser, friend or representative. In cases deemed to be urgent by the Vice-Chancellor, a student may be suspended with immediate effect. An opportunity will be given to the student to make representations as soon as reasonably practicable.

5.5 Initial review

A decision to suspend a student pending hearing or trial shall be subject to review at the request of the student after four weeks. Such a review will not involve a hearing, but the student, either personally or through his or her adviser, friend or representative, will be entitled to make written representations. The review will be conducted by the Vice-Chancellor and the outcome of the review will be communicated to the student.

5.6 Periodic review

In addition to the initial review, the Vice-Chancellor shall review the suspension on receipt of evidence of altered circumstances which might affect the order.

6 Summary Procedure

6.1 Dismissal

Allegations of misconduct under these Regulations should be made to the University Secretary, who will refer them to the Vice-Chancellor. The Vice-Chancellor may dismiss the complaint immediately if he or she believes that there is no case for the student to answer, or that it is for some other reason appropriate to do so.

6.2 Preliminary interview

If the complaint is not so dismissed, the Vice-Chancellor will interview the student before any other steps are taken under these Regulations. At the interview the student may be accompanied by a friend or representative. The purpose of the preliminary interview is for the Vice-Chancellor to hear the student's initial response to the allegations of misconduct. Following the preliminary interview, the Vice-Chancellor may decide to take no further steps under the disciplinary procedures in respect of the allegations, or may find that there is no case for the student to answer, and will write to the student accordingly.

6.3 Decision to deal summarily

If following the preliminary interview the Vice-Chancellor decides to take further action in respect of the allegations of misconduct, the following principles shall apply:

- a If the student agrees, the Vice-Chancellor may deal with the case summarily, without recourse to a Disciplinary Committee, provided that he or she considers that it is appropriate to do so. The Vice-Chancellor will normally decide to deal with a case summarily only where there is an admission of guilt from the student.
- b In all other cases the Vice-Chancellor will refer the case to a Disciplinary Committee under section 7 of these Regulations.

6.4 Procedure

If the matter is dealt with summarily, the Vice-Chancellor will consider written or oral evidence as he or she thinks fit. The Vice-Chancellor will find the student guilty of misconduct if, on the balance of probabilities, he or she is satisfied of the student's guilt. If a finding of guilt is made, he or she may impose any of the penalties set out in Section 8.3 of these Regulations, other than expulsion from the University.

6.5 Report

At the termination of the proceedings, the Vice-Chancellor will write a short report. In the event of a finding of guilt, the report will set out the misconduct alleged, a brief summary of

evidence received, the grounds for the finding of guilt, the penalty imposed, and the factors taken into account in deciding the penalty. A copy of the report will be sent to the student. Where the misconduct relates to examinations or other assessed work the report may contain recommendations under Section 8.4 of these Regulations, and a copy of the report will also be sent to the appropriate Board of Examiners.

6.6 Referral to a Disciplinary Committee

If the Vice-Chancellor does not consider it appropriate to deal with the matter summarily, or if the student does not agree to its being dealt with in that way, then it shall be referred to a Disciplinary Committee, under the procedure set out in Section 7 of these Regulations.

7 Disciplinary Committee

7.1 Composition

The Vice-Chancellor will appoint the members of the Disciplinary Committee, and invite one of them, who shall not be a student member, to act as its Chair. The Committee will have three or five members, at the discretion of the Vice-Chancellor. The members will normally include both a member of the academic staff of the University and a student of the University. If a student is appointed to the Committee he or she will usually be an officer of the Students' Union. If it is inappropriate or impractical to appoint a Union officer, the student member will be a representative on Senate. Members of the Committee may be appointed from outside the University. The Vice-Chancellor shall have regard to the need to ensure that all members of the Committee are impartial. The Disciplinary Committee should not include members of Council, as an appeal from a decision of the Disciplinary Committee is heard by a Committee of Council under Section 10 of these Regulations.

7.2 Assistance to the Committee

The University Secretary or his or her nominee will act as clerk to the Committee, to give advice and to assist the Committee as it thinks fit. The Secretary will arrange for a note of the proceedings to be taken. The Committee may seek advice from a qualified lawyer.

7.3 Representation for the student

The student may be present at all disciplinary hearings, and may be represented by an adviser, friend or other representative.

7.4 New hearing

The Committee will rely only on evidence presented at the hearing. The deliberations and decisions of anyone previously considering the matter shall be irrelevant for the Committee's purposes.

7.5 Standard of proof

The Committee will find a student guilty of misconduct if, on the evidence before it, it is satisfied on the balance of probabilities of the student's guilt.

7.6 Majority verdict

If the members of the Committee cannot agree, the verdict of the Committee will be that of the majority of its members.

7.7 Procedure

Subject to the provisions of these Regulations, the order of proceedings shall be at the discretion of the Committee. Members of the Committee may ask questions of any witness. The Committee may ask for additional enquiries to be undertaken, and may call for additional witnesses to attend.

7.8 Joint hearings

If two or more students are involved in related misconduct, the Committee may at its discretion deal with their cases together.

7.9 Witness evidence

Witness evidence presented at the hearing will normally be oral, given by witnesses appearing in person. The Committee may accept a witness's written statement in evidence where the student agrees that the witness need not attend, or where it is impracticable for the witness to attend, or where in the opinion of the Committee it is for some other reason in the interests of justice to do so.

7.10 Presentation of the case

The Vice-Chancellor will appoint a member of the academic staff or a lawyer to present the allegation against the student.

7.11 Written allegations

The Secretary or his or her nominee, on behalf of the Committee, will ask the case presenter to set out the allegation or allegations in writing in advance of the hearing. A copy will be sent to the student at least two weeks before the hearing.

7.12 Written witness statements in advance of the hearing

The Secretary or his or her nominee, on behalf of the Committee, may call for written witness statements in support of the allegation in advance of the hearing. If such statements are obtained, members of the Committee will be entitled to see them in advance of the hearing and copies will

be made available to the student and to the case presenter at least one week before the hearing.

7.13 Documentary evidence

Any documentary evidence must be submitted in advance of the hearing and copies will be made available to members of the Committee and to all parties at least one week before the hearing. Evidence submitted late will only be admitted with the permission of the Committee on the advice of the Secretary.

7.14 Opening and closing addresses

The case presenter shall be entitled to address the Committee before calling witnesses, and at the conclusion of the evidence called on behalf of the student. The student, or his or her representative, may address the Committee before calling witnesses and after the case presenter's final address.

7.15 Submission that there is no case to answer

At the conclusion of the evidence in support of the allegation against the student, the student, or his or her representative, may submit that no case has been made out against the student which requires an answer. The case presenter has the right to reply. If the Committee finds on the evidence that there is no case for the student to answer, it must dismiss the allegation.

7.16 Time limits

The Committee may impose time limits on oral addresses and submissions.

7.17 Witnesses in support of the allegation

The allegation against the student will be put first. The case presenter will ask questions of each witness giving evidence in support of the allegation. These must not be leading questions. The witness may be cross-examined by the student or his or her representative. Witnesses may be re-examined, but concerning only those matters raised in cross-examination, for the purpose of clarification.

7.18 Witnesses against the allegation

If the case proceeds, the student may then give evidence. At the conclusion of the student's evidence he or she may be cross-examined by the case presenter. The student may give evidence to clarify matters raised in cross-examination. The student, or his or her representative, may then call further witnesses, who may be similarly cross-examined and re-examined.

7.19 Recall of witnesses

A witness may be recalled to give further evidence only with leave of the Committee.

7.20 Relevance

The Committee will refuse to admit evidence that is in its opinion irrelevant to the issues raised.

7.21 Adjournments

The Committee shall have power to adjourn a hearing to another date, as it thinks fit.

7.22 Report

At the termination of the proceedings, the Chair will write a report on behalf of the Disciplinary Committee. In the event of a finding of guilt, the report will set out the misconduct alleged, a brief summary of evidence received, the grounds for the finding of guilt, the penalty imposed, and the factors taken into account in deciding the penalty. A copy of the report will be sent to the student and to the Vice-Chancellor. Where the misconduct relates to examinations or other assessed work the report may contain recommendations under Section 8.4 of these Regulations, and a copy of the report will also be sent to the appropriate Board of Examiners.

7.23 Vice-Chancellor's right to stop the proceedings

The Vice-Chancellor has the power at any time to suspend disciplinary proceedings, including the proceedings of a Disciplinary Committee, and to stop the proceedings against the student, if he or she believes it to be appropriate to do so.

8 Penalties

8.1 Imposition of penalties

If a student is found guilty of an allegation of misconduct, one or more penalties may be imposed by the Vice-Chancellor in the case of matters dealt with summarily, or by the Disciplinary Committee in other cases. The penalties are set out below. A student may not be expelled following an allegation heard under the summary procedure. The student or his or her representative shall be entitled to make representations in mitigation before the penalty is decided.

8.2 Matters to be considered

When determining penalties, consideration will be given to the seriousness of the misconduct, the circumstances of the misconduct, and the means and general personal circumstances of the student.

8.3 Types of penalty

A student found guilty of misconduct may be:

- a Absolutely discharged, which means that

although the student may be technically guilty of the misconduct alleged, no blame should be attached to his or her actions;

- b Admonished;
- c Cautioned, which means that no immediate punishment is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months, or some other specified period, he or she will then be dealt with for both offences;
- d Conditionally discharged, which means that no immediate punishment is imposed, subject to the student fulfilling certain stipulated conditions including future good behaviour over the following twelve months or some other specified period. If the conditions are not met, a punishment may be imposed following a further hearing;
- e Fined up to a maximum of £600. This maximum figure will be subject to periodic review by Senate;
- f Required to pay a reasonable sum by way of compensation for identified and quantified loss;
- g Required to perform unpaid services for the University community to a maximum of 40 hours;
- h Required to have no contact, or restricted contact, with a specified person or persons;
- i Excluded from the University for a fixed period of time, up to a maximum of twelve months. A student who is excluded from the University has restricted rights to enter University premises, and to participate in University activities. The terms of the exclusion will be notified to the student in writing. An order of exclusion does not affect the student's status as a member of the University;
- j Suspended from the University for a fixed period of time, up to a maximum of twelve months. A student who is suspended ceases to be a member of the University for the duration of the suspension and is prohibited from entering University premises, and from participating in University activities. Suspension may be subject to qualification, such as permission to take an examination. The terms of the suspension will be notified to the student in writing;
- k Expelled from the University, which means that the student ceases to be a member of the University, and loses all rights and privileges of membership;
- l Required to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University.

8.4 Additional penalties relating to misconduct in connection with examinations or other assessed work

Where misconduct relates to examinations or other assessed work, the Vice-Chancellor or the Disciplinary Committee (as the case may be) may impose one or more of the following additional penalties and direct that the penalty or penalties imposed be implemented by the appropriate Board of Examiners:

- a Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the examination or assessed work in which the student committed the offence;
- b Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the unit of which the examination or assessed work was part;
- c Award the student a lower class of degree or other academic award than that which he or she would otherwise have been awarded;
- d Exclude the student from the award of a degree or other academic award. This may be either permanent or for a stated period, and may be absolute or subject to compliance with stipulated requirements.

9 Mental illness

9.1 Adjournment for a medical report

If it appears to those considering an allegation of misconduct that the student in question is suffering from mental illness or mental instability, the proceedings may be adjourned for the preparation of a medical report.

9.2 Evidence of mental illness or mental instability

If there is medical evidence that the student is suffering from mental illness or mental instability, those dealing with the case may suspend or terminate the proceedings, if it is felt appropriate to do so. It may be made a condition of suspension or termination of the proceedings that the student seek medical treatment.

10 Appeals

10.1 Right to appeal against a finding of guilt

A student may appeal against a finding of guilt. The appeal must be made to the University Secretary within 28 days of the conclusion of the proceedings. The student must set out in writing the grounds on which the appeal is based. The appeal will be heard by a Committee of Council constituted under the provisions set out in the Student Complaints Procedure.

10.2 Nature of appeal against a finding of guilt

There will be no entitlement to a rehearing of the case, which will be allowed only in exceptional circumstances. Those hearing the appeal may overturn the finding of guilt where they consider it just to do so. In particular, a finding may be overturned in the light of new evidence; or where it is considered that the original hearing was not conducted fairly; or where the finding of guilt was unreasonable in the light of the findings of fact. The student may present the appeal in person or in writing as he or she chooses, and may be represented by an adviser, friend or other representative.

10.3 Right to appeal against imposition of penalty

A student may appeal against a penalty imposed following a finding of guilt. The appeal must be made to the University Secretary within 28 days of the conclusion of the proceedings. The student must set out in writing the grounds on which the appeal is based. The appeal will be heard by a Committee of Council constituted under the provisions set out in the Student Complaints Procedure.

10.4 Nature of appeal against imposition of penalty

Those hearing an appeal against penalty may impose a lesser or greater penalty, having considered whether the original penalty imposed was fair and reasonable in the light of all the circumstances of the case, and the student's means and general personal circumstances.

Revised version approved by Council 4 July 2008. Last updated July 2013.

Student Fees Regulations

1 Payment of fees: due date

Tuition fees become due on the first day of your programme of study.

Accommodation fees become due when you arrive to take up your place in University accommodation.

2 Payment by instalments: Tuition Fees

If you are paying your tuition fees direct to the University, you may pay the full amount in a single payment or you may make two instalment payments. The amounts and due dates of instalment payments are published in advance on the University's website (see www.bristol.ac.uk/academicregistry/fees).

The preferred method of payment is by direct debit or credit/debit card via the University's online payment system, although cheques, bank drafts and bank transfers will also be accepted.

Students who are undertaking a modular based postgraduate programme are required to pay in advance for each module. Instalment options are not available for these programmes.

3 Payment by instalments: Accommodation Fees

Accommodation fees are due at the start of each term.

You may choose to pay accommodation fees in full or on a termly basis. Payment may be made online (the preferred method), by direct debit or credit/debit card, or by cheque, bank draft or bank transfer. The amounts and due dates of instalment payments can be found on your Acceptance of Student Accommodation Form.

4 Payment by a third party

If your fees are to be paid by the Student Loans Company or by a sponsor such as an Embassy, please ensure that all information is available to enable the appropriate invoices to be raised and for your sponsor to make payment on your behalf. It is your personal responsibility to ensure that your fees are paid.

5 Late payment

If you become aware that your payment will be late, you must contact the Income Office to explain the position. If you are in genuine difficulty with payment, an authorised member of the Income Office will try to agree a plan of payment with you that you can afford.

If you fail to submit a payment plan or if your payment plan method fails, you will be contacted within two weeks of the expected payment date and asked to make immediate payment by another method. If this payment method also fails, you will normally be charged an administration fee.

If you fail to provide the University with a satisfactory response in the circumstances described above you will be sent a formal letter requesting that you contact the University Credit Control Manager. Your Faculty Office and academic school(s) will also be notified.

If you fail to respond, or if after contacting the Credit Control Manager you are unable to provide an acceptable payment plan, the University reserves the right to terminate your studies and/or to require you to leave your accommodation. The University will then put any debt outstanding

in the hands of a debt collector. Any additional costs incurred will be added to your account.

Students who continue to be in debt to the University at the end of the academic year will not be permitted to register for the following year of their programme.

Members of the Student Funding Office can provide advice on additional funding that may be available to assist you.

6 Difficulty with payment

If you are experiencing difficulties in paying tuition or accommodation fees you should seek help at the earliest possible opportunity. Initially you should approach staff in the Student Funding Office. They will be able to provide general advice as well as information about any additional funding that may be available. You may also wish to speak to a personal tutor, hall warden or the Students' Union for support and advice. It is important to keep the Income Office informed of developments (see above). The University will be sympathetic and assist where it can. However, in order to maintain the quality of teaching for everyone else, the University must act to recover debts.

7 Payment of interest or administrative charges

You will become liable to pay interest at 2.5% above UK clearing bank base rate per annum on the amount outstanding where payments are outstanding against your payment plan. Interest will run from the due date to the date when the fees are paid.

The Finance Office will review the student related debt ledger throughout the year and apply interest on a consistent basis annually.

An administration charge will normally be raised where your chosen method of payment is declined more than once. This will apply to each payment date.

8 Reinstatement on payment of full tuition fees

If you have been required to leave the University, registration on your programme of study may be reinstated on payment in full of outstanding tuition fees before the end of the academic year in question. However, if you are consequently behind with your studies, you may have to repeat parts of the programme, thereby incurring further fees.

9 Early withdrawal or suspension of study

If you leave your programme of study early or suspend your studies for a significant period, claims for refunds of tuition fees may be made. Students are entitled to a full refund if a claim is

made within the first four weeks of the start of the programme. Thereafter, any claims for a refund will be on a weekly basis for undergraduate students and a monthly basis for postgraduate students. This includes all categories of students and sponsors including all undergraduates in receipt of a tuition fee loan. There is further information on tuition fee refunds at www.bristol.ac.uk/academicregistry/fees.

If you leave your University accommodation early, the sum for which you are liable is set out in the Student Residence Conditions.

10 Other important information

- a Students with debts relating to tuition or accommodation fees, to library, car parking or disciplinary fines, or any other outstanding debts to the University will not be permitted to register for their next year of study until these debts are cleared or specific arrangements are in place with the Income Office Manager for the settlement of the debt.
- b Students with tuition fee debts outstanding at the close of business 14 days before the start of the relevant Degree Congregation (ie period of degree ceremonies) will not be permitted to graduate.
- c A degree certificate will not be provided to any student who has tuition fees outstanding.

For these purposes "tuition fees" includes tuition fees, bench fees and writing up fees.

11 Appeal process

If you are unhappy about any matter relating to fee levels or payments you should in the first instance contact the Income Office Manager, who is based in Senate House. If the matter remains unresolved, you may bring a complaint under the University's Student Complaints Procedure (see www.bristol.ac.uk/secretary/studentrulesregs/complaints.html).

Contacts

Student Funding Office	
student-funding@bristol.ac.uk	331 7972
Income Office	
student-fees@bristol.ac.uk	928 7908
Student Complaints Officer	
student-complaints@bristol.ac.uk	928 8904

Principles approved by Council 10 May 2000.

Last updated July 2011.

Regulations and policies

Academic matters

Examination Regulations

1 Nominees

Unless the context indicates otherwise, under these regulations a University officer or the chairman of a board of examiners may act through his or her properly appointed nominee.

2 Conduct of formal examinations

2.1 Attendance

Failure to attend an examination without reasonable cause may result in the award of no marks for that examination. It is the responsibility of the student to be aware of the details of the examination timetable. If a student fails to attend as the result of illness, he or she should obtain a medical certificate from a qualified medical practitioner as soon as reasonably practicable, and submit it forthwith to the chairman of the board of examiners and copied to the appropriate faculty office.

2.2 Entering the examination room

Candidates may not normally enter the examination room to sit a written examination nor undertake the written examination in any other location after it has been in progress for more than thirty minutes. Late candidates will be referred to their home school¹ for advice on the next course of action.

2.3 Leaving the examination room

No candidate may leave the examination room within thirty minutes of the beginning of the examination, save in exceptional circumstances, and with the permission of the invigilator. In order to avoid disturbing other candidates, candidates may not leave the examination room during the last fifteen minutes of the examination, save in exceptional circumstances, and with the permission of the invigilator. If a student leaves an examination because of illness, he or she should obtain a medical certificate from a qualified medical practitioner as soon as reasonably practicable, and submit it forthwith to the chairman of the board of examiners and copied to the appropriate faculty office.

¹ "School" should be taken to mean "School or Department", whichever is more appropriate, throughout the Examination Regulations.

2.4 Supervised absence

No candidate may leave and return to the examination room during an examination unless supervised by an invigilator while absent.

2.5 Communication during the examination

Unless an invigilator has given permission otherwise, during the course of the examination a candidate may communicate with no other person but the invigilator.

2.6 Permitted items and texts

A candidate may take to his or her desk only those items and texts that are permitted for the examination he or she is sitting. It is the responsibility of the student's faculty or school to provide guidance to students about items, for example calculators, they may take into examinations and the responsibility of the student to establish which items and texts are permitted. Such guidance should be provided in a format and location easily accessible to the student, including in student handbooks or on school websites and should indicate to students the circumstances in which it is likely they will be granted permission and the types of materials they may be allowed to use. All bags, mobile phones, personal organisers and similar electronic devices must not be taken to the examination desk, but must be deposited elsewhere, as instructed by the invigilator.

If the usual practice of the faculty or school is to allow students who do not have English as a first language to use a translation dictionary during written examinations, then the school should ensure that an "Authorisation for the use of dictionaries in examinations" form is completed and signed by the Head of School or nominee for each student. Where a student is studying across schools then the form should be signed by the Head of School for each of their units. This form should be returned to the student and it MUST be displayed on the examination desk when a dictionary is being used. Failure to display the authorisation will result in the confiscation of the material. All dictionaries used in examinations will be checked for annotations and markings and any dictionary deemed to contravene regulations will be removed from the student.

2.7 Distracting behaviour

Candidates may not smoke during an examination, nor behave in any way which is distracting to other candidates. A candidate who ignores a request from an invigilator not to behave disruptively may be required to leave the examination room. The candidate's examination scripts will be submitted to the board of examiners as they were at the time when the candidate was required to leave. The invigilator will annotate the scripts with the time at which the candidate left, and submit a report to the chairman of the board of examiners.

2.8 Examination scripts

It is the responsibility of the candidate to ensure that all his or her scripts are appropriately marked with an identifying name and number. No candidate may remove an examination script from the examination room. No candidate may remove any other examination materials without permission.

A school may invite a candidate to transcribe or dictate an illegible script. Any transcription or dictation must be verbatim, and the student should be asked to sign the transcript to confirm that it is a true copy of the original script. The transcription or dictation will be treated as part of the formal examination process. Schools may also invite the student to undertake an oral examination.

2.9 Cheating

Cheating in an examination will be dealt with as a disciplinary offence under these regulations. In particular it is a disciplinary offence for a candidate to:

- Have unauthorised items or texts at his or her desk in the examination room during the examination
- Make use of unauthorised items or texts during the examination
- Copy from the script of another candidate during the examination
- Dishonestly receive help from another person during the examination
- Dishonestly give help to another person during the examination
- Act dishonestly in any way, whether before, during or after the examination, so as to obtain an unfair advantage in the examination
- Act dishonestly in any way, whether before, during or after the examination, so as to assist another candidate to obtain an unfair advantage in the examination.

2.10 Suspicion of cheating during the examination

Should a candidate be suspected of cheating during the examination, the invigilator will confiscate any unauthorised material, indicate on

the candidate's script that it has been confiscated due to suspected cheating, and remove the script. The candidate will then be given further examination books and permitted to complete the examination. The invigilator will seek an explanation from the candidate at the end of the examination, and submit an incident report to the University Examinations Officer who will notify the chairman of the school board of examiners from the student's home school.

3 Other assessed work

3.1 Work must be that of the student

Any thesis, dissertation, essay, or other coursework must be the student's own work and must not contain plagiarised material. Any instance of plagiarism in such coursework will be treated as an offence under these regulations.

3.2 Plagiarism

Plagiarism is the unacknowledged inclusion in a student's work of material derived from the published or unpublished work of another. This constitutes plagiarism whether it is intentional or unintentional. "Work" includes internet sources as well as printed material. Examples include:

- Quoting another's work "word for word" without placing the phrase(s), sentence(s) or paragraph(s) in quotation marks and providing a reference for the source.
- Using statistics, tables, figures, formulae, data, diagrams, questionnaires, images, musical notation, computer code, etc., created by others without acknowledging and referencing the original source. This list is not intended to be exhaustive.
- Summarising or paraphrasing the work or ideas of another without acknowledging and referencing the original source. "Paraphrasing" means re-stating another author's ideas, meaning or information in a student's own words.
- Copying the work of another student, with or without that student's agreement.
- Collaborating with another student, even where the initial collaboration is legitimate, e.g., joint project work, and then presenting the resulting work as one's own. If students are unclear about the extent of collaboration which is permitted in joint work they should consult the relevant tutor.
- Submitting, in whole or in part, work which has previously been submitted at the University of Bristol or elsewhere, without fully referencing the earlier work. This includes unacknowledged re-use of the student's own submitted work.
- Buying or commissioning an essay or other piece of work and presenting it as a student's own.

3.3 Avoidance of plagiarism

Schools will, where necessary, provide further discipline-specific definitions of plagiarism and guidance on how to avoid it, including advice on proper referencing practice. However, it remains the responsibility of the individual student to familiarise him- or herself with these guidelines and to avoid plagiarism.

3.4 Cases of bad academic practice

In some cases a marker may be unsure whether irregularities in a piece of work constitute minor plagiarism or simply poor academic practice. In this case he or she should consult the chairman of the school board of examiners for the student's programme of study. The chairman will decide whether the case can be handled solely through school tutorial/student guidance processes or whether the procedure outlined in sections 3.5 and 4 should be followed. If the former, a file note should be kept in the school of the advice given to the student for future reference.

3.5 Suspicion of plagiarism

Should a candidate be suspected of plagiarism, the principal marker of the work will notify the chairman of the school board of examiners for the student's programme of study, providing a brief written report outlining the allegation and copies of both the assessed work in question and the sources that are believed to have been plagiarised, annotated as necessary.

4 Procedure for cases of cheating and plagiarism in undergraduate and taught postgraduate programmes of study (including any taught component of a professional or other doctoral degree)

4.1 Responsibility for handling allegations of cheating and plagiarism

Initial responsibility for handling plagiarism and examination cheating allegations in undergraduate and taught postgraduate programmes of study rests with the chairman of the school board of examiners from the student's home school.

4.2 Initial assessment of cases of cheating and plagiarism

The chairman of the school board of examiners will decide, in consultation with the undergraduate or graduate education director of the faculty, and using the criteria listed in section 8, whether the case appears minor and can be handled at school level or more significant, requiring involvement from the faculty. The chairman, in consultation with the undergraduate or graduate education director, will also decide whether or not to investigate examination scripts or pieces of

work previously submitted by the student.

4.3 Minor cases – student interview

If the alleged offence of cheating or plagiarism is considered to be minor, the chairman of the school board of examiners will notify the student in writing and interview him/her with the school examinations officer or other appropriate member of the school. The student will be informed in the letter of the pieces of work under consideration. The student may be accompanied at the interview by an adviser, friend or other representative. Notes will be taken of the interview and subsequently agreed with all parties. Where the allegation relates to an assessment from outside the student's home school, the chairman of the home school board of examiners will involve a relevant member of staff from the other school in the interview and in making the penalty recommendation or may delegate responsibility for the interview to the chairman of the school board of examiners responsible for the unit. In the latter case, the interview panel will include a member of staff from the student's home school.

4.3.1 Disposal by the School Board of Examiners

The decision as to penalty will normally be made by the school board of examiners. Following the interview, the chairman of the school board of examiners will make a written recommendation as to the penalty, from those listed in section 4.3.2, to the full board. This recommendation will set out the misconduct admitted, a brief summary of the evidence received, the penalty recommended, and the factors taken into account in recommending the penalty. A copy of the recommendation will be sent to the student. It will be permissible to reach agreement as to penalty with the full board of examiners by correspondence if it is some time until its next meeting. If there is disagreement as to the penalty a full meeting will be required.

If the interview panel considers that the matter should be dealt with under student disciplinary regulations, it may, in place of a report to the board of examiners, make a recommendation to the Vice-Chancellor to this effect. Examination offences which disclose gross dishonesty, such as substantial and premeditated attempt to gain unfair advantage, or cases in which the candidate and the interview panel are not able to agree an account of the incident, are appropriately dealt with under student disciplinary regulations. See section 7.

4.3.2 Powers of the School Board of Examiners in minor cases

On receipt of the recommendation of the

chairman of the school board of examiners, the board of examiners may:

- Impose no penalty beyond recording the case on the student's school file for future reference;
- Disregard the original mark for the examination or piece of assessed work and require submission of an equivalent piece of work. The full mark range may be used for the new piece of work;
- Disregard the original mark for the examination or piece of assessed work and require submission of an equivalent piece of work. The mark for the new piece of work will be capped at the minimum pass mark;
- Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the examination or assessed work in which the student committed the offence without the opportunity to submit another piece of work. This will be the maximum penalty for cases of minor cheating or plagiarism. The school examination board will take explicit account of the impact of this penalty on the student's credit points and, where applicable, degree classification and whether this impact is proportionate to the offence.

The penalty will depend on the seriousness of the offence, using the criteria listed in section 8. It will normally be assumed that mitigating circumstances will have been raised by the student in advance of the examination or submission. However, any exceptional mitigating circumstances will be taken into account when determining the penalty.

If, exceptionally, the school board of examiners feels that there are circumstances about the case that were not apparent at the time of the initial assessment by the chairman of the board, and which might affect the route for consideration of the case, they may seek advice from the faculty board of examiners as to the appropriate course of action.

The student will have the usual right of appeal against a decision of the board of examiners.

4.3.3 Recording the penalty

Brief details of the allegation and penalty will be recorded in the minutes of the school board of examiners, with a copy kept on the student's school file. Cases and penalties will be reported to the faculty board of examiners annually. Copies of the resulting minutes of the faculty board of examiners will be sent to the Academic Registrar who will keep a central record of plagiarism and examination cheating cases and

report them annually to Education Committee. Cases of minor plagiarism need not be mentioned in student references.

4.4 Serious cases

If the alleged offence of cheating or plagiarism is considered by the chairman of the school board of examiners, in consultation with the undergraduate or graduate education director of the faculty, to be more serious than should be handled at school level, taking into account the criteria listed in section 8, the chairman of the school board of examiners will notify the student in writing that the case will be referred to the chairman of the faculty board of examiners. The student will also be informed, at this stage, whether any other examination scripts or pieces of work are under consideration.

4.4.1 Student interview

A panel of three members of the faculty board of examiners (which will normally include a member of the student's home school examination board), selected by the chair, will interview the student. It may be appropriate also to involve a representative from the school responsible for the unit in which the irregularity has occurred, if this is not the home school. The student may be accompanied at the interview by an adviser, friend or other representative. The faculty manager or head of academic administration will attend to provide advice on regulations. Notes will be taken of the interview, which will subsequently be agreed with all parties. Where the chairman of the faculty board of examiners is from the student's home school an alternative member of the board shall be nominated to chair.

4.4.2 Recommendation to the School Board of Examiners

The decision as to penalty will normally be recommended by the faculty interview panel, initially, to the school board of examiners. This recommendation, taken from those listed in 4.4.3, will set out the misconduct admitted, a brief summary of the evidence received, the penalty recommended, and the factors taken into account in recommending the penalty.

A copy of the recommendation will be sent to the student by the chair or secretary of the school board of examiners together with an explanation of the next steps in the process and the likely timescales. It will be permissible for the school board of examiners to consider this recommendation by correspondence if it is some time until its next meeting.

If the interview panel considers that the matter should be dealt with under student disciplinary

regulations, it may, in place of a recommendation to the board of examiners, make a recommendation to the Vice-Chancellor to this effect. Examination offences which disclose gross dishonesty, such as substantial and premeditated attempt to gain unfair advantage, or cases in which the candidate and the interview panel are not able to agree an account of the incident, are appropriately dealt with under student disciplinary regulations. See section 7.

4.4.3 Powers of the Faculty Board of Examiners

On receipt of the recommendation of the interview panel, the school board of examiners may advise the faculty board of examiners to:

- a Impose no penalty beyond recording the case on the student's school file for future reference;
- b Disregard the original mark for the examination or piece of assessed work and require submission of an equivalent piece of work. The full mark range may be used for the new piece of work;
- c Disregard the original mark for the examination or piece of assessed work and require submission of an equivalent piece of work. The mark for the new piece of work will be capped at the minimum pass mark;
- d Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the examination or assessed work in which the student committed the offence without the opportunity to submit another piece of work;
- e Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the unit of which the examination or piece of assessed work was part;
- f Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the year of study;
- g Award the student a lower class of degree or other academic award than that which he or she would otherwise have been awarded;
- h Award a lower qualification than that for which the student was registered;
- i Exclude the student from the award of a degree or other academic award, which may be either permanent or for a stated period, and may be absolute or subject to compliance with stipulated requirements; the award of a lower qualification may or may not be offered.

If the advice from the school examination board to the faculty examination board is not in line with that originally made by the faculty interview panel, the school examination board must

explain the reasons for the change in their report to the faculty examination board and must also notify the student of their decision.

The penalty will depend on the seriousness of the offence, using the criteria listed in section 8. It will normally be assumed that mitigating circumstances will have been raised by the student in advance of the examination or submission. However, any exceptional mitigating circumstances will be taken into account when determining the penalty.

The school and faculty examination board will take explicit consideration of the impact of the penalty on the student's credit points and, where applicable, degree classification and whether this impact is proportionate to the offence.

The student will have the usual right of appeal against a decision of the board of examiners.

4.4.4 Recording the penalty

Brief details of the allegation and penalty will be recorded in the minutes of the school and faculty board of examiners, with a copy kept on the student's school file. Copies of the resulting minutes of the faculty board of examiners will be sent to the Academic Registrar who will keep a central record of plagiarism and examination cheating cases and report them annually to Education Committee. Cases of cheating or serious plagiarism should normally be mentioned in student references.

5 Procedures for cases of plagiarism in a thesis submitted for a research degree

5.1 Responsibility for handling allegations of plagiarism in a thesis submitted for a research degree

If plagiarism is suspected in a submitted thesis, the supervisor or examiner will notify the head of school, providing a brief written report outlining the allegation and copies of both the relevant sections of the thesis and the sources that are believed to have been plagiarised, annotated as necessary. The head of school will notify the student in writing that the case will be referred to the graduate education director.

5.2 Student interview

The graduate education director will interview the student with the head of school or his or her nominee. The student may be accompanied at the interview by an adviser, friend or other representative. The faculty manager or head of academic administration will attend to provide advice on regulations. Notes will be taken of the interview, which will subsequently be agreed with all parties. Where the graduate education director

is from the student's home school, a graduate education director from another faculty may be nominated to chair the interview. In particularly serious cases it may be appropriate to involve a second graduate education director and the internal and/or external examiner in the interview.

If the interview panel is satisfied that there is no evidence of dishonesty, i.e. that there was no deliberate attempt by the student to obtain an unfair advantage in the thesis, the decision as to penalty will be made by the Research Degrees Examination Board. Following the interview, the panel will make a written recommendation as to penalty to the Research Degrees Examination Board. This recommendation will set out the misconduct admitted, a brief summary of the evidence received, the penalty recommended, and the factors taken into account in recommending the penalty. A copy of the recommendation will be sent to the student.

The final decision will be reached at a full meeting of the Research Degrees Examination Board. If the interview panel feels there is evidence of deliberate dishonesty, the matter should be dealt with under student disciplinary regulations. See section 7.

5.3 Powers of the Research Degrees Examination Board

On receipt of the recommendation of the interview panel, the Research Degrees Examination Board may:

- a Impose no penalty beyond recording the case on the student's school file for future reference;
- b Require resubmission of all or part of the thesis;
- c Exclude the student from the award of the degree, which may be either permanent or for a stated period, and may be absolute or subject to compliance with stipulated requirements;
- d Award a lower qualification than that for which the student was registered where regulations permit this.

The penalty will depend on the seriousness of the offence, using the criteria listed in section 8. It will normally be assumed that mitigating circumstances will have been raised by the student in advance of the submission. However, any exceptional mitigating circumstances will be taken into account when determining the penalty.

5.4 Recording the penalty

Details of the allegation and penalty will be recorded in the Research Degrees Examination Board minutes, with a copy on the student's school file, which will be sent to the Academic Registrar who will keep a central record of such

plagiarism cases and report them to Education Committee annually. Cases of plagiarism in a thesis submitted for a research degree should normally be mentioned in student references.

6 Students taking University of Bristol assessment, but not in attendance at the University

All the above regulations will apply to students not in attendance at the University, including distance learning students, students on a year abroad, or international students who have temporarily returned home. In these circumstances it may be appropriate to replace the interview with written correspondence or a conference call with the student.

7 Disposal under Student Disciplinary Regulations

If the interview panel considers that the matter should be dealt with under student disciplinary regulations, it may, in place of a report to the board of examiners, make a recommendation to the Vice-Chancellor, through the University Secretary, to this effect. Examination offences which disclose gross dishonesty, such as substantial and premeditated attempt to gain unfair advantage, or cases in which the candidate and the interview panel are not able to agree an account of the incident, are appropriately dealt with under the Student Disciplinary Regulations.

Where an offence of plagiarism or other examination offence has been referred under these Regulations to be dealt with under the Student Disciplinary Regulations, the Board of Examiners may not impose any penalty under these Regulations in place of or in addition to the penalty or penalties that the Board is directed to implement under the Disciplinary Regulations in respect of that offence.

8 Factors to be taken into account when deciding whether to use the procedures for minor or serious cases for undergraduate and taught postgraduate students

- a The student's year of study. First year cases are more likely to be considered minor. Finalist and taught master's student cases will normally be considered serious;
- b Whether this is a first or subsequent offence;
- c The extent and significance of the plagiarism in the piece of work. Plagiarism accounting for less than 30% of the piece of work and where there is evidence of independent argument and thought might reasonably be classed as minor;

- d Whether the assessment contributes significantly to the student's progress or degree classification;
- e Examination cheating should normally be handled under the "serious" procedures.

9 Guidance on the Procedures

Guidance and advice on the implementation of the cheating and plagiarism regulations will be available from the Academic Registrar.

10 Information for Boards of Examiners

10.1 Procedure for consideration of Extenuating Circumstances

Boards of examiners shall establish a committee (which will meet before the Board of Examiners meets) to consider any relevant matters, for example personal matters such as illness or bereavement, that may have affected a student's performance in assessment (see section 20 of the *Regulations and Code of Practice for Taught Programmes*).

10.2 Evidence

If a student wishes a board of examiners to take any such matters into account, he or she must complete and submit the relevant form before the meeting of the board at which the student's examination performance is to be considered (for details of the procedure and a link to the form, see section 20 of the *Regulations and Code of Practice for Taught Programmes*). A written record must be kept of such matters. Any such matters which could have been raised before the meeting of the board, but, without good reason, were not raised, will not be considered in the event of an appeal.

The committee may require a student to submit such other evidence as it deems necessary to substantiate any matter raised by the student.

11 Appeal against a decision of a Board of Examiners

11.1 Right to appeal

A student enrolled on a taught (undergraduate or postgraduate) programme may appeal against an appealable decision made by one of the following (referred to in these Regulations as a "board of examiners"):

- a A faculty board of examiners
- b A faculty progress committee
- c A school board of examiners in relation to a case of minor plagiarism.

A postgraduate research student may appeal against an appealable decision made by the following (also referred to as a "board of examiners"):

- a The University Research Degrees Examination Board
- b The Dean of the relevant faculty, on the recommendation of a registration review panel.

An appealable decision is a decision in respect of:

- a An examination or other form of assessment
- b A student's progress, including a decision in respect of a suspension or a requirement to withdraw from the University, or in the case of a research postgraduate student, a decision by a Dean relating to termination or change of registration
- c A penalty imposed for a cheating or plagiarism offence dealt with under these Regulations.

11.2 Permissible grounds of appeal

Appeals may only be made on the basis of one or more of the following permissible grounds:

- 1 There has been a material irregularity in the decision making process sufficient to require that the decision can be reconsidered. For example:
 - a the assessment and subsequent decision making process were not conducted in accordance with the relevant regulations;
 - b an adverse decision has been taken because of an administrative error;
 - c the student has not been given the opportunity to draw relevant matters to the attention of the board of examiners; and/or
 - d appropriate account was not taken of illness or other extenuating circumstances known to the board of examiners.
- 2 A student's performance in assessment has been affected by illness or other factors which the student was unable, for good reason, to divulge before the meeting of the board of examiners (see section 10 of these Regulations).
- 3 A penalty for cheating or plagiarism, imposed under the examination regulations by the school or faculty is wrong or disproportionate. For the avoidance of doubt, there is no right of appeal under these Regulations in respect of a penalty or penalties imposed under the Student Disciplinary Regulations and implemented by the board of examiners on the direction of the Vice-Chancellor or a Disciplinary Committee.

11.3 Grounds of appeal that are not permissible

- 1 Disagreement with the academic judgment of the board of examiners will not constitute a ground for appeal.
- 2 No appeal will be considered if it raises for the first time issues concerning the

supervision or teaching of a student. Such matters will only be considered if they have been raised by the student promptly, at the time they first arose and pursued under the Student Complaints Procedure.

11.4 The Appeal Process

The appeal process has two stages:

- i The Local Stage
- ii The University Stage.

Those hearing the appeal at either stage will not attempt to re-examine the student, nor to appraise professional academic judgments, but will consider whether the decision made was fair, and whether all relevant factors were taken into account.

The University Stage of the process may only be invoked if the student has pursued the appeal through the Local Stage and remains dissatisfied with the outcome.

11.5 The Appeal Form

In order to start the appeal process, the student must complete the Appeal Form (www.bristol.ac.uk/secretary/studentrulesregs/stuappealform.doc) and submit it to the Faculty Education Manager within 15 working days of the notification of the appealable decision to the student. An extension of this time limit will be allowed, by the University Secretary, only in exceptional circumstances.

The Appeal Form must set out:

- a the reason(s) for the student's dissatisfaction with the appealable decision;
- b the student's grounds for appeal; and
- c the outcome sought by the student.

All the evidence on which the student seeks to rely must be submitted with the Appeal Form unless there are good reasons why this is not possible. The student is encouraged to seek assistance from the Students' Union Advisory Service (www.ubu-justask@bristol.ac.uk) when preparing the Appeal Form.

11.6 The Local Stage

On receipt of the completed Appeal Form and any accompanying evidence, the Faculty Undergraduate or Graduate Education Director (as appropriate) will review the appeal on behalf of the Dean of the Faculty (who may also act in person if he or she considers it appropriate) with a view to considering whether the appeal can be resolved at the Local Stage.

In the case of an appeal by a postgraduate research student against a decision of the Research Degrees Examination Board, the Faculty

Education Manager will forward the Appeal Form and any accompanying evidence to the Pro Vice-Chancellor (Education) who will review the appeal at the Local Stage.

The person reviewing the appeal may invite another academic not involved in the appealable decision or in previous informal discussions to assist with his or her deliberations. Students may request the opportunity to attend the review at which their appeal is considered. The student may bring an adviser, friend or representative to the review and the Faculty Education Manager (or in the case of an appeal against a decision of the Research Degrees Examinations Board another appropriate person) will provide administrative support.

If the person reviewing the appeal considers that the appeal can be resolved at the Local Stage, he or she may take action to resolve the appeal, including but not limited to any or all of the following:

- a refer the student's extenuating circumstances to be reconsidered by a committee under section 10 of these Regulations, if the person reviewing the appeal considers that insufficient weight was given to the student's circumstances by the committee;
- b allow the student to submit late evidence of extenuating circumstances, if the person reviewing the appeal considers that the student had good reason for his or her failure to submit the evidence at the appropriate time;
- c refer the appealable decision for reconsideration by the board of examiners, with or without a recommendation as to the outcome of such reconsideration.

If the person reviewing the appeal does not consider that the appeal can be resolved at the Local Stage the student may request that the appeal be progressed to the University Stage under section 11.7.

The Local Stage will normally be dealt with and the student informed, in writing, of the outcome of the review and the reasons for the decisions made, within 25 working days of the Appeal Form being submitted to the Faculty Education Manager (or, in the case of an Appeal Form which has been submitted out of time, within 25 working days from the date of notification, to the Faculty Education Manager, of the University Secretary's decision to allow an extension of time for submission of the appeal).

11.7 Progression to the University Stage

If the student remains dissatisfied with the outcome

of the Local Stage, or has not received the Local Stage decision by the prescribed time limit set out in section 11.6 above, he or she may request that the appeal is progressed to the University Stage. The student should make the request in writing to the Student Complaints Officer (**student-complaints@bristol.ac.uk**) within five working days of the Local Stage decision or, if earlier, the expiry of the prescribed time limit. Upon receipt of the written request to progress to the University Stage, the Student Complaints Officer will obtain the Appeal Form and supporting evidence from the Faculty Education Manager, together with all of the evidence considered at the Local Stage and a copy of any decision letter sent to the student.

Upon receipt of the Appeal Form and other documentation from the Local Stage, the Student Complaints Officer shall refer the student's appeal to a Review Panel for consideration.

11.8 Appeal Review Panel

The Review Panel shall normally consist of three members of the academic staff who have had no prior involvement with the appealable decision or the Local Stage.

The proceedings of the Review Panel will not involve a hearing. The Review Panel will consider the Appeal Form and other evidence and may:

- a refer the matter back to the faculty (or in the case of postgraduate research students, to the Pro Vice-Chancellor (Education)) for reconsideration with, or without, a recommendation for resolution. If following reconsideration at the Local Stage the original decision is not altered, the student may request that the matter be further reviewed by the Review Panel. If the original decision is altered, the student will have a fresh right of appeal in respect of the new decision;
- b dismiss the appeal, giving reasons, and issue a Completion of Procedures letter; or
- c recommend that a committee be appointed by Council to hear the appeal.

11.9 Council Committee

If the Review Panel recommends that a committee be appointed to hear the appeal, Council will appoint a committee which shall normally consist of three members, including at least one academic member of Council or member of Senate, and which may include among its members University staff who are not members of Council. At the request of the student, Council may appoint a student sabbatical officer as an additional member. In the event of the Committee being divided in its view, the chair will have the casting

vote. The Committee will normally be chaired by a lay member of Council. Wherever possible the Committee should include at least one member of the same gender as the student.

11.10 Clerk

The University Secretary will appoint a clerk to the Appeal Review Panel and to the Council Committee. The role of the clerk is to assist the Panel or Committee by collating the evidence, preparing the documentation, making arrangements for the hearing, taking a note of the proceedings and advising the Panel or Committee on the relevant regulations and procedures. The clerk may, on behalf of the Panel or Committee, ask for written witness statements or documents such as medical certificates to be produced. The student, the school and the faculty will be entitled to see all statements and documents seen by the Panel or Committee.

11.11 Nature of hearing

The Committee will decide its own procedure. The student may present his or her appeal in person or in writing as he or she chooses. Witnesses may be asked to give evidence.

11.12 Representation

The student may be accompanied at the appeal hearing by an adviser, friend or representative for support or representation. The Students' Union employs student advisers who may be asked to act in this capacity. In the event that the student fails to attend, without good reason, the hearing may be held in the student's absence. If the student has a good reason for not attending, the hearing will be rescheduled.

11.13 Time limits

The University will normally comply with the following time limits:

- a the Local Stage will be completed within 25 working days of receipt of the student's Appeal Form. Where the Local Stage has involved a meeting with the student, the Local Stage decision will be issued to the student within five working days of the meeting (these five days being included within the 25 day limit set out above);
- b The Appeal Review Panel will meet within 20 working days of the student's request for progression to the University Stage;
- c The Council Committee hearing will be arranged as soon as is practicable after the Review Panel's recommendation that a Committee be appointed. The Committee's report will normally be issued within 10 working days of the hearing.

If the University is unable to meet these time limits it will inform the student of the reasons for the delay.

11.14 Nominees

Unless the context indicates otherwise, under these Regulations an Officer of the University or other designated member of staff may act through his or her properly appointed nominee.

11.15 Report to Senate and Council

The Council Committee will report to Council, setting out, in summary, the grounds of the appeal, the evidence received, the Committee's findings and any recommendations or instructions to be made by Council to the board of examiners. A copy of the report will be sent to the student and to the Faculty (via the Faculty Education Manager) or to the Chair of the Research Degrees Examination Board, as appropriate. The Student Complaints Officer will present an annual report on appeals under these regulations to both Senate and Council and will inform the Pro Vice-Chancellor (Education) of any general recommendations made by Council Committees during the year.

11.16 Powers of Council

On receipt of the report of the Committee, Council may refer the matter back to the faculty (or the Research Degrees Examination Board, as appropriate) with a recommendation or instruction to the relevant board to amend its original decision.

11.17 Right to have degree conferred

A student may not have a degree or other academic qualification conferred until all his or her outstanding examination or assessment appeals have been resolved. If the degree or other qualification has already been conferred, either in person or in absentia, no appeal will be considered.

11.18 Office of the Independent Adjudicator for Higher Education (OIA)

The OIA provides an independent scheme for the review of student complaints. The OIA will only consider cases when the University's internal procedures have been exhausted. It will not intervene in matters which turn purely on academic judgment.

At the end of the appeal process the student will be issued with a Completion of Procedures letter which will confirm the outcome of the appeal.

Following receipt of the Completion of Procedures letter the student is entitled to make an application to the OIA (www.oiahe.org.uk).

Revised version approved by Council 5 July 2002. Last amended July 2012.

Regulations on Research Practice

1 Responsibility for research in the University

The Head of School is responsible for research conducted within or under the auspices of that School and answers to the Dean, the Pro-Vice-Chancellor responsible for research, and the Vice-Chancellor.

2 Research practice

These regulations apply to all members of the University involved in research. This will include staff and undergraduate and postgraduate students. It also applies to those who are not members of the University, but who are conducting research on the University's premises, under the University's auspices or using the University's research facilities. All those conducting research in the University are expected to:

- maintain professional standards
- be familiar with guidance on best research practice, for example in relation to matters of policy, ethics, finance and safety
- comply with the University's Research Governance and Integrity Policy (see www.bristol.ac.uk/red/research-governance/practice-training/rgi.pdf)
- observe legal and ethical requirements laid down by the University or other properly appointed bodies involved in the research field
- recognise the importance of good leadership and co-operation in research groups
- take special account of the needs of young researchers
- document results and keep secure primary data
- question findings
- attribute honestly the contributions of others
- take steps to ensure the safety of all those associated with the research
- report any conflict of interest, actual or prospective, to the appropriate person.

3 Information about research projects

Anyone leading a research project within or under the auspices of the University school should ensure that the research complies with relevant legislation and that arrangements are in place for the proper conduct of the research, including but not limited to insurance, ethics, data protection and protection of intellectual property.

In particular, those leading or supervising research which involves human participants (including but not limited to questionnaires, interviews, human samples and clinical research) must complete a research registration

checklist before starting the research (see www.bristol.ac.uk/red/research-governance/registration-sponsorship/study-notification.html).

The University Ethics of Research Policy and Procedure (see www.bristol.ac.uk/red/research-governance/practice-training/researchethicspolicy.pdf) governs the ethics of research across the University and applies to all those conducting research under the auspices of the University.

4 Misconduct

In the event of suspected research fraud or other research misconduct, the matter should be drawn to the University's attention under the Policy on Public Interest Disclosure. The University's Insurance Officer should be notified, in confidence, of any possible future claim, or insurance cover may be lost (Ginny.Hope@bristol.ac.uk). The Director of Communications should also be notified, in confidence, in case of media interest (David.Alder@bristol.ac.uk).

Approved by Council 5 July 2002. Last updated August 2012.

Regulations on Research Misconduct

1 General

These regulations apply to all members of the University involved in research. This will include staff and undergraduate and postgraduate students. It also applies to those who are not members of the University, but who are conducting research on the University's premises, under the University's auspices or using the University's research facilities.

For the purpose of these regulations, the Vice-Chancellor and other officers may act through their properly appointed nominees.

2 Definition of research misconduct

Research misconduct includes the following, whether deliberate, reckless or negligent:

- failure to obtain appropriate permission to conduct research
- deception in relation to research proposals
- unethical behaviour in the conduct of research, for example in relation to research subjects
- unauthorised use of information which was acquired confidentially
- deviation from good research practice, where this results in unreasonable risk of harm to

humans, other animals or the environment

- fabrication, falsification or corruption of research data
- distortion of research outcomes, by distortion or omission of data that do not fit expected results
- dishonest misinterpretation of results
- publication of data known or believed to be false or misleading
- plagiarism, or dishonest use of unacknowledged sources
- misquotation or misrepresentation of other authors
- inappropriate attribution of authorship
- fraud or other misuse of research funds or research equipment
- attempting, planning or conspiring to be involved in research misconduct
- inciting others to be involved in research misconduct
- collusion in or concealment of research misconduct by others.

Fraud or other misuse of research funds or research equipment may be dealt with under the University's financial regulations.

3 Procedure in the case of suspected research misconduct

The University has a responsibility to investigate allegations of research misconduct fully and expeditiously. It also has a responsibility to protect researchers from malicious, mischievous or frivolous allegations.

All those to whom these regulations apply should report any incident of misconduct, whether witnessed or suspected. Members of staff and students are encouraged to raise concerns about suspected research misconduct in confidence under the University's Policy on Public Interest Disclosure.

In the event that serious allegations are made, they will be referred to the Vice-Chancellor under the appropriate disciplinary regulations. The Vice-Chancellor may take immediate action under the disciplinary regulations, or, if the Vice-Chancellor considers it appropriate to do so, he or she may first appoint a panel to investigate the allegations.

If a panel is appointed, it shall normally consist of three members: someone unconnected with the allegation who is a member of the school or faculty, a member of the University from outside the faculty and a lay member of Council, who shall chair the panel. Members of the panel must be impartial and unbiased. At least one member should have expert knowledge of the area of research involved. The individual or individuals

against whom the allegation is made shall be informed of the decision to appoint a panel and shall be given the opportunity to comment on the proposed membership of the panel.

The panel shall take all reasonable steps to preserve the anonymity of the person or persons accused and the person or persons making the allegation, unless this would compromise the investigation. All reasonable steps must be taken to ensure that the investigation is undertaken as expeditiously as possible. The panel may seek legal advice.

The panel shall require the production of such records as are necessary to enable the investigation to proceed and shall secure their safekeeping. The panel may interview the person or persons accused and the person or persons making the allegation, together with anyone else who may have relevant information. Anyone attending for interview may be accompanied by a friend or representative.

The panel shall prepare a report setting out the evidence received, accounts of any interviews conducted and the panel's conclusions. The person or persons accused of research misconduct shall have an opportunity to comment on the report. The report and any comments received from the person or persons accused shall be submitted to the Vice-Chancellor. The panel may also make recommendations to promote best practice in the conduct of research and any such recommendations shall be brought to the attention of Senate and Council.

On receipt of the report, the Vice-Chancellor shall proceed as follows:

- In the event that the panel has found no evidence of misconduct, the complaint shall be dismissed.
- In the event that a complaint is upheld, but the offence found to be insufficiently serious to warrant formal disciplinary proceedings, the matter may be referred to the head of school or other appropriate individual for resolution.
- If the investigation has uncovered prima facie evidence of serious misconduct, then the matter shall be dealt with under the appropriate disciplinary procedures. Action may be taken in respect of members of staff under the Disciplinary Rules for Members of Staff and Disciplinary Procedure for Members of Staff. Action may be taken in respect of students suspected of research misconduct under the Student Disciplinary Regulations or Examination Regulations.

In cases where the outcome implicates someone who is not subject to the University's disciplinary procedures, the Vice-Chancellor shall bring

the report to the attention of any appropriate disciplinary or other body.

If the panel finds the allegation to have been malicious or mischievous in nature, the matter may be referred to the Vice-Chancellor to consider whether disciplinary action should be taken against those making the allegation.

Where the research is funded in whole or part by an outside grant, the Vice-Chancellor shall have regard to the guidance issued by the relevant funding body. The Vice-Chancellor shall ensure that any such body is given appropriate and timely information as to the instigation and progress of an investigation and any referral under disciplinary regulations.

In the event of a finding of misconduct, where the person responsible is subject to the regulation of a professional body such as the General Medical Council, the Vice-Chancellor shall consider whether it is appropriate to inform the professional body of any finding.

Where the person responsible has published research, especially research to which the misconduct relates, the Vice-Chancellor shall consider whether it is appropriate to inform journal editors or others of any finding.

Approved by Council 5 July 2002. Last updated July 2010.

Intellectual Property Policy for Students – summary

This policy defines intellectual property, explains the requirement for any intellectual property generated by students as part of University project work to be assigned to the University, and sets out the University's 'fair share' system for apportioning any revenue generated from the commercial exploitation of such intellectual property.

www.bristol.ac.uk/secretary/studentrulesregs/intelprop.html

Regulations and policies

Use of facilities

General Regulations for the Library Services and Facilities

1. Introduction

- 1.1 The University of Bristol Library service with its headquarters in Tyndall Avenue comprises: the Arts and Social Sciences Library, the Medical Library, the Queen's Building Library (containing the collections of Engineering, Mathematics and Computer Science), the Wills Memorial Library (containing the collections of Law, Earth Sciences and the European Documentation Centre), the Education Library, the Worsley Chemical Library (School of Chemistry), the Maria Mercer Library (School of Physics), the Biological Sciences Library, the Geography Library (School of Geographical Sciences), the Dental Library, the Veterinary Science Library, the reference-only Social Medicine Library (in Canynge Hall) and the Library Store at Brislington.
- 1.2 The Library service is available throughout the year. Opening times can be found at: www.bristol.ac.uk/library/using/branches.
- 1.3 The University Card acts as the Library Membership Card (as well as the identity card) for all students, members of staff and members of Council of the University. The University Card (or, for registered external users, the University of Bristol Library Membership Card) must be presented on request, whether to gain access to the Library, or to prove identity, or to borrow books in the Library. The University Card must not be given to, or used by, anyone else.
- 1.4 Throughout these regulations the term 'book' is deemed to include all types of material in physical format (eg printed books, printed journals, DVDs) provided by the libraries of the University.

2. Admission

- 2.1 Admission to membership of the Library is subject to individuals being and remaining in good standing and may be refused or suspended by the Director of Library

Services subject to paragraph 5 below.

- 2.1.1 The following categories of persons are entitled to all privileges, subject to registering as a member of the Library:
- members of the University Council;
 - members of staff;
 - enrolled students of the University.
- 2.1.2 The following categories of persons may be granted a limited range of borrowing facilities, at the discretion of the Director of Library Services, subject to registering as a member of the Library:
- former members of the University of Bristol's staff who have at least 10 years of continuous service and who have either:
 - reached the State pension age or
 - had no further employer;
 - graduates of the University of Bristol and associate members of Convocation (on payment of a fee);
 - members of staff and postgraduate students registered for research degrees at other universities and institutions of higher education in the UK (on payment of a fee, which may be waived for members of approved reciprocating institutions in the UK);
 - designated representatives of certain institutions which have corporately been granted library privileges (a fee may be charged);
 - members of groups for which special arrangements have been agreed (a fee may be charged);
 - such other persons as the Director of Library Services may consider eligible (a fee may be charged, but may be waived for members of approved library reciprocal borrowing schemes).
- 2.1.3 The following categories of persons may be allowed to use the library facilities for reading and reference, subject to satisfactory registration:
- graduates of the University of Bristol and associate members of Convocation;
 - members of staff and postgraduate students registered for research

degrees at other universities and institutions of higher education in the UK on production of a document of certification from their institution;

- during University of Bristol vacations, other students of universities and institutions of higher education on production of a document of certification from their institution;
 - such other persons or designated representatives of other approved institutions as the Director of Library Services may consider eligible (a fee may be charged, but may be waived for members of approved library reciprocal borrowing schemes).
- 2.2 Readers from outside the University may be subject to restrictions on the times when they may use the library services and facilities.
- 2.3 Readers wishing to use any library within the University are expected to acquaint themselves with and observe any particular regulations in force in that library.

3. Conduct

- 3.1 Users are required to carry proof of Library membership when in any of the University libraries, and to produce this on request by any member of library or security staff.
- 3.2 Conversation or any behaviour likely to disturb or inconvenience other users must be avoided in the reading and silent study areas. Speaking into mobile telephones is not permitted except in designated areas. Within the library telephones must be switched off or set to silent mode.
- 3.3 Eating and drinking are not permitted (except in designated areas, and elsewhere only water from bottles or a library water fountain).
- 3.4 Books, equipment and furniture must not be damaged or defaced in any way.
- 3.5 Loss of, or damage to, books must be reported immediately. The user responsible may be required to make good any such loss or damage.
- 3.6 Any member of staff is empowered to enforce the regulations.
- 3.7 Subject to paragraph 5 below, the Director of Library Services has power to restrict or suspend the library privileges of any user contravening these regulations.
- 3.8 Users are required to comply with the provisions of copyright law and with any restrictions imposed by manufacturers' licences when using library material. The Library and its resources are to be used for the purpose

of academic learning and research alone and not for other forms of commercial gain.

- 3.9 Personal belongings may be brought into the Library at the discretion of the staff and at the user's own risk. The Library cannot be held responsible for loss of, or damage to, personal property.

4. Borrowing

- 4.1 Books may normally be borrowed in accordance with the appropriate procedures laid down in each library; certain classes of books, however, are either confined permanently or available for restricted loan only.
- 4.2 No book may be borrowed until the appropriate borrowing procedure for that library has been followed. The Director of Library Services is authorised to impose a fine of not more than £30 in respect of any attempt to remove a book without following the appropriate borrowing procedure.
- 4.3 Users are responsible for all books borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedure has been completed.
- 4.4 Books must be returned by the date or time due. Users are expected to check their online borrower record and University email frequently and respond to Library notices. Users who fail to return a book by the due date or time may incur a fine.
- 4.5 Users leaving the University must return all books on loan and pay all outstanding charges before the end of their course or before they leave. Subscribing users must return all their books before the period of their subscription expires. Users who fail to return their books will be charged for the cost of replacement. In the case of those graduating the books must be returned, or the cost of replacement paid, and all other outstanding charges paid, at least one week before the award of their degree.

5. Powers of the Director of Library Services

The Director of Library Services has discretionary power to restrict, suspend or refuse library membership, to refuse to lend, or to recall any book at any time. Suspension of membership of an enrolled student under these regulations is a temporary measure only and will be referred to the Vice-Chancellor as soon as possible for further consideration under the student disciplinary procedures.

Last updated July 2013.

Information Security Policy – Acceptable Use

Introduction

This Acceptable Use Policy is a sub-policy of the Information Security Policy (ISP-01) and sets out the responsibilities and required behaviour of users of the University's information systems, networks and computers.

Scope

All members of the University (staff, students and associates), members of other institutions who have been granted federated access to use the University's facilities together with any others who may have been granted permission to use the University's information and communication technology facilities by the Director of IT Services are subject to this policy.

User identification and authentication

Each member will be assigned a unique identifier (userID) for his or her individual use. This userID may not be used by anyone other than the individual user to whom it has been issued. Each member will be assigned an associated account password which must not be divulged to anyone, including IT Services staff, for any reason. This University password should not be used as the password for any other service. Individual members are expected to remember their password and to change it if there is any suspicion that it may have been compromised.

Each member will also be assigned a unique email address for his or her individual use and some members may also be given authorisation to use one or more generic (role based) email addresses. Members must not use the University email address assigned to anyone else without their explicit permission.

Email addresses are University owned assets and any use of these email addresses is subject to University policies.

Personal use of facilities

University information and communication facilities, including email addresses and computers, are provided for academic and administrative purposes related to work or study at the University. Very occasional personal use is permitted but only so long as:

- it does not interfere with the member of staff's work nor the student's study
- it does not contravene any University policies
- it is not excessive in its use of resources.

University facilities should not be used for the storage of data unrelated to membership of the University. In particular, University facilities should not be used to store copies of personal photographs, music collections or personal emails.

Members of staff and research postgraduates should not use a personal (non-University provided) email account to conduct University business and should maintain a separate, personal email account for personal email correspondence.

All use of University information and communication facilities, including any personal use is subject to University policies, including the Investigation of Computer Use Policy (ISP-18).

Connecting devices to University networks

In order to reduce risks of malware infection and propagation, risks of network disruption and to ensure compliance with the JANET Acceptable Use and Security policies, it is not permitted to connect personally owned equipment to any network socket which has not been provided specifically for the purpose. It is permissible to connect personally owned equipment to the University's wireless networks.

To further reduce risk of data loss, members of staff and research postgraduates should not connect any personally owned peripheral device which is capable of storing data (for example, a personally owned USB stick) to any University owned equipment, irrespective of where the equipment is located. Only University owned peripheral devices may be connected to University owned equipment.

Any device connected to a University network must be managed effectively. Devices which are not able to be physically or logically disconnected from the network without notice.

Use of services provided by third parties

Wherever possible, members should only use services provided or endorsed by the University for conducting University business. The University recognises, however, that there are occasions when it is unable to meet the legitimate requirements of its members and that in these circumstances it may be permissible to use services provided by other third parties.

Further information is available in the Information Handling Policy (ISP-07) and the Outsourcing and Third Party Compliance Policy (ISP-04).

Unattended equipment

Computers and other equipment used to access University facilities must not be left unattended and unlocked if logged in. Members must ensure that their computers are locked before being left unattended. Care should be taken to ensure that no restricted information is left on display on the computer when it is left unattended.

Particular care should be taken to ensure the physical security of University supplied equipment when in transit.

Unacceptable use

In addition to what has already been written above, the following are also considered to be unacceptable uses of University facilities. These restrictions are consistent with the JANET Acceptable Use Policy (by which the University is bound) and the law.

- Any illegal activity or activity which breaches any University policy (see the Compliance Policy – ISP-03).
- Any attempt to undermine the security of the University's facilities. (For the avoidance of doubt, this includes undertaking any unauthorised penetration testing or vulnerability scanning of any University systems.)
- Providing access to facilities or information to those who are not entitled to access.
- Any irresponsible or reckless handling of University data (see the Information Handling Policy – ISP-07).
- Any use which brings the University into disrepute.
- Any use of University facilities to bully, harass, intimidate or otherwise cause alarm or distress to others.
- Sending unsolicited and unauthorised bulk email (spam) which is unrelated to the legitimate business of the University.
- Creating, storing or transmitting any material which infringes copyright.
- Creating, storing or transmitting defamatory or obscene material. (In the unlikely event that there is a genuine academic need to access obscene material, the University must be made aware of this in advance and prior permission to access must be obtained from the Director of IT Services.)
- Using software which is only licensed for limited purposes for any other purpose or otherwise breaching software licensing agreements.

- Failing to comply with a request from an authorised person to desist from any activity which has been deemed detrimental to the operation of the University's facilities.
- Failing to report any breach, or suspected breach of information security to IT Services.
- Failing to comply with a request from an authorised person for you to change your password.

Penalties for misuse

Minor breaches of policy will be dealt with by IT Services. Heads of Department may be informed of the fact that a breach of policy has taken place.

More serious breaches of policy (or repeated minor breaches) will be dealt with under the University's disciplinary procedures.

Where appropriate, breaches of the law will be reported to the police. Where the breach has occurred in a jurisdiction outside the UK, the breach may be reported to the relevant authorities within that jurisdiction.

Approved by the Information Security Advisory Board December 2012.

Information Security Policy – Investigation of Computer Use (summary)

This policy establishes the University's right, in specific circumstances, to investigate an individual's computer usage and sets out the procedures to be followed.

www.bristol.ac.uk/infosec/policies/docs/isp-18.pdf

Regulations and policies

General

Policy on Public Interest Disclosure (whistleblowing) – summary

Staff and students are encouraged to come forward if they have evidence that malpractice is occurring in the University. Examples of malpractice include:

- Fraud or financial irregularity
- Corruption, bribery or blackmail
- Criminal offences
- Failure to comply with a legal or regulatory obligation
- Miscarriage of justice
- Endangering the health or safety of any individual
- Endangering the environment
- Improper use of authority
- Serious financial maladministration arising from the deliberate commission of improper conduct
- Research misconduct.

This policy sets out the procedures to be followed and the safeguards provided for the ‘whistleblower’.
www.bristol.ac.uk/secretary/studentrulesregs/public.html

Freedom of Speech – summary

This code of practice sets out the procedures to be followed by staff and students in connection with the organisation of meetings and activities taking place on University premises, as required under the Education Act 1986.

www.bristol.ac.uk/secretary/studentrulesregs/freespeech.html

Governance of the Students’ Union – summary

This code of practice sets out the arrangements for ensuring that the Students’ Union operates in a fair and democratic manner and is accountable for its finances, as required under the Education Act 1994, Section 22.

www.bristol.ac.uk/secretary/studentrulesregs/edact94.html

Equality and Diversity Policy

www.bristol.ac.uk/equalityanddiversity/policy.html

Fitness to Study Policy and Procedure

www.bristol.ac.uk/equalityanddiversity/act/protected/disability/fitnesstostudy

Recording of Academic Teaching Policy

www.bristol.ac.uk/secretary/studentrulesregs/recording

Guidance on Student Pregnancy, Maternity and Paternity

www.bristol.ac.uk/equalityanddiversity/act/protected/pregandmat

Safeguarding Policy

www.bristol.ac.uk/secretary/legal/cppolicy.html

Good Neighbour Policy

www.bristol.ac.uk/accommodation/prs/community/policy.html

Environmental Policy

www.bristol.ac.uk/environment/policy

Statement on the Possession, Use or Distribution of Illicit Drugs or Alcohol

www.bristol.ac.uk/safety/media/gn/alcohol-gn.pdf

Smoking Policy

www.bristol.ac.uk/safety/policy/cop/smokingpolicy.pdf

Information security policies

www.bristol.ac.uk/infosec/policies

Text Messaging Policy

www.bristol.ac.uk/university/governance/policies/sms.html

Glossary of University terminology

Academic Personal Tutor

A member of academic staff in the student’s school who is his/her first point of contact for any personal or academic problems. All taught students are assigned an Academic Personal Tutor (except for MB ChB students, where different arrangements apply) and are expected to have meetings with him/her at regular intervals.

Academic year

The University year, which runs from 1 August to 31 July the following year. Within this there is the academic teaching *session*, but students’ actual period of study will vary according to their *programme* (eg some programmes run from September to the following September).

Anonymous marking

A process whereby, to ensure impartiality, the identity of students is not revealed to those marking their examination scripts or to the Board of Examiners.

Assessment

A generic term for processes that measure students’ learning, skills and understanding. Assessment can be *diagnostic*, *formative* or *summative*.

Assignment

Piece of coursework (eg project or essay) to be completed by a student. The *marks* may or may not count towards the student’s overall degree result.

Candidate number

A number issued to an examination candidate for use in all University examinations. Candidates write this number rather than their name on examination scripts. See also *Anonymous marking*.

Collusion

A term denoting a form of cheating resulting from inappropriate collaboration with one or more other students. See also *Plagiarism* (Section 1).

Credit points

All taught *programmes* comprise *units* of teaching, to which a specified number of credit points is assigned, eg 10 or 20 credit points. Credit points denote the notional amount of time (formal classes plus private study) to be allocated to that unit of teaching. Full-time undergraduate students normally take units totalling 120 credit points in each year of study, whilst full-time taught postgraduate students normally take 180.

Dean

The head of a *faculty*. Each dean is a senior member of the academic staff, in most cases appointed for a four-year period.

Degree classification

Undergraduate degrees (except professional programmes in Medicine, Dentistry and Veterinary Science) are normally awarded at one of four levels or classes:

- with First Class Honours (a first)
- with Second Class Honours, First Division (a 2:1 or Upper 2nd)
- with Second Class Honours, Second Division (a 2:2 or Lower 2nd)
- with Third Class Honours (a 3rd).

Taught postgraduate degrees are awarded with a Pass, Merit or Distinction.

Diagnostic assessment

Assessment designed to identify existing levels of skill in the learner, in order to identify appropriate pathways of study or to identify areas of weakness where the student may need extra support.

Double marking

A process whereby student work (eg examination script or coursework) is marked independently by a second member of staff, in order to achieve greater reliability in the marking process.

Extension of period of study

Postgraduate students may apply for an extension where circumstances prevent them from completing their studies within the period specified in the regulations for their degree.

Extenuating circumstances

Reasons (such as illness, accident or severe personal or family problems) put forward by a student, with supporting evidence, to the Board of Examiners in advance of the Board’s meeting, to explain absence from or a negative impact upon an *assessment* or series of assessments.

Faculty

The University has six faculties: Arts, Engineering, Medical & Veterinary Sciences, Medicine & Dentistry, Science and Social Sciences & Law, each of which is made up of several academic schools in broadly related subject areas (see list below). Every student belongs for administrative purposes to one faculty only, even if he or she studies in more than one faculty.

Formative assessment

Assessment designed to provide feedback to students on their progress towards meeting stated learning objectives/outcomes.

Fresher

Informal term used to describe a new undergraduate student.

Grade

In certain subjects, particularly those where it is not always possible to assign an exact numerical *mark* to a piece of work, grades are used instead (eg, A, B, C).

Honours degree See *Degree classification*.

Level (of study)

Term denoting the grading of an award or of an individual teaching *unit*. The five levels in use, in ascending order, are Levels: 4 (certificate), 5 (intermediate), 6 (honours), 7 (masters) and 8 (doctoral). Further information can be found in the University's Credit Framework: www.bristol.ac.uk/esu/assessment/codeonline.html#credit.

Mark

A numerical score given by an examiner when assessing a piece of work.

Marking criteria

The learning outcome requirements (in terms of knowledge, understanding and skills) that are taken into account in awarding assessment *marks*.

Marking scheme

A detailed structure for assigning *marks* where a specific number of marks is given to individual components of the answer.

Moderation

A quality assurance process by which the *marks* of a cohort of students are reviewed, to ensure that the individual marks awarded are appropriate in terms of consistency, fairness and rigour in the *assessment*.

Module See *Unit*.

Open Units

Some undergraduate *programmes* offer students the opportunity to broaden their academic experience by taking units in subjects unrelated to their main subject of study. Such units generally have no defined pre-requisites and are thus suitable for students with no prior knowledge of the subject.

Personal Tutor See *Academic Personal Tutor*.

Plagiarism See Section 1.

Precinct

The part of central Bristol where the majority of the University's academic buildings are located.

Pre-sessional

Denotes an activity which takes place before the start of the *session*, during the summer vacation, eg pre-sessional English language courses for international students.

Programme

A formal structured course of study which leads to an award, such as a degree, diploma or certificate. The structure of each taught programme is available in the Programme Catalogue.

Progress

All students are required to make satisfactory academic progress before being allowed to progress to the next year of study (undergraduate and research degree programmes) or to the dissertation stage (most postgraduate Master's programmes). Students on taught programmes are required to achieve a certain level of attainment, and to have acquired a certain number of *credit points*, as laid down in the regulations, in order to progress.

Required to withdraw

Students on taught *programmes* who fail to make adequate *progress* with their academic work, or who repeatedly fail to attend scheduled classes without providing an acceptable explanation, may be asked to leave the University. This decision will be made at faculty level, following discussion at the relevant Examination Board or Progress Committee.

Re-sit/Re-assessment

Students on taught *programmes* who do not reach the required standard in their *summative* examinations are generally offered an opportunity to re-sit these examinations. With re-sit examinations a student's mark is capped at the pass mark, even if the actual mark achieved was higher. However, if there were *extenuating circumstances*, permission may be granted by the Examination Board for the student to sit supplementary examinations, ie to take the examinations as if for the first time. In these circumstances, the marks are not capped.

Second marking See *Double marking*.

Semester See *Teaching block*.

Session

The University's teaching year, running from late September to mid-June the following year. (For most postgraduate students the period of study extends throughout the summer.)

Student number

A unique number assigned before arrival to each student, for administrative purposes. Students retain the same number throughout their university career.

Summative assessment

Assessment designed to provide a clear statement of achievement or failure in relation to stated learning objectives/outcomes.

Supervisor

A member of the academic staff assigned to a postgraduate research student or to a taught postgraduate student undertaking a dissertation to provide academic guidance and personal support.

Supplementary examination See *Re-sit*.

Suspension of study

In certain circumstances (eg extended periods of ill health) students may need to take a formal break from their studies. All requests for Suspension of Study have to be approved by the student's *faculty*. In some cases students on taught programmes returning from Suspension of Study may need to repeat all or part of a year's programme.

Teaching block

Teaching on taught programmes is delivered in two 12-week teaching blocks (or semesters), each followed by a formal assessment and marking period.

Temporary withdrawal See *Suspension of study*.

Tutor

A member of the academic staff responsible for teaching and/or providing academic advice.

Unit

Units (or modules) are the building blocks of all taught *programmes*. They may be compulsory or optional. Some may run for one *teaching block* only, others for both teaching blocks.

Vacations

For most students on taught programmes there is no teaching during vacations:

- Christmas vacation: approx 3 weeks, (December/January)
 - Easter vacation: approx 3 weeks (March/April)
 - Summer vacation: approx 14 weeks (June – September).
-

Week 0

The first week of the autumn *term*, Introductory Week, is designated Week 0. Teaching starts the following week (Week 1).

Withdrawal

Students who, for academic or personal reasons, wish to leave the University before completing their *programme* of study should notify their school or *faculty* by completing a Withdrawal form. See also *Required to withdraw*.

Student handbook

Faculties and academic schools

Faculty of Arts

School of Arts
School of Humanities
School of Modern Languages
Graduate School of Arts and Humanities

Contact

Faculty Office

71 Cotham Hill

www.bristol.ac.uk/arts

Faculty of Engineering

Merchant Venturers' School of Engineering
Queen's School of Engineering
Graduate School of Engineering

Contact

Faculty Office

Queen's Building

www.bristol.ac.uk/engineering

Faculty of Medical and Veterinary Sciences

School of Biochemistry
School of Cellular and Molecular Medicine
School of Physiology and Pharmacology
School of Veterinary Sciences
Centre for Clinical and Comparative Anatomy

Contact

Faculty Office

Medical Sciences Building

www.bristol.ac.uk/fmvs

Faculty of Medicine and Dentistry

School of Clinical Sciences
School of Oral and Dental Sciences
School of Social and Community Medicine

Contact

Faculty Office

Senate House

www.bristol.ac.uk/fmd

Faculty of Science

School of Biological Sciences
School of Chemistry
School of Earth Sciences
School of Experimental Psychology
School of Geographical Sciences
School of Mathematics
School of Physics

Contact

Faculty Office

Royal Fort House

www.bristol.ac.uk/science

Faculty of Social Sciences and Law

School of Economics, Finance and Management
Graduate School of Education
School of Law
School for Policy Studies
School of Sociology, Politics and
International Studies

Contact

Faculty Office

Senate House

www.bristol.ac.uk/fssl
