

University College Regulations for Full and Part Time Students 2009/10

Note - the term University College is used throughout these regulations; this means the Arts University College at Bournemouth and any subsidiary company.

These regulations cover all students enrolled on any programme or course offered by the University College.

It is a condition of enrolment on a programme or course that students accept these regulations.

Information published by the University College about its services (print or electronic) is accurate at the time of publication, but the University College reserves the right to make subsequent alterations.

1. The University College reserves the right to cancel, alter, discontinue or modify programmes, courses or classes.
2. Student admission to any programme, course or class is at the discretion of the Principal, or a person delegated to act on their behalf.
3. The discovery that any information disclosed on an application or enrolment form is fraudulent, or the omission of relevant information (for example an unspent criminal conviction) will result in the offer of a place being withdrawn. Should this information come to light following enrolment, this will normally lead to cancellation of the student's registration on an University College course. This includes failure to disclose qualifications of an equivalent or higher level to the award for which the student is enrolled.
4. The University College can require students to leave or be suspended from programmes, courses or classes, the Library and IT Resources owing to unsatisfactory academic progress, irregular or insufficient attendance, unpunctuality, non payment of fees, antisocial behaviour, concerns over fitness to study, or any other matter which may prejudice the student, other students, University College personnel or premises.
5. Students may be excluded from the University College premises on academic or disciplinary grounds by a decision of the Principal, or a person delegated to act on their behalf.
6. Students whose behaviour conflicts with the Single Equality Scheme of the University College will be subject to the Student Disciplinary Procedure, which may lead to expulsion from the University College.
7. Students who do not abide by the E-mail & Internet Acceptable Use Policy will be subject to disciplinary procedures and possible expulsion
8. Students are personally liable for all fees due to the University College until such time as they produce documentary evidence proving otherwise. In the absence of such evidence, the student remains liable for all fees and will be expected to make payment of them when they become due or, alternatively, to enter into a payment agreement with the University College – for further details please refer to the Fees Payment Policy.
9. University College awards will not be processed for students with outstanding liabilities with regard to unpaid fees, library fines or any other amounts, or where items belonging to the University College have not been returned.

- 10** If a student has a complaint about his or her programme or a University College service, there is a Complaints Procedure if they wish to pursue the matter; detail of this is available from Student Services
- 11** Students are required to abide by the academic regulations applicable to their course as detailed in their Course Handbooks and relevant regulatory handbook
- 12** The University College takes cases of plagiarism very seriously and if proven may lead to the student being excluded. Students are required to familiarise themselves with the policy on Academic Dishonesty (Cheating) and abide by its contents.
- 13.** Students must abide by the University College's policy on Intellectual Property Rights.
- 14** Students who submit written work for assessment in any format, must ensure that they keep a copy of such work to guard against any accidental loss or mishap. The University College will not accept that work was submitted, without a receipt from a member of staff.
- 15** Where students are prevented from attendance through illness or any other reason for a period of more than seven calendar days, an explanatory note and/or medical certificate must be sent to the Course Leader.
- 16** Notification, in writing, within 24 hours of diagnosis must be given by any student suffering from or in contact with an infectious disease. Attendance must not be resumed without a doctor's certificate of clearance.
- 17** Only in the case of an emergency or when required by their course may students or students' family / friends make use of the University College's address for correspondence or telephoning. Separate arrangements will apply to students residing in University College accommodation
- 18** No equipment belonging to the University College may be taken from the premises without prior permission of the Head of School.
- 19** Students who are permitted to borrow equipment will be expected to exercise the utmost care and will be responsible for its return in good order. They will be liable to be charged for damage to or loss of such equipment owing to their own negligence.
- 20** Students are not permitted to use specialist facilities and equipment until they have reached the due level of competence.
- 21** Students have a duty to protect themselves and others who may be affected by their acts. They must not misuse any equipment provided for the purposes of health and safety and are responsible for reporting health and safety hazards.
- 22** Students will be held responsible for any damage they cause to the fabric, equipment or property of the University College and will be liable to be charged with the repair or replacement costs arising therefrom.
- 23** Car parking for students is restricted, and only students who hold a valid parking permit may use the car parks. Students who hold a permit and use the University College car parks must abide by the University College regulations governing such areas (available from Facilities Department) and pay such charges as may, from time to time, be determined by the University College.

- 24 Students who use their own motor vehicles for any activity which forms part of the University College curriculum, including the carrying of other students as passengers, do so at their own risk.
- 25 Students are required to abide by the Library rules and Code of Conduct which are in the Library handbook and available from the University College Library
- 26 Students must notify Registry and the Faculty Office of any change of address.
- 27 The University College will contact the Borders Agency to inform them if an international student who has been issued with a visa leaves the course early or fails to regularly attend
28. Students are not permitted to smoke in the University College buildings.
- 29 Any student under the undue influence of alcohol or in possession of, or under the influence of, illegal drugs will be asked to leave the premises immediately. Such behaviour may jeopardise their place at the University College and they will be liable for formal report.
- 30 Any student convicted of a criminal offence involving a court hearing must provide immediate details to the Principal.
- 31 Students are not permitted to bring children onto University College premises without the prior permission of their Head of School.
- 32 For University College staff undertaking an AIB course, successful completion does not automatically entitle the candidate to either additional remuneration or promotion opportunities

Data Protection Act 1998

The data which you enter on the enrolment form or subsequent data requests will be processed in accordance with the Data Protection Act 1998. It will only be processed by the University College for the original purposes for which you gave the information. Information may be passed to third parties for relevant and legitimate purposes (for example, relevant information may be passed to examination boards, validating bodies, local authorities and other government agencies as required). The University College may also use this information to contact you regarding its own products and services.

The University College's Data Protection Policy is published on the intranet, or can be obtained from the Academic Registry or the Library.

Please note that it is your responsibility to ensure that the details you give us are accurate and are kept up to date. This is particularly important in relation to your correspondence address, e-mail address and mobile telephone number – do not forget to tell us if these change to enable us to contact you when we need to.

HESA

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains details of your ethnic group and any disabilities you have. HESA will pass your record, or parts of it, to any of the following organisations that need it to carry out their statutory functions connected with funding higher education.

- Department for Innovation, Universities and Skills (DIUS)
- Welsh Assembly Government (WAG)
- Scottish Executive (SE) [Scottish Government (SG)]
- Department for Employment and Learning, Northern Ireland (DEL(NI))
- Higher Education Funding Council for England (HEFCE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Further and Higher Education Funding Council (SFC)
- Training and Development Agency for Schools (TDA)
- Department of Health (DH)
- Research Councils (RCs)
- Department for Children, Schools and Families (DCSF)

HESA and the organisations listed above will use the information mainly to produce statistics. This may result in information being published and released to other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally and the organisations will take precautions to reduce the risk of you being identified from the information once it is published and released.

While you are a student, we will need to keep your contact details. These do not form part of your HESA record, so HESA and the organisations listed above cannot use this record to contact you.

If you are a final year Higher Education student we will pass your contact details to the organisation that has been contracted to carry out the National Student Survey. That organisation will use your details only for that purpose, and will then delete them. You will be contacted again giving more information about this survey before these details are released.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destination of Leavers from HE' survey. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. (If you do not want to take part in this second survey, please let us know.)

Under the Data Protection Act 1998, you have the right to a copy of the information HESA holds about you. You will have to pay a small fee for this. If you have any concerns about your information being used for these purposes, please contact HESA.

HESA
95 Promenade
Cheltenham
GL50 1HZ

Website: www.hesa.ac.uk

If you follow a Further Education qualification funded by the Learning and Skills Council (LSC) some of the data will be forwarded to them for funding purposes and to administer the learner registration service (LRS) which will use your information to create and maintain a unique

learner number (ULN) and also the creation of a learner record. Individuals are able to opt-out of sharing participation and achievement information in their learner record with those organisations detailed at <http://miap.gov.uk>, if they so wish. Details of how to opt-out can also be found at <http://miap.gov.uk> or by telephoning 0845 6022589
Further information may be found at <http://www.lsc.gov.uk/providers/Data/help/dataprotection/DataSharing.htm>