

Summary of Birmingham City University's Student Regulations

Below is a summary of Birmingham City University's core Regulations, Rules, Codes, Policies and Procedures ("the Regulations") that apply to enrolled students unless stated in the table below.

Policies and Procedures - University	
Title	Summary
Academic Queries and Appeals Procedure	<p>The procedure applies to all enrolled students of the University.</p> <p>The procedure sets out what is an academic query and/or academic appeal and the process that students must follow in submitting any such query or appeal, including where the student is studying with a partner institution. An academic query or appeal is defined as "a request for a review of a decision on student assessment, progress and awards".</p> <p>Queries should be raised as soon as possible and academic appeals must be submitted within 20 working days of the decision in question being published or received. Appeals may be considered out of time provided that there is good reason for any delay. If unhappy with the response to an academic appeal, students can submit a request for a review and then have a further right of external review to the Office of the Independent Adjudicator for Higher Education.</p>
Concerns and Complaints Procedure	<p>This procedure applies to all enrolled students of the University and members of the public. It sets out the procedure to be followed in raising a concern or a formal complaint with the University about the University's action or lack of action, or about the standard of service provided by or on behalf of the University.</p> <p>Concerns should be raised as soon as possible and formal complaints must be submitted within 40 working days of the complainant first becoming aware of the issue. Complaints may be considered out of time provided that there is good reason for any delay. If dissatisfied with the outcome of a formal complaint, students can submit a request for a review and then may have a further right of external review to the Office of the Independent Adjudicator for Higher Education.</p> <p>The procedure also contains information about mediation and the right to student representation.</p>
Conditions of Use of the Automated Laptop Loans Policy	<p>This policy sets out the terms on which a student may borrow a University laptop computer.</p> <p>Failure to return the equipment on time will lead to a fine and restrictions on access to other University services.</p> <p>Students should be aware that the University is not responsible for any loss of data as a result of using the laptops, and students should maintain their own back-ups.</p>

<p>Computer Systems and Networks Policy</p>	<p>This procedure applies to staff and students of the University and visitors to the University who are issued with a temporary guest account for the University's computer network.</p> <p>The procedure sets out the purposes for which the University's computer systems and network may and may not be used. This includes the University's position regarding the protection of copyright.</p> <p>Students should be aware that the University is not responsible for students' own data stored on its network and students should maintain their own back-ups.</p>
<p>Copyright and File Sharing Policy</p>	<p>This policy sets out the appropriate use of peer-to-peer (P2P) file sharing applications used on or across the university network. Anyone using the University computer equipment or accessing the University network, including staff and students, are required to comply with this policy.</p> <p>Users are required to comply with UK Copyright law. The University may monitor traffic where there is concern over legitimate usage of university bandwidth and resources.</p> <p>P2P technology could result in data being shared even unintentionally.</p> <p>Disciplinary action may be taken against students who do not comply with the policy.</p>
<p>Credit and Refund Policy</p>	<p>This policy sets out how the University calculates refunds and fee reductions for students who have enrolled on a programme of study.</p> <p>The policy sets out the circumstances in which a student may be eligible for a refund in the event that they withdraw from their course during the academic year or for a reduction in their continuing fee. It also covers the situation in which students transfer to/from the University to/from another institution and the impact that this will have in terms of a student's funding.</p> <p>The University reserves the right to deduct any overdue fees or charges which have not been paid from any refund due to the student in addition to any administration fees or overheads reasonably incurred by the University.</p>
<p>Debt Management and Sanctions Policy</p>	<p>This policy sets out the process that the University will follow if students and customers do not pay any tuition fees or other charges due.</p> <p>It applies to all students and customers of the University, including those who are currently enrolled and those who have accepted a place and intend to enrol.</p> <p>A customer includes any student, individual, company, partnership or organisation that has outstanding fees or charges owed to the University.</p>

	<p>If sums remain outstanding, the University may take action as set out in the policy to recover monies owed to it. This may include restricting access to certain services, suspension and taking legal proceedings. The University will review all debts before applying penalties or restrictions and will make sure it has made every reasonable attempt to collect money owed to it before applying penalties.</p>
Disciplinary Procedure	<p>This procedure applies to all students enrolled directly with the University and may also apply to students enrolled with partner institutions as set out in the relevant student handbook.</p> <p>The procedure sets out the disciplinary process that will be invoked in cases of both academic misconduct and general misconduct and the potential sanctions that may be imposed if a student is found, on the balance of probabilities, to have committed an act in breach of the procedure.</p> <p>Where a student is found to have committed an act of academic misconduct or general misconduct, an appropriate sanction may be imposed. This could include a written warning and exclusion from the University for up to five years.</p>
Extenuating Circumstances Procedure	<p>This procedure applies to all students enrolled directly with the University and may also apply to students enrolled with partner institutions as set out in the relevant student handbook.</p> <p>The procedure sets out the process to be followed if a student wants to make a claim for extenuating circumstances in respect of an assessment. The University will assume that students are fit and well enough to take their assessments unless told otherwise by making a claim for extenuating circumstances. The procedure explains what are extenuating circumstances and what a student will need to demonstrate in order to make a successful claim.</p> <p>Unless there are exceptional circumstances, extenuating circumstances claims must be submitted before the planned assessment date or deadline. The University will only consider a claim made after this if there is a good reason (for example, illness on the day of the exam). If the extenuating circumstances happen on the day, the deadline is no later than five working days after the assessment date or the deadline, with evidence that shows why the student was not able to attend the assessment or submit the work on time. If the claim is submitted later than this, the student will also need to provide evidence that shows why they could not have submitted the claim within the five days.</p>
Tuition Fee Payment Policies	<p>There is a separate Tuition Fee Payment Policy for Home/EU students, international students and Research students. These policies set out the terms on which the tuition fees and any deposits are payable to the University and the sanctions the University may impose if the fees are not paid which could include exclusion from the University, withdrawing its services and/or your right to use the University's facilities.</p>

<p>Fitness to Practise Procedure</p>	<p>This procedure applies to all enrolled students of the University on a course which could lead to or allow registration with a professional, statutory and regulatory body (PSRB).</p> <p>The procedure sets out the process that will be followed if there are concerns raised about a student’s suitability or fitness to practise in their chosen profession. Being ‘fit to practise’ means being competent, responsible and having the characteristics needed to work in a particular profession. If there are concerns, a student may be made subject to certain conditions and/or issued with a written warning.</p> <p>If a student is found to be unfit to practise, they may be withdrawn from their programme of study.</p> <p>Information about a student may be passed on to the relevant PSRB where the University is required to do so.</p>
<p>Fitness to Study Procedure</p>	<p>This procedure sets out the process that will be followed if there are concerns about a student’s fitness to study because of ill health. The intention of the procedure is to support struggling students to help them to remain on their programme of study where possible, but in some cases it may be necessary for a student to agree to interrupt their studies for a specified period or for the University to withdraw a student from their programme.</p>
<p>Information Security Policy</p>	<p>This policy applies to all the University staff and students and is intended to safeguard against information security related incidents and any consequential action, loss of income or damage.</p> <p>If a student fails to comply with the requirements of the policy, they may be subject to disciplinary proceedings which may result in suspension or withdrawal of access to the University’s computer systems and network facilities.</p>
<p>Intellectual Property Policy</p>	<p>This sets out the University’s policy on the intellectual property generated by both staff and students and how third party intellectual property may be used at the University.</p>
<p>Panel Guidance</p>	<p>This guidance sets out the procedure which will be followed by faculty panels, University panels and review panels when they are considering cases under the Student Disciplinary Procedure, Fitness to Practise Procedure or Academic Queries and Appeals Procedure.</p>
<p>Student Engagement Policy</p>	<p>This policy sets out the University’s expectations of students in relation to engagement with their studies, including attendance and participation at scheduled learning sessions.</p> <p>Action may be taken against students who fail to meet those expectations, including, ultimately, withdrawal from their programme of study.</p>

Student Suspension Guidance	This guidance sets out the procedure which the University will follow where it considers it is necessary to suspend a student for a limited period due to alleged misconduct or for other good or urgent cause. Automatic suspension applies in the case of some criminal offences. Suspension is not a penalty but a precautionary measure which the University may use in order to exercise its duty of care or whilst necessary investigation takes place. A student who is suspended has the right of appeal against that suspension.
Student Withdrawal & Interruption of Studies Policy – new in 2017/18	<p>This policy sets out the process which applies if a student wishes to withdraw from their programme or interrupt their studies because of ill health or other good cause. Students may apply to interrupt their studies for up to a maximum period of one academic year, and must meet a number of conditions in order to return to their studies.</p> <p>The policy also sets out the University’s right to withdraw a student from their programme because of academic failure, failure to pay fees, failure to complete re-enrolment, failure to attend and engage or concerns about fitness to study. The policy sets out the consequences of withdrawal, including the financial consequences.</p>
Voice Over Internet Protocol Procedure	This procedure sets out how students can participate in panel meetings when they are unable to attend in person, and should be read in conjunction with the Panel Guidance.
Rules and Regulations document	
Title	Summary
Computing Facilities	<p>These regulations set out what the University’s computer systems and networking facilities may and may not be used for.</p> <p>This includes the University’s position regarding the protection of copyright.</p> <p>Students should be aware that the University is not responsible for students’ own data stored on its network and students should maintain their own back-ups.</p> <p>Failure to comply may result in suspension or withdrawal of access to University computer systems and network facilities and may also render the user liable to disciplinary proceedings.</p>
Library and Library Resources	<p>These regulations govern the use of the University’s library resources.</p> <p>The regulations cover access to the University’s libraries, the use of the library card, access to reference and borrowing facilities and electronic information services and loan periods. The position regarding the expected conduct of library users is also detailed and users should be aware that unacceptable behaviour may result in them being suspended or excluded from using library services.</p> <p>The University does not accept responsibility for the loss of any personal property left in the libraries.</p>

Student ID Cards	<p>These regulations govern the use of student ID cards.</p> <p>The regulations provide that the student ID card remains the property of the University and must be produced on request. Student ID cards are non-transferable and should not be given to anyone else to use. There may be charges made due to misuse/loss of the card and students may also face disciplinary action if found to be in breach of the regulations.</p>
Personal Details	<p>These regulations confirm that it is the responsibility to ensure that they enrol under their full legal name and keep the University updated as to any change of name or personal details (eg address) during the course of their studies.</p>
Students' Union	<p>These regulations set out how a student can opt in/opt out of membership of the University Students' Union and also the information that may be shared between the University and the Students' Union.</p>
Assessment Regulations	<p>The University has separate Assessment Regulations for each of the following:</p> <ul style="list-style-type: none"> • Higher National Diploma/Certificate (SUAR5) • Undergraduate Academic Regulations (15 credits) • Undergraduate Academic Regulations (20 credits) • Integrated Masters Degree (SIMAR2) • Postgraduate Academic Regulations (20 credits) (PAR) – new in 2017/18 • Postgraduate Assessment Regulations (SPAR2) • Research Degrees <p>Students should read and consider the appropriate set of Assessment Regulations for their programme of study.</p> <p>The Assessment Regulations contain a wide variety of information about academic matters, including assessment, progression and awards. Failure to meet the standards set out in the Assessment Regulations (as applicable) may mean that a student is not able to progress and/or complete their programme of study.</p> <p>Students should check their Student Handbook and Course Handbook for any course specific information which supplements the Assessment Regulations.</p>