



## **STUDENT RULES**

**Effective from 1<sup>st</sup> September 2009**

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## **1. GENERAL**

1.1 It is a condition of enrolment that a student agrees to abide by these Rules, and all associated regulations, policies and procedures (See Appendix A of this document for a full list) in force at the time of their enrolment/re-enrolment.

1.2 **All regulations, policies and procedures referred to within these Rules are available online at <http://portal.bournemouth.ac.uk/Documents/default.aspx> or on request from Registry.**

1.3 All students are required to sign, inter alia, the following declaration at enrolment:

**“I accept that as a student of Bournemouth University I am bound by all the Rules and Bye-laws in force under the Articles of Government of the University”**

1.4 Without prejudice to Rule 7.1, these Rules and all associated regulations, policies and procedures shall be binding on and observed by all students whilst on or travelling to or from University premises, whilst using property or facilities belonging to or provided by the University, the Students' Union or any of our Partner Institutions, whilst participating in any activities or placements organised by the University or whilst in accommodation arranged through or on behalf of the University.

1.5 These Rules do not relate to, or regulate, matters concerning the academic progress of students. Such regulations are set out in [Bournemouth University's Academic Policies and Regulations](#), or in the definitive course/programme specification documentation or prescribed by external bodies.

1.6 A student using the services or facilities provided by the University, Students' Union or Partner Institution must observe the Rules and all associated regulations, policies and procedures relating to such services including any made from time to time under powers delegated by the University Board. A copy of any such rules is available electronically via the internet, in the Library and may be obtained from the Registry.

1.7 These Rules, and all regulations, policies and procedures referred to in this document are neither exclusive nor exhaustive.

1.8 The headings given in these Rules are for ease of reference only and shall not affect interpretation.

## **2. CHANGES TO THE RULES**

2.1 The University Board reserves the right to vary, add to or amend these Rules and all associated regulations, policies and procedures from time to time as appropriate and at its absolute discretion and, if necessary, with immediate effect. A copy of any changes so made will be available electronically via the internet, lodged in the library and may be obtained from Registry.

2.2 Every effort will be made to give students due notice of any changes in these Rules or any associated regulations, policies and procedures, however students are advised to check the current version in force at the time of enrolment/re-enrolment.

- 2.3 Communication with students regarding changes to the Rules and all associated regulations, policies and procedures will normally be by email to the email address issued by the University. It is the student's responsibility to arrange for redirection to other email addresses.

### **3. DEFINITIONS**

- 3.1 For the purposes of these Rules

- a) 'University' means Bournemouth University,
- b) 'student' or 'students' means any person or persons enrolled at the University to follow a programme of study;
- c) 'staff' includes employees of the University or those working either directly or indirectly under contract to the University, employees of Partner Institutions, or of the Students' Union, or those working either directly or indirectly under contract to them.
- d) reference to any premises, facilities or property of, or provided by or for the use of, the University shall include any provided by the Students' Union or any of our Partner Institutions and any societies or other bodies of, or associated with, the University.
- e) 'Library' means the Library and Learning Centre at Talbot Campus and Bournemouth House Library at the Lansdowne Campus.

### **4. PROVISION OF EDUCATIONAL SERVICES**

- 4.1 Subject to Rules 4.2 and 4.3 the University undertakes to use all reasonable endeavours to provide the educational services set out in the prospectus, or in any documents issued by it describing its teaching, examination, assessment and other educational services, to appropriately enrolled students. It does not, however, guarantee the provision of such services. Should circumstances beyond the reasonable control of the University (for example, but not limited to: industrial action by staff or third parties, the departure of key members of University staff, power failure, damage to buildings or equipment, the acts of any government or local authority) interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resulting disruption to those services, but will have no liability for such failure.
- 4.2 The University reserves the right not to commence any programmes or programme units as set out in the Programme Handbook or prospectus and to close, alter or combine programmes or programme units which have commenced. Circumstances where this action may be taken include, but are not limited to: lack of demand for a programme, changes in staffing, financial constraints, requirements of Professional and Statutory Regulatory Bodies.
- 4.3 The University, as part of its on-going monitoring and review of programmes, reserves the right to introduce changes to the content and structure of programmes and examination and assessment procedures from time to time. The introduction of any such changes are subject to the regulations as set out in [Bournemouth University's Academic Policies and Regulations](#).

## **5. PERSONAL INFORMATION**

### **5.1 Data Protection**

- 5.1.1 The University is registered as a Data Controller with the Information Commissioner under the terms of the Data Protection Act 1998. Further information is available from the Information Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or from the [University's Information Officer](#). The University will only process personal data for the purposes for which it is registered and in accordance with the Act.
- 5.1.2 All students are required to comply with the terms of the Act when processing personal data as defined by the Act. Breach of the Act may lead to action being taken under the Student Disciplinary Procedures.
- 5.1.3 Students have access to their own personal data, in accordance with the provisions of the Data Protection Act 1998. Information can be accessed by contacting the appropriate School/Support Service direct or via the University's Information Officer. Further details about how to access information is provided at [www.bournemouth.ac.uk/information-legislation](http://www.bournemouth.ac.uk/information-legislation)

### **5.2 Student Details**

- 5.2.1 It is the responsibility of every student to ensure that all personal information, including addresses and next of kin details, is kept up to date. Students must notify any changes immediately in writing to the appropriate administrator in their Academic School or Partner Institution (see also Section 10 Correspondence)
- 5.2.2 In order that arrangements can be made by the placement provider to ensure an appropriate placement environment for reasons of Health & Safety, Fire Safety, etc, students are required to disclose pertinent information to their placement provider as a condition of undertaking the placement. Failure to do so may mean that the placement would be withheld and, consequently, the student would fail to meet progression requirements, thereby failing the year.

## **6. IDENTITY CARDS**

- 6.1 On enrolment each student will be issued with an Identity Card. This Card must be carried by the student at all times when on University premises, and produced on request to any member of staff or any other authorised representative of the University. Some facilities or services may only be available on production of a valid Identity Card (e.g. Library, IT) A fee will be payable for replacement of a lost Identity Card.

## **7. GENERAL CONDUCT**

- 7.1 The University reserves the right to expel or suspend any student who at any time commits a serious or persistent breach of these Rules (or any associated regulations, policies or procedures) or commits or is convicted of a criminal offence or acts in any way which is contrary to the interests of the University, the Students' Union or our Partner Institutions or of the students or which could damage the reputation of the University or bring it into disrepute. Investigations into allegations of this nature will be carried out in accordance with the [Student Disciplinary Procedure](#).
- 7.2 The University reserves the right to require a student to withdraw from any programme if it is decided that programme regulations have not been fulfilled in

respect of, for example, attendance, submission of work, participation in group activities assessment, placement etc or for any reasons set out in [Bournemouth University's Academic Policies and Regulations](#).

## **8. FEES AND OTHER PAYMENTS**

- 8.1 Students are personally liable for the payment of any fees due to the University including compulsory registration fees levied by professional bodies or by agencies such as Edexcel. Unless otherwise agreed, all students are required to pay in full any fees due on or before enrolment. Students whose fees are to be paid by a Local Education Authority or other body direct to the University must produce written evidence of this before enrolment. In the event of an LEA, employer, parent or other person or other body not paying such fees, the student will remain personally liable for them. Full information is available in [Bournemouth University's Fees Policy](#).
- 8.2 The University reserves the right to impose charges for the provision of services outside of those defined by government as core to University's educational provision and, thereby, encompassed in the tuition fee. For example, charges may be levied for the re-issue of official documentation, for field trips, re-sit examinations and graduation.
- 8.3 Failure by a student to pay any fees, fines or monies due to the University, within the time specified for such payment, may result in the student being excluded from the programme or denied access to specific University facilities. The student will not be entitled, and may not be permitted, to sit examinations, or to progress to the next stage of the programme, or to receive an award (if eligible) at the conclusion of the programme, unless outstanding sums due to the University have been paid.

## **9. ATTENDANCE**

- 9.1 Students are expected to attend all scheduled academic activities for the programme on which they are enrolled.
- 9.2 A student must inform their School as soon as possible in the event of them suffering any illness or other circumstance which results in their inability to attend scheduled academic events, or which may impact adversely on their academic performance.
- 9.3 Notification that a student is suffering from a serious infectious or contagious disease must be given, where possible, to the Dean of School in writing within 24 hours of diagnosis. Attendance must not be resumed before production of a doctor's certificate of clearance.
- 9.4 A student wishing to transfer between programmes at the University must follow the appropriate procedures for entry to their alternative programme. If successful they are required to complete the transfer form and secure signatures as appropriate.
- 9.5 A student wishing to withdraw from their enrolled programme must complete the appropriate withdrawal form. Any refund of fees (if appropriate) will only be due from the date of completion of the withdrawal form.

## **10. CORRESPONDENCE**

- 10.1 The University will normally contact students by email to their University email address, and/or by post to the address provided by the student. It is the responsibility of each student to check their University email account regularly.
- 10.2 Any correspondence sent by the University by email to a University email address or by post to the last recorded student address shall be deemed to have been duly sent.

## **11. EXAMINATIONS/ASSESSMENT**

- 11.1 Students must comply with their responsibilities in respect of coursework / examinations / assessment. It is the responsibility of each student to familiarise him / herself with these responsibilities, as contained in the Programme Handbook and the [Student Assessment Handbook](#).
- 11.2 The University may use plagiarism detection software and students may be required to submit work electronically to the University and/or an appropriate plagiarism detection service.
- 11.3 Any known medical conditions or personal circumstances/problems, which might affect a student's performance, must be declared at enrolment or notified in writing to the Programme Administrator as soon as they become known. Conditions or personal circumstances/problems which have not been declared cannot, normally, be taken into account in assessing performance on the course.
- 11.4 Students are responsible for making their own entries for all external examinations, but may seek the advice of their Programme Leader before doing so.

## **12. APPEALS**

- 12.1 Students wishing to appeal against the decision of the Board of Examiners may do so in accordance with the appropriate [Student Appeals Policy and Procedure](#). Guidance and assistance on eligibility and how to lodge an appeal is available from askBU or the [Student Advice Centre](#).

## **13. ADDITIONAL LEARNING NEEDS**

- 13.1 Support is available to students with Additional Learning Needs (Disabilities) as detailed on the webpages (<http://www.bournemouth.ac.uk/disabilities/>); contact the [Additional Learning Needs Service](#) for further information.
- 13.2 It is the responsibility of students to bring to the attention of the University, any Additional Learning Need for which they require support or which they wish to be taken into consideration when assessing their academic performance.

## **14. CONFIDENTIALITY**

- 14.1 Where students are involved in research or consultancy work of a confidential nature, the results of any such work must be kept in confidence and only disclosed with the approval of the University. All staff and students are required to comply with [Bournemouth University's Research Ethics Policy and Procedure](#).

Failure to adhere to the requirements of the Policy and Procedure may lead to action being brought against the student under the [Academic Offences Procedure](#) or the [Code of Practice – Misconduct in Academic Research](#), as appropriate.

## **15. HEALTH AND SAFETY**

- 15.1 Each student is required to observe all instructions issued by the University concerning Health & Safety and Fire Safety. In particular, each student is required to follow the University's Fire Evacuation procedures including evacuating the premises promptly on hearing the fire alarm, and obeying instructions given by Fire Marshals/Wardens or other members of staff.
- 15.2 Students must familiarise themselves with any notices detailing Health & Safety and Fire Safety procedures and acquaint themselves with any Code of Practice pertaining to his/her School.
- 15.3 It should be noted that by Section 8 of the Health and Safety at Work Act 1974 it is an offence for anyone to “intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare”.
- 15.4 The University has overall responsibility to ensure that work carried out within the University conforms to the relevant legislation, and that risk assessments are carried out where appropriate. All students must co-operate, where necessary, in the compilation of such assessments and must strictly adhere to instructions given in relation to all Health & Safety and Fire Safety matters.
- 15.5 All students attending classes in laboratories and workshops must wear suitable overalls or protective clothing as directed by the responsible member of staff and, where they are not supplied by the University, obtain their own.
- 15.6 The University has a ‘No-smoking policy’. Students are prohibited from smoking in all of the University’s buildings, other than any part of the Students’ Union facilities designated for this purpose.
- 15.7 Eating and drinking are permitted solely in those areas of the University’s buildings designated for such purpose. Specifically, eating and drinking, except for water in spillproof containers, are not permitted in student laboratories, open access areas, lecture theatres, seminar rooms and the Library.
- 15.8 Students with mobile telephones must ensure that their telephones are switched off in all student laboratories, open access areas, lecture theatres, seminar rooms and the Library.

## **16. PERSONAL INSURANCE AND SECURITY**

- 16.1 The University will not accept any liability whatsoever for the personal property of students. Students should make their own arrangements to ensure that their possessions are adequately insured, and are also strongly recommended to consider taking out personal accident and personal liability insurance for the duration of their programme.

## **17. UNIVERSITY PROPERTY**

- 17.1 All students have a duty of care in respect of security on University premises and should be vigilant at all times. If a student becomes aware of an intruder, or of someone acting in a suspicious manner, on the premises they should report the matter immediately to caretaking or security staff. Students are required to report to their Head of School, or other appropriate member of staff, anyone known to be responsible for damage to, or theft of, University property or other people's property on University premises. Students are responsible for the secure keeping of any University equipment or property allocated or authorised for their personal use.
- 17.2 No equipment or property belonging to or supplied by the University may be taken away from the University's premises without the permission of the Head of School/Professional Service or his/her designated representative.
- 17.3 Students will normally be required to pay for repairing damage done by them to University property or for replacing the property in question.
- 17.4 The University reserves the right for a person duly authorised by the University to question and/or search a student or to examine any articles in the student's possession if there is good cause to do so. In such circumstance, a student has the right, where practicable, to have a third party present. Should a personal search be involved the student may request that it be carried out by a police officer.

## **18. DRUGS AND ALCOHOL ABUSE**

- 18.1 The University has separate policies relating to the [abuse of drugs and/or alcohol](#). Students failing to observe the terms of these policies will be considered to be in breach of the Rules and may be subject to action taken under the [Student Disciplinary Procedure](#).

## **19. MISCONDUCT AND DISCIPLINARY ISSUES**

- 19.1 All students are expected to act with due regard to the interests of the University and in a manner that is consistent with ensuring a safe, efficient and effective learning environment. Student conduct should at all times take into account the need for satisfactory relations with other students and members of staff. Any student who does not comply with these requirements (e.g. by being offensive or violent towards another member of the University community) will be subject to the University's [Student Disciplinary Procedure](#) and may ultimately be excluded from the University. Please note that any student who is excluded from the University because of a behavioural offence will not be entitled to a refund of any fees paid for the current, or previous, year(s) of study. In these circumstances the student will continue to be liable for any monies owed to the University.

## **20. ACADEMIC MISCONDUCT**

- 20.1 Any student found guilty of an academic offence as defined in [Bournemouth University's Academic Policies and Regulations](#) may ultimately be excluded from the University. Please note that any student who is excluded from the University because of an academic offence will not be entitled to a refund of any fees paid

for the current, or previous, year(s) of study. In these circumstances the student will continue to be liable for any monies owed to the University.

## **21. LIBRARY**

- 21.1 All enrolled students are entitled to be members of the Library. Use of learning resources provided by the University Library is dependent on the observance of the Library Plans, Policies, Rules and Regulations as detailed at [http://www.bournemouth.ac.uk/library/using\\_the\\_library/rules.html](http://www.bournemouth.ac.uk/library/using_the_library/rules.html)
- 21.2 Failure to abide by the Library Plans, Policies, Rules and Regulations may result in the implementation of Library Sanctions. Members may also be subject to sanctions as set out in the Student Disciplinary Procedure.
- 21.3 All members of Library staff, and any authorised representatives of the University, are empowered to enforce the Library Plans, Policies, Rules and Regulations.
- 21.4 Any notice sent by the Library by email to a University email address or by post to the last reported address of a user shall be deemed to have been duly sent. Attention is drawn to University Rules 2.3, 5.2.1, 10.1 and 10.2.

## **22. COPYRIGHT**

- 22.1 The University is licensed to permit some copying of copyright materials, which would otherwise constitute a breach of copyright. Students and staff must comply with the conditions of the licence by following the detailed instructions which are provided with each photocopier and ensuring that all photocopying is recorded by them in accordance with these instructions. Further information about Copyright is available at <http://www.bournemouth.ac.uk/library/using/copyright.html>

## **23. INFORMATION, COMPUTING AND TECHNOLOGY**

- 23.1 The University's Information Technology (IT) facilities are defined as:
- a) all computer and telecommunication systems within all University sites connected to the University's networks whether owned by the University or not;
  - b) all computer and telecommunication systems owned or leased by the University and not connected to the University network;
  - c) all electronic mail systems, data and file servers, bulletin boards, conferencing systems, web sites, electronic publication sites, SuperJANET and all Internet access via the University network; and
  - d) all software and data stored, processed, displayed or transmitted by any University computer system.
- 23.2 All students are required to abide by the [ICT Rules](#) as detailed at <http://portal.bournemouth.ac.uk/StudentRegulations/> (in the Information Communications and Technology Section) and all associated policies, regulations and procedures. These rules apply subject to, and in addition to, any legislative requirements (e.g, Computer Misuse Act 1980). In addition, the use of computer software and databases may also be subject to the terms of licence agreements into which the University has entered and which are enforceable by the licensor in the civil courts.

23.3 Failure to abide by University rules or regulations or any statutory or licensing requirements may result in access privileges being withdrawn, action being taken under the [Student Disciplinary Procedure](#) and/or legal proceedings.

## **24. ACCOMMODATION**

### **24.1 University Residences and Other University-Owned, Leased or Managed Student Accommodation**

24.1.1 All students living in University managed accommodation are required to abide by their tenancy agreement. Failure to do so (e.g. by defaulting on payment) may lead to eviction or the student being dealt with under the University's Disciplinary Procedure. Rules relating to the Halls of Residences are available at [http://www.bournemouth.ac.uk/accommodation/hallsresidence\\_rules.html](http://www.bournemouth.ac.uk/accommodation/hallsresidence_rules.html). Rules relating to UniLet residences are available at <http://www.bournemouth.ac.uk/accommodation/unilet.html>

24.1.2 Terms of licence for University residences are available at [http://www.bournemouth.ac.uk/accommodation/support\\_and\\_information/terms\\_and\\_conditions.html](http://www.bournemouth.ac.uk/accommodation/support_and_information/terms_and_conditions.html)

### **24.2 Other Lodgings**

24.2.1 All students living in other University approved lodgings and self-catering accommodation must keep the [Accommodation Service](#) informed of their address during term-time and, if appropriate, of the name and address of their landlord or landlady.

## **25. RULES FOR MOTOR VEHICLES AND BICYCLES**

### **25.1 Liability**

25.1.1 Motor vehicles and bicycles are brought into the University grounds at the owner's risk and the University undertakes no responsibility for their safety or security.

25.1.2 Beyond its normal legal liability for the acts or omissions of its employees the University shall not be responsible for:

- loss or damage to property arising from bringing a motor vehicle or bicycle into the grounds
- loss of, theft from, or accidental damage caused to, any vehicle which is on its premises, or whilst being removed or retained under the Traffic Rules.
- any claim arising from loss or damage, howsoever caused, resulting from the use by students of their own vehicles for personal transport, carriage of passengers and/or goods where such use is in respect of any University activity.

25.1.3 Students are reminded of the need to comply at all times with such limitations as may be imposed by the terms of their insurance policy.

### **25.2 Use of Motor Vehicles**

25.2.1 All users of motor vehicles on University premises must comply with traffic signs and notices (which may be displayed either permanently or from time to time) and with instructions from any authorised representative of the University.

- 25.2.2 All motor vehicles parked on the University site must display a valid vehicle excise licence.
- 25.2.3 The use of the car parks and cycle faculties are permitted subject to compliance with the Traffic Rules as detailed at [http://www.bournemouth.ac.uk/about/transport\\_and\\_maps/student\\_parking.html](http://www.bournemouth.ac.uk/about/transport_and_maps/student_parking.html). The car parks are for the use of members of the University and bona fide visitors having business at the University, and may only be used by others as agreed by the University.
- 25.2.4 The University reserves the right to manage parking by means of the issue of permits and by imposing penalties (including clamping) for those vehicles that are not parked in accordance with the Traffic Rules.
- 25.2.6 Failure to abide by the Traffic Rules and associated policies, regulations and procedures may result in action being taken under the [Student Disciplinary Procedure](#) and/or legal proceedings.

## **26. GRADUATE STATUS**

- 26.1 A student who has successfully completed an appropriate programme of study is not entitled to graduate status until such time as s/he has graduated either in person or in absentia.

## **27. DISCIPLINARY PROCEDURES**

- 27.1 Any student who breaches any of the University's Rules or associated regulations, policies and procedures may be dealt with under the University's [Student Disciplinary Procedure](#). Under the Procedure, the University has the right to suspend or exclude students from the University, its programmes and/or its premises. Examples of offences that may be dealt with under the Disciplinary Procedure are sexual or racial harassment of a student or staff member, failure to respect the rights of others to freedom of belief and freedom of speech, and misuse or unauthorised use of the University's premises. Please note that any student who is excluded from the University because of a disciplinary offence will not be entitled to a refund of any fees paid for the current, or previous, year(s) of study. In these circumstances the student will continue to be liable for any monies owed to the University.

## **Appendix A Associated Regulations, Policies, Procedures**

Academic Appeals Policy & Procedure for Taught Awards  
Academic Appeals Policy & Procedure for Research Awards  
Academic Offences Policy  
Accommodation  
- Halls of Residence Rules  
- Terms of Licence  
- UniLet Residence Rules  
Additional Learning Needs Policy  
Assessment Regulations  
Bursary Scheme  
Code of Practice – Abuse of Alcohol by Students  
Code of Practice – Abuse of Drugs by Students  
Code of Practice – Freedom of Speech  
Code of Practice – Harassment  
Code of Practice – Misconduct in Academic Research  
Copyright Compliance  
Course Handbook (issued at enrolment)  
Dignity, Diversity and Equality Policy  
Fees Policy  
Fitness to Practise Procedures  
Fraud Policy  
Health & Safety Policy  
ICT Rules, Regulations and Policies  
Janet Rules for Use  
Library Policy, Rules and Regulations  
Mitigating Circumstances Code of Practice  
Public Interest Disclosure Policy  
Race Equality Policy  
Research Degree Students – Codes of Practice  
Research Ethics Policy & Procedure  
Student Assessment Handbook  
Student Complaints Policy & Procedure  
Student Disciplinary Policy  
Student Wellbeing Framework  
Travel Rules and Regulations  
University Handbook