

Student Rules and Regulations

1. Introduction

1.1 The Rules and Regulations of the University apply at all times including term and vacation.

As part of their responsibility for the administration of the University, the Director of Finance and Corporate Services (or deputised authority) is responsible for all University premises including the Students' Union Building and for the maintenance of good order.

They have authority to:

- require people not to assemble on University property and grounds;
- require people to leave University property and grounds;
- withhold consent for meetings;
- require the termination of meetings.

This authority will only be carried out once all reasonable attempts to consult with Human Resources (HR), with Estates, Facilities & Residences and with the Students' Union have been exhausted, and will only be considered if one or more of the following criteria apply;

1. That there has been a contravention of the University's Dignity and Respect policies;
2. That the safety and wellbeing of the speaker, attendees or those in the vicinity has been compromised;
3. That there has been an environmental or infrastructure emergency, e.g. adverse weather or utilities failure.

They may delegate this authority in whole or in part to other employees of the University, in particular out of normal working hours or in their absence. In these cases, as before, any decision to require people not to assemble must fall under one or more of the above three criteria, and again all reasonable attempts to consult with HR, with Estates, Facilities & Residences and with the Students' Union must have been made and evidenced.

1.2 All members of staff have a part to play in assisting in the maintenance of student discipline and most cases of minor misconduct will normally be dealt in the first instance by an individual member of staff on an informal basis by guidance on the correct behaviour and conduct.

2. Rules

2.1 Students must not disrupt the academic activities of any member of the academic community or authorised visitor, or any ceremony, meeting or social, cultural, political or sporting event of the University held on the University's premises or elsewhere whether or not the event or meeting is open to the public.

2.2 Students must not disrupt the administration and general operation of the University.

2.3 Students must not bring the University into disrepute or incur any liability on behalf of the University.

2.4 Students must not obstruct persons authorised by the University or authorised visitors in the performance of their duties, functions or other activities.

2.5 Students must not engage in any criminal activity against any other student.

2.6 Students must not perform any act which might render the University liable in criminal law.

2.7 Students must not damage, deface or misappropriate any property of the University, the Students' Union, any other organisation or body of students in the University or any other member of the academic community or employee of the University.

2.8 Students must not engage in activity contrary to the University's policy on Equal Opportunity:

<https://www.aber.ac.uk/en/media/departmental/equalityanddiversity/pdf/Equal-Opportunities-Policy-2016-V2.1.pdf>

2.9 Students must not behave in a violent, indecent, disorderly or threatening manner or engage in oral or written abuse towards other students, staff or other individuals. This includes communication via e-mail and social media and students should pay due regard to both the Student Code on Dignity and Respect and the University Guidance on the Use of Social Media.

2.10 Students must not take or use without authority any property belonging to the University, the Students' Union, any student organisation, any other student, member of staff or authorised visitor.

2.11 Students must not drive any vehicle belonging to, or hired by, the University, the Students' Union or any other student organisation without the approval of an authorised officer.

2.12 Students must not, while on the property of the University, or while engaged in any University activity, have in their possession any illegal substances.

2.13 With the exception of student licensed clubs, where licensed gun owners must keep guns safely stored in the Students' Union's licensed gun cabinet, students must not bring onto any property of the University a firearm of any description, or imitation firearm, replicas and models, all airguns, pellet, Nerf and BB guns, electric stun guns and all other devices including spear guns howsoever capable of discharging any shot, bullet, arrow, bolt or other missile or electric charge; any other weapon, ammunition, or any explosive material (including fireworks), or any substance hazardous to life without the written authority of a person authorised by the University Executive.

2.14 Students must not engage in fraud, deceit, deception or dishonesty in relation to the University, its staff or students, or in connection with holding any office in the Students' Union.

2.15 Students must not use the name of the University or their position in the Students' Union or in the University to engage in fraud, deceit, deception or dishonesty.

2.16 Students must disclose their name and other relevant details to a person duly authorised by the University in circumstances when it is reasonable to require that such information be given.

2.17 Students must respect copyright in all materials, including those in which copyright lies with the University itself or with its members of staff. Such material (e.g. lecture notes, research notes, publications, recorded lectures) must not be posted to the web (including any form of social media) without explicit permission from the appropriate member of staff and/or the Deputy Director of Information Services and Head of Libraries.

2.18 Students shall not persistently break University Regulations as set out in Section 3 below.

2.19 Health and Safety

2.19.1 Every student is under a legal obligation to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions whilst studying at the University. The duties and expectations for all students in respect of health and safety legislation, such as the Health and Safety at Work Act 1974, is provided in the University's Health and Safety Policy, which is available at: <https://www.aber.ac.uk/en/hse/policy/>. Every student must comply with the rules and requirements set out in this Policy and other subordinate and associated policies and procedures.

In particular, legal duties for all students will include, but will not be limited to:

5. Participate in appropriate health and safety training, as required;
6. Undertake or assist with the undertaking of suitable and sufficient risk assessments and/or follow and adhere to the associated control measures and procedures;

7. Work together with colleagues and students to enable them to carry out their own health and safety responsibilities;
8. Report to supervisory staff any situation, working practice or procedure which they suspect is potentially hazardous;
9. Report promptly all accidents and incidents to supervisory staff or other appropriate person;
10. Use, but not misuse, protective clothing, equipment or materials provided;
11. Comply with the health and safety rules, policies and instructions, both spoken and written, which are issued to them; and
12. Use machinery, chemicals, biological material, plant or equipment in the manner for which they were designed and in accordance with the appropriate safety precautions.

2.19.2 Every student whose course involves work in a laboratory or other high-risk areas must obey the special safety rules applicable to that area. These rules will be issued by the Faculty/Department concerned.

2.19.3 In order to carry out its duties under Health and Safety legislation, the University instructs undergraduate and taught postgraduate students that they must not enter laboratories and other high-risk areas except as indicated by the timetabled provisions for their courses. Postgraduate research students working in research laboratories must observe the Faculty/Department rules regarding access to such areas both within and outside of normal working hours.

2.19.4 It is a criminal offence to tamper or interfere with any fire safety equipment, provided for the safety of all persons in and around buildings. This includes letting off or tampering with fire extinguishers (except in the event of a fire), wedging open fire

doors, tampering or otherwise interfering with the fire alarm system and removal or alteration of any fire related safety signage.

2.19.5 Students should note that if they commit a breach of these rules they render themselves liable to criminal prosecution at the instigation of the Health and Safety Executive or the Fire and Rescue Service.

2.20 Freedom of Speech

2.20.1 Students must comply with the requirements of the University's Code of Practice on Freedom of Speech. Please see Information for Students for further details.

2.20.2 The University's Code of Practice on Freedom of Speech notwithstanding, students must not engage in vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

2.21.1 Students must not encourage, assist or conspire with any other person to act in breach of these rules.

2.21.2 Students must comply with any penalty imposed under Section 4 'Penalties' below.

2.21.3 Where a student is alleged to have committed a criminal offence, the University retains absolute discretion to decide whether to invoke the Disciplinary Procedure set out in Section 5 below, to suspend its investigations until the matter has been dealt with by the courts, or to leave the matter in the hands of the police.

2.22 Definition

2.22.1 The premises of the University are defined as all land or buildings owned, occupied, leased or rented by the University.

3. Regulations

3.1 Student Status and Residence

3.1.1 A **student** is a person registered by the University on an approved course of study. Once registered, they will remain a student until one of the following occurs:

13. Successful completion of the course is formally confirmed and recorded on AStRA.
14. Academic failure is formally confirmed and recorded with no further opportunities to retrieve the failure.
15. The student is excluded permanently on financial, disciplinary or other grounds.
16. The expiry of the final deadline for completion of a course.
17. The death of the student.
18. The formal approval and recording of an application for permanent withdrawal from the course by the student.
19. The failure of the student to re-register as required each academic session; such students shall be deemed to have permanently withdrawn in the absence of any information to the contrary.

3.1.2 The University shall provide certification of student status for all registered students. However, this cannot be done for the following groups:

1. Students who have temporarily withdrawn or been temporarily excluded from their course. During the period of withdrawal or exclusion they remain **candidates** for the award but are not registered or pursuing their studies. The University can confirm (for example, for the purpose of UK Council Tax exemption) that they have not completed or permanently left their course. This includes students undertaking internships or years in employment which are not part of their course of study.

2. Postgraduate students in a 'writing-up' or resubmission period who have completed the registration period required for the degree are no longer recorded as registered students but remain **candidates** for the degree and can be certified as such. Certificates of exemption from Council Tax can be provided on request to full-time PhD and MPhil students for 12 months and 6 months respectively of their writing up periods.

3.1.3 To be certified as a **full-time student**, the student must at the time be registered as a full-time candidate for the award. Certification will normally confirm the mode of study (full-time, part-time, distance learning etc.).

3.1.4 All full-time students are required to be resident within reasonable daily travelling distance of the campus at which they are studying and being available to attend any scheduled activities within normal teaching hours. For undergraduate students, this applies during term time; students should also ensure they are available to undertake resit exams during the summer resit period to retrieve any failed credits before the next academic session begins.

3.1.5 Full-time taught Master's students are required to be resident within reasonable daily travelling distance from the campus during the full twelve months of their courses. However, students may leave Aberystwyth during the project/dissertation phase, provided that they attend all required teaching sessions, have completed all required laboratory work, make arrangements for supervision to be delivered remotely, and have the approval of their department. Tier 4 sponsored students will need to contact the Compliance Office to discuss the implications for their sponsorship of leaving Aberystwyth.

3.1.6 All full-time students are expected to be resident within reasonable travelling distance of Aberystwyth. In line with research Council expectations, research postgraduates should be resident for 44 weeks each academic year, during their registration period. It is important that students are available to take part in compulsory activities, such as research training, as well as to take advantage of other opportunities for personal and career development, and to benefit from being part of a community of research staff and students within departments and faculties, and the wider university.

Additionally, visas and financial sponsors may stipulate residence requirements over and above those set by the University, which must be adhered to.

Certain exceptions to this requirement are built in to the programmes of study on to which students are accepted, including the following arrangements (NB – this is not an exhaustive list):

- Split site PhDs, where the student spends part of the period of study at a partner university
- External PhDs, where the student is full-time but based elsewhere
- Collaborative projects, where the student may be based entirely in another location
- Funded projects, where the nature of the research dictates that the student must be located elsewhere
- Approved fieldwork, which require a student to spend significant periods of time elsewhere

Registered full-time students who wish to spend more than **two months** away from Aberystwyth in an academic year, for purposes unrelated to their research project, require the approval of their Faculty Director of Research or PG Studies and the Head of the Graduate School. There may be exceptional personal or other circumstances which warrant such a request but the student must show that:

- They are able to attend the University for any compulsory activities
- They are able to maintain close contact with the supervisory team
- They are able to maintain satisfactory progress in their research

Such cases will be carefully monitored by the Faculties at their regular monitoring meetings, and students who are not progressing satisfactorily may be advised that they need to return to Aberystwyth, take temporary withdrawal, or face be prevented from continuing with their research under the Academic Regulation on Academic Progress.

3.1.7 Students holding Tier 4 visas to study in the UK also have to meet Home Office requirements for residency in Aberystwyth for the duration of their CAS and must not be resident elsewhere in the UK.

3.1.8 These residency requirements shall not apply where students are undertaking approved fieldwork, research, work experience or other activity as part of their programme which require them to reside elsewhere. In addition, collaborative and distance learning programmes may be approved where students will be resident elsewhere for part or all of their studies.

3.2 Regulations relating to University Residences

Students should note that University Residences have additional regulations, incorporated in the University's Accommodation Licence Agreement and Residents' Handbook, which form part of these University Regulations and are subject to the University's Disciplinary Procedure. Further information can be found at <https://www.aber.ac.uk/en/academic-registry/handbook/regulations/disciplinary/>.

3.3 General Regulations of the University

3.3.1 Students other than those referred to below must return to University by the first day of each term, and must register at the start of each academic year. Postgraduate students whose registration begins on a date other than the first day of the academic year must register before beginning their course.

3.3.2 All students in Aberystwyth are encouraged to register with a local GP in order to access 24 hour health care. Prior registration is not required. Private health insurance can also be obtained. Further information on health services for EEA and non-EEA students may be found in the Information for Students publication.

3.3.3 NOTE: Requirements on attendance at classes and the submission of written work are indicated in:

- The Academic Regulation on Academic Progress, which is available on the Web (<https://www.aber.ac.uk/en/regulations/academic-progress/>);
- Departmental statements which are distributed to students each year.

Fraudulent use of attendance monitoring systems could lead to disciplinary action under the Rules and Regulations for Students.

3.3.4 Student Support and Careers Services must be informed immediately if there is an outbreak of any infectious disease in a house or flat or if a student is seriously ill.

3.3.5 Students must inform their departments of all special circumstances, personal or medical, that may affect their academic performance by completing a 'Special Circumstances Form', ensuring they submit it along with all appropriate supporting evidence at the time they are affected.

3.3.6 Students must update their student record immediately upon any change to their home and term-time addresses. Students must also provide emergency contact details. Student records can be accessed at <https://studentrecord.aber.ac.uk/en/login.php>.

3.3.7 Smoking

Smoking is prohibited in all University buildings, semi-enclosed building entrances and outside entrances, windows and other areas where smoke could enter a building.

3.3.8 Purchases

Goods or services must not be purchased by students on behalf of the University. Purchases on behalf of the Students' Union or student societies must be made only by persons authorised to act on their behalf.

3.3.9 Telephones

3.3.9.1 University telephones must not be used by students for private calls.

3.3.10 Data Protection

3.3.10.1 When registering, all students should note how the University processes their personal data [by reading the privacy notice for students](#)

Students must not create or maintain computer files containing data relating to living identifiable individuals for use in connection with their studies or research without the express authority of an appropriate member of staff.

3.3.10.2 When given such authority students must abide by the Data Protection Principles in all cases where they use or encounter personal data controlled by the University.

3.3.11.1 Skateboards, roller skates, roller blades, cycles or similar items of equipment

The use of skateboards, roller skates, roller blades or similar items of equipment is prohibited on all University premises and grounds; cycles must only be used on roadways. Exceptions to this regulation for sporting events may be granted on application to the Sports Centre (for facilities managed by the Centre) or the Director of Finance and Corporate Services (or deputised authority) (for all other locations).

3.3.11.2 Personal electronic equipment

Personal electronic equipment (for example, laptop computers) must not be connected to the mains power supply where it causes a health and safety hazard in teaching or other space. Local rules will apply in workstation rooms, libraries, Estates, Facilities & Residences facilities and academic department space (such as laboratories).

3.4 Regulations in Respect of Motor Vehicles

3.4.1 The roads on the University campus are private roads and vehicles are allowed to be parked thereon only at the express understanding that they are entirely at the owner's risk and that the University will not be responsible for any loss or damage whatsoever which may occur.

3.4.2 Students bringing motor vehicles, including motor cycles, on to all University campuses must obey the law and observe the Highway Code applicable to vehicles taken on to public roads. No unlicensed, uninsured or unroadworthy vehicles shall be brought on to University campuses or other University property.

3.4.3 Vehicles must not be parked on University campuses or on other University property, except in authorised places.

3.4.4 No student may park a vehicle on any University campus or any other University ground without an official parking permit unless authorised otherwise by Campus Security. Parking permits are valid only for the academic session or accommodation licence period (as relevant) unless advised otherwise by Campus Security. Parking permits relate to specific car park zones. Applications for permits must be made each session to Campus Security. For further information on parking permits, car parks, enforcement and parking rules & regulations, visit www.aber.ac.uk/en/parking

3.4.5 Learner drivers must not drive within University grounds, whether accompanied by an instructor or not.

3.4.6 Drivers must observe the speed limit of between 5-20 mph (as detailed on roadway signage).

3.4.7 Drivers of vehicles must stop when signalled to do so by any duly authorised member of the University staff.

3.5 Regulations Relating to the Use of Sports Facilities

3.5.1 Students must have paid the appropriate fee or possess the appropriate membership status to be eligible to use sports facilities.

3.5.2 Students must be prepared to produce their membership cards on request by a member of the Sports Centre Staff.

3.5.3 Students must be appropriately dressed for their sports activity.

3.5.4 Students must ensure that their equipment conforms to the safety specifications laid down by the governing body of their sport.

3.5.5 Students who have a medical condition that is likely to put them or others at risk during physical activity must inform the person responsible for that activity.

3.5.6 Students are expected to abide by the Sport Centre's terms and conditions of membership to which they sign up. Further regulations exist in respect of the use of specific sports facilities. These are part of, and subject to, the University Disciplinary Procedure set out in Section 5 below.

3.6 Information Services Regulations

IS regulations can be found at: <https://www.aber.ac.uk/en/is/regulations/isregs/>

3.7 Regulations Relating to the Payment of Tuition and Other Fees

3.7.1 It is a condition of admission to a degree or the award of a diploma or a certificate that all tuition fees due to the University have been paid.

3.7.2 Each student remains individually liable for all fees, debts and other charges payable to the University on their behalf. The fact that a body representative of students or any other body has advised non-payment or any other course of action that threatens to involve the University in financial loss does not affect this individual responsibility.

3.7.3 Students not in receipt of financial assistance towards their tuition fees will remain liable for the full amount of those fees, e.g. from a loans agency or other sponsor.

3.7.4 All official offers of admission to postgraduate study shall be made by the University. Applications must be submitted through the appropriate methods and applicants are required to satisfy the University that they have adequate finance to pay the fees. This regulation shall apply both to entrants new to the University and to graduates from the University.

3.7.5 A change of registration which increases the duration of a postgraduate course shall be regarded as a new admission, and shall be subject to the checks required in 3.7.4 above.

3.7.6 Students required to repeat a year in consequence of academic failure or other circumstances may not do so unless they can satisfy the University that adequate finance is available to meet their fees.

3.7.7 Any student who has not paid tuition fees may no longer receive the emoluments of any fellowship, studentship, scholarship or prize awarded by the University.

3.7.8 Students who have not paid their tuition fees, may be subject to one or more of the following sanctions:

30. withdrawal of the right to use University facilities;
31. loss of right of progression to the next academic year;
32. loss of right to be presented for any University qualification;
33. loss of right to attend the graduation ceremony;
34. cancellation of registration at the University.

3.7.9 Action may be taken through the Courts for the recovery of students' debts to the University.

3.7.10 Interest at not more than the normal bank rate may be charged on any outstanding fees due to the University from the date from which the fees are due.

3.7.11 Students become liable to pay tuition fees in full at the start of each academic year. Students may, with the approval of the Director of Finance and Corporate Services, pay their tuition fees in instalments. Please refer to <http://www.aber.ac.uk/en/student-finance/undergraduate-uk/tuition-fees/how-to-pay/> for full payment options. The

University reserves the right to demand immediate payment of any outstanding sums notwithstanding any agreement to pay in instalments.

3.8 Regulations Relating to Fees for University Accommodation

3.8.1 A student's acceptance of an offer of a place in University accommodation constitutes a binding contract to occupy that place for a complete session unless otherwise specified.

The student is then liable to pay the fees for the whole of the licence period. Where exceptions have been made allowing a student to leave on approved medical or welfare grounds the student remains liable to pay the fees due for the whole of the period for which they have been in residence or otherwise responsible for the accommodation.

3.8.2 Acceptance of a place in University accommodation binds the student to comply in all respects with the terms and conditions of occupancy set out in the Accommodation Licence Agreement for the relevant academic year. The University reserves the right to demand immediate payment of any outstanding sums notwithstanding any agreement to pay in instalments.

3.8.3 It is a condition of the contract under which a student is admitted to University accommodation that all accommodation fees are paid by the due date.

3.8.4 Supplementary charges may be made to compensate for any loss suffered by the halls account by failure of a student or students to pay fees on the due date. Further information on the supplementary charges can be found on the Accommodation Website <https://www.aber.ac.uk/en/accommodation/>

3.8.5 Students who have not paid accommodation fees may be subject to the following sanctions:

- Issued a 'Notice to Vacate' due to breach of the terms of the Accommodation Licence Agreement;

- Loss of right to receive further University accommodation;
- Retention of accommodation deposit;
- Referral of debt to external debt collection agency.

3.9 Regulations in Respect of the Students' Union

3.9.1 Students using the premises of the Students' Union or any property belonging to the Students' Union or other student organisation in the University are subject to the Rules and Regulations of the University. They are also subject to the Rules and Regulations of the Students' Union or such other student organisation when using the premises of the Students' Union or property belonging to the Students' Union or any other student organisation or when attending meetings or other functions or events arranged by the Students' Union or any other organisation of students.

3.10 Email accounts and web logs

3.10.1 E-mail is utilised as the main form of communication with students and all students are expected to read their University e-mails regularly.

3.10.2 In strictly controlled circumstances the University may access students' email accounts and web logs as part of an investigation into a specific allegation of unfair practice or if it is suspected that students have contravened University Regulations or have broken the law.

4 Penalties

4.1 For a breach of a University Rule, (except 2.17 and 2.18) the penalties may be a reprimand, a fine (not exceeding £200), withdrawal of the right to use the University facilities, exclusion from a University Residence, withdrawal of the right to use Students' Union facilities or those of any other organisation of students, suspension for a period not exceeding one session, or expulsion from University.

4.2 The procedure to be adopted in the case of a breach of rules on 'Omission or Misrepresentation of Significant Information during Application or after Registration' is laid down in point 26.2 of the document entitled Information for Students.

4.3 The procedure to be adopted in the case of a breach of rules on 'Criminal Convictions' is laid down in point 28 of the document entitled Information for Students.

4.4 For a breach of a University Regulation and those Information Service, Sports or Halls Regulations which are not simultaneously covered by University Rules the penalties may be a reprimand, a fine (not exceeding £100), withdrawal of the right to use University facilities, or exclusion from a Hall of Residence or withdrawal of the right to use Students' Union facilities or those of any other organisation of students. All fines in excess of £50 or local equivalent, must be confirmed by the Senior Tutor.

4.5 In addition to the penalties outlined in above students may be required to pay compensation to the University, an individual member of staff or a student, or to the Students' Union or any other organisation of students for damage caused or loss incurred subject to the production of an invoice.

4.6 Any of the above penalties may be suspended in full or in part provided that, if the offence occasioned damage or loss, the student shall undertake to make good such damage or loss. A student undertaking to make good such damage or loss may be given reasonable time to make reparation.

4.7 Any breach of the parking rules and regulations leaves the driver of the vehicle liable to the issue of a Parking Charge Notice by a Campus Security operative. The notice gives the driver details of the breach and an opportunity to appeal the charge or settle the debt by payment to the University's contracted scheme management company. If the debt is paid within 14 days a 50% discount will be applied.

4.8 For the breach of Information Services regulations relating to the borrowing of a book, periodical or other property, fines may be levied at a rate to be determined by the University.

4.9 Compensation must be paid for the loss of a book, periodical or other Information Services property, or any equipment on short-term loan from the University, subject to the production of an invoice.

4.10 Details of any penalties imposed for a breach of University Rules or Regulations will remain on the student's file for the remainder of the student's registration with the University.

5. Disciplinary Procedure

5.1 Please read the University's Disciplinary Procedures for further information.

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