

I. General Regulations

These regulations shall be understood alongside the definitions of terms in the Progress Regulations and the Examination Conventions of the University, and shall be read together with any examination conventions specific to the relevant degree programme, as approved by the relevant faculty learning, teaching and student experience committee.

A. General Requirements

1. Students are responsible for making themselves familiar with all regulations and rules affecting them, and are expected to note all posted notices (whether in electronic or paper form) across the University. They must particularly note all dates of semesters and all **three** examination periods, and note both the times and places where University examinations are to be held.
2. Postgraduate research students are responsible for making themselves familiar with the *Guidelines for Research Students* provided in the Handbook for Research Students and Supervisors.
3. In order to be admitted to the University all students are required to accept the following declaration: *'I hereby promise to conform to the discipline of the University, to the Student Charter and to all Statutes, Regulations and Rules in force for the time being, in so far as they concern me'*. See www.ncl.ac.uk/pre-arrival/regulations/.
4. Students are, except for absence with good cause, expected to attend all elements of their programme of study, including lectures, seminars, tutorials, practicals, laboratory work, language classes, performances, fieldwork and examinations. A student who is not able to attend University should inform the school/ institute and submit a Student Notification of Absence form www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/. For absences longer than 7 days, a student must also submit a medical certificate. A Student Notice of Absence Form is not compulsory but any absence noted by the academic unit may be recorded as unauthorised if it has not been authorised in advance.
5. Students are expected to comply with any additional regulations and agreements required of them when using computing facilities, the University libraries, etc. The Information Systems and Services (ISS) and Library agreements are available at www.ncl.ac.uk/itservice/rules/useofitfacilities/ and at www.ncl.ac.uk/library.
6. Students are expected to comply with additional University policies and procedures which may be introduced during their time at the University. Examples include but are not limited to the University Smoke Free Policy, the Fitness to Study Procedure and – for certain programmes – the Fitness to Practise procedure.

7. Occasional students (those not pursuing an undergraduate or postgraduate programme of study leading to a degree or other qualification awarded by the University and which may include those studying for professional development) are not required to pass any entrance examination, but must satisfy the head of school, or his/ her nominee, of their educational fitness to enter their desired programme of study. Although not registered on a designated award of the University, these students may nevertheless register for specific modules. If occasional students complete any assessments at the University, the module assessment rules applicable to the rest of the cohort apply.

8. All occasional, exchange and CATS students are subject to the discipline of the University, must register as students, must pay the prescribed fees and must abide by the regulations regarding progress and examination conventions.

B. Occasional Study

9. Occasional study at Newcastle University is an individually designed programme of learning, with clear learning objectives and outcomes, approved by a DPD or PGR Director at the time of admission.

The individually designed programme can include modules and time developing experience and skills within a laboratory or research team to meet agreed learning outcomes. All occasional students apply through the normal admissions processes and a tuition fee is levied.

Note: occasional student status is not appropriate for work experience within a laboratory or research group – if there is not an individually designed programme of learning, guest member of staff status may be considered.

C. Registration and Module Choice

10. All students on taught programmes are required to register and be in attendance from the beginning of each stage of the programme. Ordinarily, this is in the first week of studies (induction week for taught programmes). Only exceptionally, and with the special permission of the degree programme director or director of studies, are students permitted to register after this time. An administration fee may be charged to any student who registers late.

- a) Exceptionally students will be permitted to register conditionally, pending verification of essential admission criteria (e.g. health clearance). Students who fail to meet the required criteria will be excluded from further study.
- b) Registration outside induction week is normally permitted only for postgraduate research students.

11. Students registering for modular programmes are required to record their choice of modules for the entire academic year by the end of the induction week of Semester 1. Module choice is subject to the written approval of the degree programme director and must meet the requirements of the relevant degree programme regulations.

12. All transfers between modules must normally be completed before the end of the second week of teaching. Transfers beyond this period are permitted only in exceptional circumstances. Changes to module selection are subject to the written approval of the degree programme director and must be reported to the relevant school or graduate school. Students must also keep a record of the approval to make the change and should check that their registration is correct.

13. Students may be permitted, with the approval of the degree programme director, to select modules other than those listed in their degree programme regulations.

14. Students should note that all modules are offered subject to the constraints of the timetable and to any restrictions on the number of students who may be taught on a particular module. All modules are listed in the relevant degree programme handbook, but are not necessarily offered every year. Degree programme regulations are revised annually.

15. Students may be permitted by their degree programme director to study additional modules (known as extra credit) alongside their programme of study. These extra credit modules stand outside of normal programme/ stage requirements and do not count towards the student's programme award either in terms of credit value or classification. However, they will be recognised on the transcript.

Please see <http://www.ncl.ac.uk/regulations/docs/> for a list of the available modules.

D. English Language Policy

16. Unless otherwise approved by the University, and explicitly stated in the relevant module or programme documentation, the language of teaching and assessment for all provision leading to a University award must be English.

17. In order to progress from a pre-sessional English Language training course to a University Degree Programme a student will need to have satisfactorily completed the pre-sessional course. Failure to make satisfactory progress on a pre-sessional programme will lead to the termination of a student's studies.

18. All new students whose first language is not English must take part in a free assessment at registration to assess their level of English language proficiency. A student's performance in the assessment will not prejudice registration, but will identify students who need support in one or more language skills. Such students may be required to undertake free in-sessional language training. This language training may be via credit-bearing modules or non credit-bearing courses and is decided by the degree programme director. Achievement of the desired level of proficiency can be made a

condition of satisfactory student progress by the degree programme director or, in the case of a PhD student, by the dean of postgraduate studies, who will communicate this requirement to the student in writing.

Students may be exempted from the language proficiency test if:

- a) they can provide evidence of English language proficiency at IELTS 7.0 in all four language skills;
- b) they have been educated in an English-speaking country as defined in the list of exempted countries (see the *English Language Policy*, available at www.ncl.ac.uk/regulations/docs)
- c) they can provide other evidence of a high level of competence in English, for example successful completion of 'A' levels or an undergraduate programme taught through the medium of English.

Note: Exemptions from the University's English Language Proficiency Test can be granted only by INTO Newcastle Centre Director (or agreed nominee) on behalf of Newcastle University.

E. Accreditation of Prior Learning

19. An applicant who has studied at another institution, or has studied or gained appropriate experience at Newcastle University, may be admitted directly to the second stage of the degree programme (or the third stage in the case of a four-year degree) in accordance with the University's policy on *Accreditation of Prior Learning* (APL) available at www.ncl.ac.uk/quilt/atoz/policies.htm and with the approval of the Degree Programme Director in consultation with the admissions selector. The student will need to make the case that the modules he or she studied elsewhere have resulted in *equivalent learning*.

20. Students admitted to any degree programme on the basis of APL will not be required to relinquish any previous Higher Education Certificate or Higher Education Diploma award from this or any other higher education institution.

21. The maximum credit for which APL can be offered is one third (i.e. 120 credits) of a 3-year undergraduate degree, one half (i.e. 240 credits) of a 4-year integrated masters degree and one half of the taught component of postgraduate certificates, taught doctorates and the Integrated PhD. The maximum credit for which APL can be offered on other postgraduate taught programmes (diploma or masters) is 40 credits, unless an individual exemption is approved by the relevant Dean of Postgraduate Studies.

22. In all cases where APL has been approved, the classification of an award shall be determined only on the basis of modules studied at Newcastle University. The board of examiners considering a student who has been admitted to a degree programme with exemption from some modules beyond Stage 1 (on undergraduate programmes) shall ensure that the decision regarding classification is made in accordance with the weighting specified in the degree programme regulations. This requires that it is the average mark on the reduced number of modules studied at Newcastle University that is used in the calculation leading to an award, together with the specified weighting of the stages.

F. Fees

23. Fees and other charges shall be paid at the times prescribed by the University. Fees and charges are reviewed annually and are normally detailed in the Fees Schedule – www.ncl.ac.uk/regulations/fees/ . Tuition fees are composite and include registration, tuition or supervision, access to library and IT services, examination, re-examination as an internal candidate and graduation at one of the University’s campuses. Additional fees and charges may arise from specific activities – see the Fees Schedule and exemplar additional charges at www.ncl.ac.uk/students/wellbeing/finance/information/additionalcosts.htm

24. Composite tuition fees do not include accommodation charges. It is a condition of registration that students have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole period of study at the University.

25. Residential charges for students in University accommodation must be paid in accordance with the invoice issued by the Accommodation -and Hospitality Service. Students who cannot show good cause for late payment, and give a satisfactory undertaking to pay, may be subject to sanctions outlined in the *University Credit Policy*, and may be expelled from a University residence. For details see www.ncl.ac.uk/internal/finance/documents/CreditPolicy.pdf

26. It is the responsibility of students to notify the University, in writing, if they are in financial difficulties and unable to pay their charges by the due date, explaining the reason for the difficulties and their proposals for payment.

27. Where there are any delays in the payments of tuition fees (or other charges relating to academic study at the University), whether by students themselves or by a grant awarding body or other sponsor, and where those students cannot show reasonable cause and give a satisfactory assurance as to payment, the Academic Registrar or nominee may determine an appropriate sanction. Sanctions may include:

- a) suspension of the student's Information Systems and Services (ISS) account, and thus access to University controlled facilities such as ISS clusters and the Library;
- b) denial of the opportunity to sit University examinations or to have assignments assessed;
- c) denial of access to other University facilities, or such sanctions as may be approved from time to time by the Academic Registrar;
- d) exclusion from further study in the University. In special circumstances a student so excluded may be readmitted to the University on the authority of the Academic Registrar, on payment of all outstanding fees and debts to the University together with an administration charge.

28. Any students who owe tuition fees will not be allowed to re-register at the start of the next academic year and will not be permitted to graduate. No degree, diploma or other qualification shall be conferred upon students who have not fulfilled their financial obligations to the University, or are subject to

ongoing disciplinary procedures. Where a student withdraws from the University, a refund of tuition fees may be due, or a payment reclaimed, in line with the *University Credit Policy* – www.ncl.ac.uk/internal/finance/documents/CreditPolicy.pdf. Any outstanding debt will be referred to an external collection agency and, if necessary, court action will be instigated.

G. Discipline

29. Any student who has registered and signed the Declaration is subject to the discipline of the University.

30. All students subject to the discipline of the University are required, at all times during their periods of study, to be of good behaviour, and to observe all regulations affecting them which may be made from time to time by the University or other institutions which they attend as part of a University programme of study.

31. Any student subject to the discipline of the University shall be liable, in cases of misconduct, to such punishment as set out in the *Student Disciplinary Procedures* at www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm. Misconduct may include being found guilty of an offence in the criminal courts.

32. In cases where a student withdraws from the University whilst disciplinary investigations are ongoing, the disciplinary case will be concluded in the student's absence if necessary.

33. Students are required to make good any damage or injury they may cause to the property of the University or to any other institution attended as part of a University programme of study, or to the property of individuals.

34. The University is legally required to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers. This requirement also extends to the use of University premises, which must not be denied to any individual or body of persons, on any grounds connected with the beliefs or views of that individual, or of any member of that body, or with the policy or objectives of that body. All persons subject to the discipline of the University must comply with the code of practice approved from time to time by the University for the purpose of meeting these statutory requirements.

35. The University is legally required to take such steps as are reasonably practicable to ensure adherence of members, students and employees of the University to the *Copyright, Designs and Patents Act 1988* and to the *Copyright Licensing Agency and Educational Recording Agency Licensing Agreements*. Provisions of the Act, and the agreements, are available in all schools, and all persons subject to the discipline of the University must comply with these requirements. Failure to comply with the relevant legislation may result in legal action against individuals and the University.

H. Fraudulent Applications

36.

- a) The Academic Registrar may exclude from the University a student who gains admission to the University by either
 - i. providing materially false or misleading information or
 - ii. not disclosing information that would materially and adversely have affected the determination of the application.
- b) Such an exclusion shall not affect the University's contractual right to
 - i. payment for the provision of tuition and other services provided up to the date of exclusion and
 - ii. compensation for direct and any consequential loss caused to the University.

37. Any student excluded under the preceding regulation shall have the right of appeal under the University *Student Disciplinary Procedures* at www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm.

38. The Academic Registrar may either: (i) withdraw any offer of admission to study at the University; or (ii) cancel any acceptance of such an offer where the offer has been induced by the provision of materially false or misleading information, or by the non-disclosure of information that would materially have affected the determination of the application for admission.

I. Tutors and Supervisors

39. Every student will have access to tutorial support. The purpose of this is to support students' personal and general academic development through an ongoing personalised point of contact with the University. Further details are provided in the Framework for Personal Tutoring (available at www.ncl.ac.uk/quilt/atoz/policies)

40. A student may request a change of tutor. The student should consult either the relevant head of school or senior tutor.

41. Support for Research Students is provided via their supervisors, in accordance with the Code of Practice for Research Degree Programmes (www.ncl.ac.uk/students/progress/staff-resources/pg-research/index.htm)

J. Registered Students having Sabbatical Status

42. Persons appointed to any office which Senate and Council from time to time approve formally as having sabbatical status must be full-time registered students of the University.

43. Graduates of the University shall be registered as full-time students for the academic year following the year in which they graduate, if elected for that year to one of the offices which Senate and Council from time to time approve formally as having sabbatical status. This also applies for the following academic year, if re-elected to one of these offices.

44. No-one shall hold sabbatical office (or offices) for more than two academic years, whether consecutively or in total. An academic year for the purpose of this regulation shall be defined as the year, or such part of a year served, for which student sabbatical officers are normally elected, which normally commences in July.

45. The special provisions and exemptions which sabbatical officers may claim in respect of University and degree programme regulations are described in the [Undergraduate Progress Regulations J37 and J38](http://www.ncl.ac.uk/regulations/docs) at www.ncl.ac.uk/regulations/docs. These provisions for sabbatical officers shall apply unless such an officer informs the Academic Registrar, by the end of the induction week of Semester 1, of an election not to rely on such provisions and exemptions, in which case the [Undergraduate Progress Regulations](http://www.ncl.ac.uk/regulations/docs) shall apply normally to the officer concerned.

K. Academic Dress

46. Academic dress in the form prescribed by Senate shall be worn at all graduation ceremonies of the University and at such times and on such occasions as may be prescribed by Senate.

L. University Accommodation

47. All students who take up places in University accommodation shall do so for the full academic year, unless other arrangements are explicitly prescribed for a particular University residence. In exceptional cases or if a substitute is found who is acceptable to the warden in question or where there is no warden, to the Accommodation Office, this rule may be relaxed at the discretion of the warden or of the Accommodation Office as appropriate. Additionally, students in a hall of residence may apply to transfer to non-catered University accommodation within the first six weeks of the start of the academic year on agreement to pay a fixed transfer fee at a rate to be determined annually by the University.

M. Change of Address

48. Students shall immediately notify their school, faculty or graduate school office of changes to their home or local address. It is particularly important that the school has a student's contact details during and following the Semester 2 assessment period in order to send details of examination and other assessment results. Students are encouraged to check, through the Student Self-Service Portal (S3P) or otherwise, that these details have been correctly recorded. The Student Self-Service Portal is accessible at <https://s3p.ncl.ac.uk/login/index.aspx>

N. Health

49. Students, other than those living at home, are required to bring their National Health Service medical cards with them when they come into residence, and to register under the National Health Service with a local medical practitioner or make other local arrangements.

50. Any student who is suffering from an illness deemed, on the advice of medical authorities and/or Student Wellbeing, to represent a significant risk to themselves or others shall not attend the University until satisfactory medical evidence is presented that there is no longer any risk. When deemed appropriate, the Fitness to Study and/ or Fitness to Practise procedures will be applied.

51. In the event of an infectious illness, the University will consult the Health Protection Agency (HPA) to ensure that appropriate steps are taken to minimise the risk to the student him/herself or to others. Students will be bound by the measures put in place to minimise the risk of spreading of the illness. Such measures may include conditions relating to study patterns or accommodation.

P. Conferment of Qualifications

52. A University qualification shall be deemed to be conferred on publication of the relevant pass list, authorised by the Academic Registrar. However, the University reserves the right to correct any errors that are subsequently identified on such lists.

53. Students who wish to attend their graduation ceremony shall make an application to do so in the form prescribed, and must pay such fees as may be prescribed. Students who fail to apply may be excluded from the ceremonies. Only students on whom an award has been conferred shall be eligible to attend graduation.

54. Graduation ceremonies shall be held at such times and places, and in such manner as Senate may prescribe.

55. Students whose programme title changes during the course of their degree may seek permission from the degree programme director to graduate with the programme title under which they first registered. If such an adjustment is not requested, students will, by default, graduate with the new programme title.

R. Assessments and Conduct of Examinations

56. All students offering themselves for any examination shall abide by the rules governing the conduct of University examinations published by the Academic Registrar (www.ncl.ac.uk/students/progress/exams/exams/examrules.htm). Without prejudice to the generality of the rules governing the conduct of examinations, students shall not in any examination commit any act that constitutes an examination irregularity, including the possession of prohibited materials, the use of any prohibited means of assistance or any dishonest conduct affecting the integrity of the assessment attempt. Regulation 60 shall apply to any such irregularity. Alternative arrangements may be made for students with permanent or temporary disabilities in accordance with the Disability Support Services' *Assessment and Examination Provision* www.ncl.ac.uk/students/wellbeing/disability-support/support/examinations.htm

57. Registration of module choice for a degree programme, or other programme of study, shall constitute registration for the assessment associated with the module concerned.

58. Students are required to present themselves for all components of an examination for which they have entered. Students who fail to so present themselves will be subject to the terms of the *Examination Conventions*, except where the consideration of an 'aegrotat' degree is appropriate.

59. Students are responsible for retaining all forms of assessed work returned to them after marking. Assessed work so retained may be recalled from students, if required by external examiners or for examination review purposes, or for quality assessment or audit purposes. Rules governing the arrangements for the retention of assessed work are specified in the Policy on Disclosure of Marks and Return of Assessed Work which is available at www.ncl.ac.uk/quilt/atoz/policies.htm.

60.

- a) Any person entrusted with the superintendence of a University examination shall, on the discovery of any irregularity in the conduct of a candidate within the examination room, warn the candidate of the nature of the suspected irregularity, confiscate any illicit material, and tell the candidate that a report of this event will be made in writing to the chairman of the board of examiners and to the Academic Registrar. In the case of an examination irregularity, the student will be warned of the nature of the offence. The University's procedures governing assessment irregularities are available at www.ncl.ac.uk/students/progress/staff-resources/procedures.htm.
- b) The candidate shall be subject to such academic consequences as the board of examiners may determine with regard to the marking of the work and may also be subject to disciplinary action as determined by the chair of the board of examiners or the Academic Registrar, as appropriate, in accordance with the University *Student Disciplinary Procedure and Procedure for Assessment Irregularities*, both available at www.ncl.ac.uk/students/progress/staff-resources/procedures.htm

61. Any student whose examination script, or other work submitted for assessment towards a degree, diploma or other qualification to be granted by the University, contains the unacknowledged work of another, either verbatim or in substance, or contains fabricated research results, or is found to be a case of self- plagiarism, shall be subject to the provisions of Regulation 60 above.

Deferral of Examinations

62. In respect of an examination, students may apply to defer attempting the examination if they are prevented from attending or completing it by illness or other circumstances acceptable to the Personal Extenuating Circumstances (PEC) Committee.

Extraordinary Examinations

63. If a student would be seriously disadvantaged by having to wait for the next ordinary occasion of examination, application for an extraordinary examination may be submitted to the relevant PEC Committee.

64. For purposes of determining the number of occasions on which a candidate may sit an examination, an extraordinary examination or approved deferral counts as the same occasion of examination as the examination for which it was granted.

65. Students:

a) who fail to present themselves for a component of an examination for which they have entered *and*

b) to whom regulations 62 or 63 above do not apply

shall be awarded a mark of zero for this component of the assessment.

S. Assessment of Incoming Study Abroad, Exchange and Occasional Students

66. Modules taken by Study Abroad, Exchange and Occasional students shall have marks returned in the normal way. Compensation will not apply to such students and the module decision will be either pass or fail. However, the board of examiners may still exercise discretion, particularly where a PEC Committee has assessed personal extenuating circumstances as having an impact on the student's performance.

T. Safety

67. The University, through its risk assessments, aims to ensure that this is a safe place for students to study and undertake research. Students and others must comply with the University's arrangements for safety and occupational health which are set out in the *University Safety Policy* (www.safety.ncl.ac.uk/Home.aspx) and the respective school safety policies. It is especially important that the University fire safety rules are complied with as these are in place in order to protect lives. There are additional specific policy supplements and guidance available on the University Safety Office website and the Occupational Health Service website at www.ncl.ac.uk/occupationalhealth/ Assistance can be obtained from the school safety officers on all safety and occupational health issues and, if necessary, from the University Safety Office. Failure to comply with the *University Safety Policy* is a disciplinary matter. For some high hazard work, students may be expressly required by law to undertake training which is provided by the University Safety Office.

U. Suspension or Termination of Studies.

68. The University reserves the right to suspend or terminate a student's studies. This will generally be in accordance with normal academic regulations or procedures noted within University Regulations. In addition, to comply with the University's license with the Home Office, the Academic Registrar may terminate a student's studies if the student is found not to have a valid visa, or to be in breach of their visa conditions or failing to fulfil academic requirements or to attend classes.

V. Visa renewal for international students

69. Notwithstanding any extension to normal study agreed under specific progress regulations, to comply with the University's license with the United Kingdom Home Office, the Academic Registrar may withhold visa renewal support for a student where one or more of the following applies:

- a) The student has any outstanding tuition or accommodation debt to the University,
- b) The student is more than 2 years behind the original completion date for the programme,
- c) The student is a taught programme student with substantial academic failures on their record at the time of seeking visa renewal,
- d) The student is a research student with unsatisfactory progression at the time of seeking visa renewal,
- e) The student is in breach of any visa condition,
- f) The student has been found guilty of misconduct under University disciplinary, assessment irregularity or other relevant procedures,
- g) There is any other matter that gives the University reason to doubt the student's commitment to study or meet Home Office requirements.

W. Disclaimer and Emergency Situations

70. The University shall not be liable for non-performance of any obligation where performance is prevented by acts, events, omissions or accidents beyond the reasonable control of the University including without limitation: strikes, lockouts or other industrial disputes (whether involving the workforce of the party so prevented or of any other party); failure of a utility service or transport network; Act of God, terrorist attack, nuclear, chemical or biological contamination; disease, sonic boom, war, riot, civil commotion, malicious damage; compliance with any law or governmental order, rule, regulation or direction; accident, breakdown of plant or machinery; fire, flood or storm; or the default of suppliers or sub-contractors.

71. Module assessment arrangements approved by the faculty learning, teaching and student experience committee may be adjusted by the chair of that committee, in emergency circumstances, if a University-wide emergency

has been declared by a resolution of Senate, to approve that a final assessment mark for a module may be based otherwise than on all the normal component assessments, provided, however, that such components amount to at least 50% of the normal assessment requirements. Exceptionally, and only if a Head of School declares that a Board of Examiners cannot be convened or declares that it is unable to make decisions on a significant number of students, the Chair of the faculty learning, teaching and student experience committee for the Faculty has the authority to convene a Faculty Review Board to consider the results for all students on the affected programme(s).

