

**UNIVERSITY OF BATH  
REGULATIONS FOR STUDENT APPRENTICES 2024/25**

*An apprentice is a ‘Student’ as described in the University’s Statutes and is a member of the University. This Regulation Booklet sets out the Regulations for Student Apprentices 2024/25, the Student Complaints Procedure, Health, Wellbeing and Support for Study Policy, Student Appeals Policy and Precautionary Measures Policy as they apply to an apprentice.*

<u>Regulation</u>	<u>Page</u>
1 Registration	2
2 Fees	3
3 Attendance and Progress	4
4 Conferment of Qualifications	6
5 Rescinded	7
6 Accommodation	8
7 Disciplinary Regulations for Students: <i>Student Apprentice variant</i>	9
8 Rescinded	17
9* Reservation of Areas	18
10* Use of Facilities	19
11* Dogs and other Pet Animals	22
12* Use of Motor Vehicles on the University Site	23
13 Admissions Regulations for Undergraduate and Postgraduate Taught Courses	24
14 Admissions Regulations for Diploma and Certificate Courses	26
15 Assessment of Apprenticeship courses	27
16 Removed	31
17 Conduct of Student Academic Appeals and Reviews	32
18* Freedom of Expression	40
Appendix 1 Student Complaints Policy: <i>Student Apprentice Complaints Policy variant</i>	44
Appendix 2 Health, Wellbeing and Support for Study (HWSS) Policy	49
Appendix 3 Student Appeals Policy (health wellbeing and support for study, fitness to practise, student discipline, student complaints)	54
Appendix 4 Precautionary Measures Policy (health wellbeing and support for study, fitness to practise and student discipline)	59

All registered students of the University are subject to rules and regulations, which may be changed from time to time. These Regulations are published on the University's Website. Any amendments to these Regulations approved by Senate during the academic year will take effect on the date specified by Senate. The web page will be revised to identify any such amendments. References to a named post-holder should be construed as references to that post-holder or to a nominated substitute.

Secretary to Senate

1 August 2024

*\* These Regulations also apply to all members of the University, as defined by Statute 2.1.*

## **1. REGISTRATION**

- 1.1** All students, both undergraduate and graduate, are required to register at the beginning of each academic year. The days on which students shall register will be announced by the University. Only those who have registered shall have the rights and privileges of students and members of the University.

All persons entering the University as students shall, at the time of registration, sign a declaration in the following terms:

*'I agree to conform to all the statutes, ordinances, regulations and rules of the University for the time being in force and I accept responsibility for any loss or damage to University property rightly attributable to me.'*

- 1.2** At the time of registration students shall provide full and accurate information concerning all required personal and academic details and shall state their address during the academic year as well as their permanent address, in accordance with procedures prescribed by the Director of Academic Registry. Students must comply with all subsequent requests from university staff for proof of any changes to required personal details and are required to update their contact details, normally via the communicated online process, as soon as possible when any of these details change. Students failing to do this or who can be shown to have provided false or misleading information as part of an application or subsequent registration will be subject to action.
- 1.3** Students, including those away from the University in the workplace, are required to access at regular intervals the email account provided to them by the University, and to ensure that it remains within its permitted capacity and able to receive mail. Students failing to do this may be subject to action under the Disciplinary Regulations for Student Apprentices (Regulation 7). The account will be used by the University to communicate important information about registration, unit-enrolment, assessment, degree ceremonies and other matters. Students who have failed to access their account or who have temporarily lost access to it may not cite loss of access as a reason for failing to respond appropriately to information sent to them by the University via the account.
- 1.4** Where courses require students to provide a satisfactory check and/or Disclosure from the Disclosure and Barring Service and such checks/Disclosures are pending at Registration, students may be permitted to register provided the application process for the relevant checks/Disclosure has been completed; should the check/Disclosure subsequently returned prove to be unsatisfactory, the University will terminate the registration and require the student to withdraw.
- 1.5** Any person who fails to complete their initial student registration in accordance with Regulation 1.1 will be deemed to have declined their offer of a place to study at the University. The University reserves the right to terminate the registration of continuing students who do not complete registration in accordance with Regulation 1.1.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

## 2. FEES

### General

2.1 The responsibility for payment of fees rests with *the Student Apprentice's employer*.

### Tuition Fees (*Fees for apprenticeship training and assessment*)

2.2 All tuition fees are payable *by the employer, according to the payment schedule agreed between the University and the employer and in accordance with the Education and Skills Funding Agency's Funding Rules*.

2.3 *[This regulation does not apply to apprentices]*

2.4 If a Student *Apprentice's employer* does not pay the *appropriate fee* by such time as agreed either under instalment or other special University arrangements, then after due warning and unless the *Director of Finance* determines otherwise, *a Student Apprentice's* registration will lapse and they will be required to withdraw from the University.

### Residence Fees

2.5 *[This regulation does not apply to apprentices]*

### Examination Fees

2.6-2.8 *[This regulation does not apply to apprentices]*

### Other Fees and Charges

2.9 Other fees and charges for services, such as, but not limited to, library fines are payable in full when they are due. Non-payment of other fees and charges will be subject to a review and follow up process to recover the outstanding debt.

### Academic Consequences of Non-Payment of Tuition Fees

2.10 If any *employer* is in default in regard to payment of tuition fees to the University:

(a) no Degree, Diploma, Certificate or other academic award shall be granted unless the Senate considers that there are exceptional circumstances which justify such grant, and

(b) the Senate may recommend to the Council that that person be deprived of any Degrees, distinctions or titles, Diplomas or Certificates conferred on or granted to that person by the University, and that all privileges connected therewith be withdrawn, and

(c) registration for the next academic year will normally only be permitted when all tuition fees incurred in previous years of study have been paid.

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*Date of Last Update: 30 August 2024*

### 3. ATTENDANCE AND PROGRESS

- 3.1 Students shall attend regularly. If a student's attendance is not satisfactory, or a student is unable to attend for legal reasons, the Director of Academic Registry, authorised to act under power delegated by Senate, and following consultation with the *Student Apprentice's employer and* Faculty or School, may determine that the student be precluded from continuing their studies and, where applicable, their registration be terminated. A student who is prevented for legal reasons from attending will, in the first instance, normally be suspended for a period agreed *in consultation with the Student Apprentice's employer*. Where registration is terminated, a person who ceases in this way to be a student of the University may make representations to the Vice-Chancellor, who may exercise Statutory power to re-admit the student.
- 3.2 If a student's progress in the course of study is not satisfactory, the Director of Academic Registry, authorised to act under power delegated by Senate, and following consultation with *the Student Apprentice's employer and* Faculty or School, may determine that the student be precluded from continuing their studies, and, where applicable, their registration be terminated. A person who ceases in this way to be a student of the University may make representations to the Vice-Chancellor, who may exercise Statutory power to readmit the student.
- 3.3 No student shall be treated as having completed a particular course of study unless the student shall have complied with such conditions as the Senate may from time to time prescribe with relation thereto.
- 3.4 Absence due to ill health shall be notified by students to *their employer as specified in the employer's absence processes*. *The employer will notify* the Head of Department and advise if the absence extends or is likely to extend beyond the next period of teaching and learning. Apart from illness, students will be granted leave of absence only with the prior permission *of the employer, and in consultation with* the Head of their Department or the person to whom the Head of Department delegates responsibility in this matter.
- 3.5 *[This regulation does not apply to apprentices]*
- 3.6 If any students are required by:
- (a) their Head of Department or Group, or
  - (b) the Director of Studies for their course of study, or
  - (c) the Personal Tutor to whom they have been assigned, or
  - (d) any Officer of the University, or
  - (e) the Director of Academic Registry or other Senior Administrative Officer, or
  - (f) the Dean of their Faculty or the Head of the School
  - (g) the Director of Student and Safeguarding or other Professional Services Manager
- to see such person, the students shall attend at such place and time as shall be specified.

### **Academic Integrity: Mandatory Skills Training and Test**

- 3.7** (a) All students registering for the first time for a taught course leading to an award of the University of Bath are required to undertake mandatory academic training and a test of understanding within a defined period. The skills training session and test will be those as defined in the Quality Assurance Code of Practice.

The defined period starts with first registration upon entry and ends at the first progression point encountered thereafter.

(b) Students who fail to pass the test by their next progression point will not be permitted to progress to the next stage of their course or, in the case of students in their final year or on a one year or shorter course, to receive their award.

- 3.8** The University will do all that it reasonably can to provide educational services as described on its website or in the prospectus or in other contractual documents issued by it to appropriately enrolled students. Sometimes circumstances beyond its control mean that at times it may not be able to provide such educational services. This might be because of, for example but not limited to, industrial action by university staff or third parties, acts of terrorism, the acts of any governmental or local authority, technical or power failure and/or bad weather conditions. In any of these circumstances, the University will take reasonable steps to minimise the resultant disruption to those services and to affected students, by for example, delivering a modified version of the same course or offering affected students the chance to move to another course or institution, but to the full extent that is possible under the law the University and students/applicants exclude liability to each other for any resultant loss and/or damage suffered. This does not affect any statutory rights of students/applicants that cannot be varied. The modifications that the University make may be to the content and syllabus of courses, the timetable, location and number of classes, the content or method of delivery of courses of study and/or the assessment and examination process. In making any changes, it will aim to keep the changes to the minimum necessary and will notify and consult where appropriate with students in advance about any changes that are required. If students are not satisfied with the changes, they may have the opportunity to withdraw from the course, move to another course and, if required, reasonable support to transfer to another provider.

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*Date of Last Update: 30 August 2024*

#### **4. CONFERMENT OF QUALIFICATIONS**

- 4.1** No person shall be entitled to describe themselves as holding any Degree or other qualification conferred or granted by the University unless the award of such qualification has been approved by Senate.
- 4.2** Students are required to respond within the specified deadline to invitations to attend the Congregations which are held for the presentation of certificates for Degrees or other qualifications of the University.
- 4.3** Congregations shall be held at such times and places and in such manner as the Senate may from time to time prescribe.
- 4.4** Senate may at its discretion appoint for periods of three years a Marshal and a Deputy Marshal of the University, who shall be eligible for re-appointment.
- 4.5** The Deputy Marshal shall, in the absence of the Marshal, carry out the Marshal's functions and shall otherwise carry out such duties as the Marshal shall direct.

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*Date of Last Update: 30 August 2024*

**5. RESCINDED**

## **6. ACCOMMODATION**

- 6.1** The Rules which are applicable to students who are allocated a place in University residence (which includes all types of accommodation administered by the University) are issued on the authority of the Director of Campus Services:  
<https://www.bath.ac.uk/corporate-information/student-accommodation-terms-and-conditions> with the Student Living Code of Conduct at  
<https://www.bath.ac.uk/corporate-information/student-living-code-of-conduct/>
- 6.2** Breaches of the Rules relating to University residence constitute misconduct under the provisions of Regulation 7.5(c).

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*Date of Last Update: 30 August 2024*

## 7. DISCIPLINARY REGULATIONS FOR STUDENTS

### *STUDENT APPRENTICE VARIANT*

If you require this document in an alternative format, such as large print or a coloured background please contact: [student-discipline@bath.ac.uk](mailto:student-discipline@bath.ac.uk)

#### **Purpose**

- 7.1 The University of Bath is committed to providing a safe and friendly environment where everyone feels welcome. We expect every member of our community to be treated, and to treat others, with respect.
- 7.2 The purpose of this policy is to:
- Set clear expectations for how students are expected to behave and set out what behaviours are considered unacceptable
  - Set out how the University will respond where there is a report that the behaviour of a student has fallen below the expected standards and/or when rules or regulations have been broken

#### **Scope**

- 7.3 This policy will apply where a student who is enrolled or registered at the University of Bath has allegedly committed an act of non-academic misconduct.
- 7.4 Misconduct is broadly defined as behaviour where a student has not taken appropriate care or responsibility for how their behaviour affects others, and one or more of the following is, or could have been, impacted:
- A student or employee of the University
  - Any other person on University premises
  - Any other person involved with a University activity
  - The University itself (this includes cases which could potentially bring the University into disrepute or where action is deemed necessary to safeguard our community)
- 7.5 An illustrative, non-exhaustive list of examples of misconduct are given in Appendix A.
- 7.6 This policy applies to behaviour that takes place on and off University premises, including online.
- 7.7 **Misconduct by a Student Apprentice during the course of their normal, day-to-day work may also be subject to their employer's own definition of, and disciplinary procedures for, misconduct. Such information may be shared between the employer and the University.**

- 7.8 There may be allegations of misconduct that are dealt with outside of this policy. In such cases it is for the University to decide which policy to apply. All parties will be informed where this is the case at the start of the process.
- 7.9 If a Reporting Party withdraws from the process at any stage, the University reserves the right to continue to act on the information provided.
- 7.10 For historic allegations the version of Regulation 7 in force at the time of the alleged misconduct will apply.

### **Policy interactions**

- 7.11 Sometimes, issues are raised that do not fall neatly into the category of just one University policy. Where this is the case, the University will be flexible in its approach of application of policy on a case-by-case basis. The Deputy Director, Student Policy and Safeguarding will jointly determine with other relevant Heads of Services whether it's better to use one process after the other (and in what order), to run them at the same time, or to apply the processes more flexibly. It will be explained to all relevant parties how the matters will be investigated, who will coordinate the process, and who will issue the final decision.
- 7.12 In cases involving an emergency, where there is a perceived threat to the health and safety of the student or to other students, university staff or staff at their apprenticeship workplace, the University will consider applying precautionary measures to ensure that any recognised risks can be mitigated before and during the Student Discipline process (see [Student Precautionary Measures Policy](#)).

### **Overview of the Student Discipline Procedure**

- 7.13 When an allegation of misconduct is made against a student, the University, where able to, will investigate the matter and determine:
- Whether the report constitutes misconduct under this policy
  - The severity of the misconduct (if applicable)
  - The appropriate sanction/s (if applicable)
- 7.14 The process will normally be concluded within the following timeframes:
- 60 calendar days from when the Respondent receives notification that allegations of misconduct have been made against them.
  - An additional 30 calendar days (90 days total) if the outcome is appealed
- 7.15 If it is anticipated that the process will take longer, those involved will be informed in writing and provided with an amended timescale. These timescales exclude the time taken by any related external criminal investigation.
- 7.16 The [Student Discipline Procedure](#) provides further information.

## Categories of severity of misconduct

**7.17** The University will categorise the severity of misconduct according to that misconduct meeting one or more of the criteria in the categories listed below.

### Category A

No or minimal harm or disruption caused, or a limited impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community, or an accidental or inadvertent breach.

### Category B

Moderate harm or disruption caused, or a moderate impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community.

### Category C

Significant harm or disruption caused, or a severe impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community or sustained or repeated misconduct.

**7.18** Sanctions will be proportionate to the proven misconduct and mitigating, aggravating, and compounding factors will be taken into account.

## Right of Appeal

**7.19** A Respondent can use the [Student Appeals Policy](#) to submit an appeal (within the bounds of that policy) following notification of the outcome of a Student Disciplinary case.

**7.20** A Reporting Party cannot normally appeal the outcome of a Student Disciplinary case, but they are able to request a review of the process, based on specific grounds.

**7.21** Once all stages of the University's Student Disciplinary process have been completed, if a student is not satisfied with the resolution of their appeal or review, they have 12 months to make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA). If the complaint is eligible to be considered by the OIA they will independently review the matter.

## Procedural Fairness

**7.22** The Student Discipline Procedure will follow the principles of natural justice. For this policy, this means the student and the person bringing the allegation will both have fair opportunity to present their case and respond to what the other has said. Normally, the identity of the person bringing the allegation and details of their allegation will need to be shared with the student who is responding. In some circumstances, sensitive and confidential information may be redacted.

**7.23** In Student Discipline cases the standard of proof is the civil standard, or "the balance of probabilities". This means it must be proved that something is more likely to have happened than not, and this is supported by evidence. The burden of proof sits with the University. This means that it is their responsibility to prove the case being considered.

**7.24** No person with a conflict of interest will be asked to investigate or make a decision relating to the case. A conflict of interest occurs when an individual's professional or personal interests – family, friendships, financial, or social factors – could compromise their ability to apply judgement or act fairly and objectively. A conflict of interest can be actual or perceived.

### **Reconsidering the same allegation**

**7.25** In some circumstances, the University may reconsider the same allegation of misconduct, outside of the appeals process. For example, if new evidence emerges which, for good reason, could not have been obtained at the time of the original consideration of the case.

### **Support for Students**

**7.26** We understand that disciplinary matters can be very stressful for students and are committed to the process being as empathetic and supportive as possible. All students (including reporting parties, respondents, and witnesses) will be made aware of, and actively encouraged to engage with, the support options that are available to them throughout the process.

**7.27** We understand that some students may need additional arrangements to fully access this process. Any reasonable adjustments will be considered and put in place where possible.

### **Roles & Responsibilities**

**7.28** Senate is responsible for:

- The Student Discipline Policy (Regulation 7) and approving any amendments to it. The maintenance of discipline and good conduct as this policy outlines
- Ratifying the Student Discipline Procedure at appropriate stages
- The appointment of Chairs of the Student Disciplinary and Misconduct Panel

**7.29** Deputy Director, Student Policy and Safeguarding is responsible for:

- Overseeing the effective application of the Student Discipline Policy, and its interaction with other student safeguarding policies
- Overseeing and implementing the Student Discipline Procedure
- Determining the category of misconduct
- Ratifying (with Chair of Student Disciplinary and Misconduct Panel) any change of category or dismissal of misconduct post investigation
- Determining outcomes and sanctions for Category A & B misconduct cases
- Deciding how and when to implement the Student Discipline Policy in conjunction with other University policies and related external investigations
- Reporting to Senate annually on student discipline cases including outcomes, common themes, and recommendations to improve University practice and the student experience

**7.30** Any of the functions of the Deputy Director, Student Policy & Safeguarding under these Regulations may be delegated to a member of the Student Support & Safeguarding Leadership Team.

**7.31** The Student Discipline Team is responsible for:

- The operational delivery of the Student Discipline Policy and Procedure

7.32 Security Services are responsible for:

- Responding to incidences of Category A misconduct that can be dealt with through a fixed penalty notice.
- Referring incidences to the Student Discipline Team that are:
- Category A misconduct that cannot be dealt with through a fixed penalty notice
- Repeated incidents of category A misconduct, or
- Instances of Category B and C misconduct

7.33 Chair of Student Disciplinary and Misconduct Panel is responsible for:

- Ratify (with Deputy Director, Student Policy and Safeguarding) any change of category or dismissal of misconduct post investigation
- Proceedings of the panel meeting including attendance, running of the meeting and decisions and outcomes of the panel

7.34 Student Disciplinary and Misconduct Panel Members are responsible for:

- determination and ratification of category C cases that are referred to them
- determination of outcome and sanctions relating to cases that are referred to them

7.35 The Vice Chancellor is responsible for:

- Appointing Student Disciplinary and Misconduct Panel members
- Approval of any recommendation referred to them by the Student Disciplinary and Misconduct Panel

### **Monitoring and Record keeping**

7.36 All formally reported allegations of misconduct received, decisions made and resulting outcomes will be recorded and an annual report provided to Senate, and its relevant committees.

7.37 All records taken under this policy will be held for the recommended period of time for which records should be retained to comply with legal requirements and meet operational needs as defined with the [University Records Retention Schedule](#).

7.38 If you have any feedback on this policy, or on your experience of this policy or process, please email [studentpolicy@bath.ac.uk](mailto:studentpolicy@bath.ac.uk)

### **Document Control Information**

7.39 Any such amendments are identified above and will take effect from the date shown.

Owner	Pro-Vice-Chancellor for Student Experience
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Approval Date	January 2024
Approved by	Senate
Date of last review	July 2023
Date of next review	April 2026

## Appendix A

**7.40** The following is a non-exhaustive list of examples of misconduct:

a) Health and Safety Misconduct:

Action likely to cause injury or impair health or safety including:

(i) smoking and vaping in areas not designated for this purpose including the Underdeck, the Library Balcony or on the Parade (you should be at least 4 metres away from any building when you smoke).

(ii) parking motor vehicles or bicycles in any place not specifically authorised for that purpose

(iii) the driving of motor vehicles on campus in a dangerous, reckless, or careless manner

(iv) the use of any mode of personal transport in pedestrian areas other than where duly authorised

(v) possession of any drug or drugs, which unless prescribed for the student by a registered medical practitioner, would mean that the student could be prosecuted. (Drug possession will normally be classed as a breach of Health and Safety misconduct. In some circumstances, e.g. multiple breaches, drug possession may be categorised as misconduct which may also constitute a criminal offence).

(vi) putting others at risk through use of dangerous, addictive or intoxicating substances.

(vii) inappropriate interference with the services of the University or any part of the University estate including with fire safety systems or equipment

(viii) entering any restricted area (including roofs) without obtaining official permission from the Director of Campus Infrastructure

(ix) dropping or throwing an object from a high-rise building

(x) entering the lake by any means, without authorisation from Campus Infrastructure

b) Obstruction of University operations:

(i) inappropriate interference with academic or other activities of the University

(ii) inappropriate interference with, the functions, duties or activities of any Student, member of staff or other employee of the University or any authorised visitor to the University

(iii) allowing others to use your University Library card and/or University log-in details.

- (iv) failure to disclose name and other relevant details, or to provide your library card to an officer or employee of the University in circumstances when it is reasonable to require that such information be given
- c) Regulatory breaches
  - (i) breach of any other University Code, rule or regulation which provides for breaches to constitute misconduct under these Regulations
  - (ii) failure to comply with a previously imposed penalty under these Regulations
- d) Damage to property
  - (i) damage, misuse, unauthorised use or taking of items of property, including technology misuse
- e) Reputational Damage
  - (i) behaviour that brings the University into disrepute (excluding legitimate complaints against the University, formal representations by the SU or whistleblowing)
- f) Criminal offences
  - (i) fraud: deceit, deception or dishonesty
  - (ii) supply of any drug or drugs which, unless prescribed for the student by a registered medical practitioner, would mean that the student could be prosecuted.
  - (iii) Spiking and related offences.
  - (iv) unless duly authorised, possession or use of firearms, imitation firearms, fireworks, explosives or any highly combustible materials or any article which is made, adapted, or intended to be used as an offensive weapon.
  - (v) possession of a bladed article, an offensive weapon or weapon of offence
  - (vi) theft
  - (vii) any other behaviour which could constitute a criminal offence
- h) Offensive or abusive behaviour
  - (i) disorderly, indecent, violent, threatening, or offensive behaviour or language, either under the influence of intoxicating substances or otherwise
  - (ii) taking or sharing audio, video, or photographic recordings of others (including teaching activities) without their express consent
  - (iii) unless duly authorised, using, permitting, or causing to be used any means of sound reproduction or amplifying device so as to cause offence or inconvenience to others
  - (iv) organising, leading or otherwise encouraging dangerous or coercive initiation-type behaviours

- i) Breach of Dignity and Respect policy (which has not or cannot be resolved by informal means):
  - (i) discrimination
  - (ii) bullying
  - (iii) harassment
  - (iv) sexual misconduct
  - (v) hate motivated misconduct
  - (vi) online misconduct
  - (vii) victimisation

**7.41** Academic misconduct is a form of misconduct but it is addressed through other University procedures. Academic misconduct can be described as the use of, or participation in, any means that may result in a student obtaining an unfair academic advantage in any assessment, whether successful or not.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

**8. RESCINDED**

*Date of Last Update: 8 November 2023*

## **9. RESERVATION OF AREAS**

- 9.1** The University recognises the wish of categories of its members and employees to have areas within the University premises reserved for their exclusive use.
- 9.2** Council may therefore determine that certain rooms be used for certain purposes only and may on the recommendation of Senate approve the terms of agreements with the members of the Senior Common Room, the Students' Union, and such other bodies as it sees fit whereby areas are reserved for their exclusive use, and such agreements duly signed by the parties shall have the force of regulations.

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*Date Published: 30 August 2024*

## **10. USE OF FACILITIES**

### **10.1 Introduction**

The use of University facilities (Library, Computing facilities, Sports facilities) is governed by this Regulation and by local rules and regulations which have the force of University Regulations for discipline. These local rules and regulations are issued and amended on the authority of the University Librarian, the Chief Digital and Information Officer or the Director of Sport, as appropriate, in consultation with any relevant University Committee representing the interests of the users. Any inappropriate behaviour not relating to the use of facilities, or which is considered sufficiently serious to warrant further disciplinary action, will be dealt with in accordance with Regulation 8.

### **10.2 The Library**

(a) The University Librarian may from time to time make such rules and regulations as may be necessary for the maintenance of good order and satisfactory conditions for users of the facilities. Such rules and regulations will be publicised in Library publications and on the Library's website (<http://www.bath.ac.uk/library/>).

(b) Any breach of Library rules and regulations, including the misuse of a University Library Card, renders the user liable to suspension or removal of borrowing rights or exclusion from the Library. For Members of the University any withdrawal of facilities by the University Librarian will be subject to a right of appeal to the Deputy Vice-Chancellor and Provost.

(c) Fines for overdue lent materials are levied at the rates agreed from time to time by the University Librarian, in consultation with staff and student representatives. Current fines in force are advertised on the Library's website (<http://www.bath.ac.uk/library/>).

(d) The University Librarian may additionally impose fines or replacement costs on any individual responsible for damage or loss of Library property, where such fines may represent the material and administrative costs to the Library of reparation.

(e) The following are eligible to make use of the Library:

- Members of the University as defined in Section 2 of the Statutes
- Other persons at the discretion of the University Librarian

Persons who are not Members of the University may register as external members, subject to any required fee payment.

Any member of the public may apply in writing to the University Librarian for occasional reference use of the Library, on the understanding that the material consulted is not readily available to the public elsewhere within the region or at other libraries accessible to the applicant. Where permission is granted, individuals must provide proof of identity and must sign a visitors' book for each admission.

(f) Borrowing from the Library, subject to current rules and regulations, is an automatic right of staff and students of the University who are defined as Members of the University by the Statutes. Borrowing rights may be arranged for other persons at the discretion of the University Librarian and subject to any required fee payment.

(g) The hours of opening of the Library are determined by the University Librarian from time to time in accordance with the needs of the University. Within these hours,

use may be restricted to consultation at certain times of the day.

(h) Smoking, vaping and eating are not permitted within the Library, including the Library balcony.

(i) Silence must be maintained in the silent study areas of the Library.

### 10.3 Computing Facilities

#### Definitions:

(i) Computing facilities: any facility which is directly or indirectly linked through a computer processor (including the use of authorised software) whether or not all or part of the process lies under the jurisdiction and ownership of the University of Bath.

(ii) Head of Department: Heads of Departments, the Deans, the Heads of School, the Librarian, the Chief Digital and Information Officer, or the Heads of such other units as Senate may determine.

(iii) IT Acceptable Use Policy <https://www.bath.ac.uk/corporate-information/it-acceptable-use-policy/>

(iv) eduserv chest - software and information negotiation and licensing services for education and the public sector

(v) JANET/SuperJANET - Joint Academic Network

(a) All users of computing facilities are bound by general law, this Regulation, the IT Acceptable Use Policy, together with any specific rules that a Head of Department may from time to time introduce which apply to specific facilities within the appropriate department or to specific users.

(b) Computer facilities shall be used for approved purposes and by approved users only. If a person appears to be using computing facilities for other purposes which are in breach of the IT Acceptable Use Policy, that person shall be subject to the regulatory disciplines laid down in the Code of Practice.

(c) All users must respect the rights of others including those in proprietary software and datasets. The University subscribes to the eduserv User Acknowledgement of Third Party Rights (<http://www.eduserv.org.uk/services/Chest-Agreements/about-our-licences/user-obligations>). Breaches of these obligations shall be deemed to be breaches of this Regulation.

(d) Intended users of computing facilities for financial gain must obtain approval in advance from the appropriate Head of Department, in order to ensure that suitable arrangements are made and to avoid infringement of licensing regulations. Such use must not start without the written permission of the relevant Head of Department. Such usage must also conform to the regulatory measures laid down in the JANET-Acceptable Use Policy (<https://community.ja.net/library/acceptable-use-policy>).

(e) No person shall use computing facilities to hold or process personal data except in accordance with the provisions of the Data Protection Act 1998, or its successor Acts, in accordance with the procedures laid down by the University for that purpose.

(f) No person shall make use of computing facilities allocated to another person without the specific authorisation of the appropriate Head of Department.

(g) Where a breach of the Regulation, or the IT Acceptable Use Policy, occurs or is alleged, the user in breach shall be subject to the procedures laid down in the IT

Acceptable Use Policy.

(h) Breaches of any rules relating to a computing facility will be regarded as a prima facie evidence of a breach of discipline. If the user in breach is a student, disciplinary measures may be taken under the appropriate Regulation or Statute, regardless of the academic consequences.

If the user in breach is a member of staff, disciplinary measures may be taken through the Director of Human Resources.

(i) Potentially criminal behaviour may be reported by the University directly to the police. (Regulations 7 and 8 also refer).

#### **10.4 Sports Facilities**

(a) The Director of Sport may from time to time make such rules and regulations as may be necessary for the maintenance of good order and for the safety of users. Such rules and regulations will be displayed in appropriate places.

(b) Any breach of local rules and regulations for the use of sports facilities renders the user liable to suspension or exclusion from the facilities. The Director of Sport, with or without such rules and regulations, has the power to withhold facilities. For members of the University an appeal against any withdrawal of facilities may be made to the Deputy Vice-Chancellor and Provost.

(c) The following are eligible to make use of the sports facilities:

- Members of the University as defined in Section 2 of the Statutes
- Other persons at the discretion of the Director of Sport.

Any person using the facilities may be required to produce evidence of eligibility.

(d) The hours of opening of the sports facilities are determined by the Director of Sport from time to time in accordance with the needs of the University. Within these hours, use may be restricted to certain categories of persons at certain times of the day.

(e) Any person committing a breach of any of the local rules and regulations or causing a disturbance within the facilities may be asked to leave.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

## **11. DOGS AND OTHER PET ANIMALS**

- 11.1 Dogs and other pet animals may not be brought into University buildings or on to the playing fields, with the exception of assistance dogs for people who require it.
- 11.2 Approved assistance dogs (guide dogs, hearing dogs, service dogs) are allowed into University accommodation under the control of their owner and the owner must refer to the Student Living Code of Conduct <https://www.bath.ac.uk/corporate-information/student-living-code-of-conduct/> when bringing an assistance dog into university accommodation.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

## **12. USE OF MOTOR VEHICLES ON THE UNIVERSITY SITE**

- 12.1** No motor vehicle may be driven or parked within the University grounds unless it is licensed, insured, roadworthy and registered with the University through Parking Services. Learner drivers are not permitted to drive within the University grounds whether accompanied by a qualified driver or not. The use of **privately owned** e-scooters is not permitted in the University grounds.
- 12.2** A vehicle will not be eligible for a parking permit unless the person wishing to register it possesses a full driving licence.
- 12.3** If a parking permit is granted, a physical permit will be issued. This must be displayed in the vehicle so that it is clearly visible.
- 12.4** A permit is issued subject to the conditions notified at the time of issue, and will be cancelled if the conditions are not complied with.
- 12.5** Undergraduate students living in non-University accommodation in postal districts BA1 and BA2 will not be granted a permit except in exceptional circumstances.
- 12.6** Students living in University accommodation on or off campus may not park motor vehicles on University property, unless granted a permit, or on public roads within the City of Bath boundaries. Permits will only be issued in exceptional circumstances.
- 12.7** When a registered driver disposes of their vehicle Parking Services must be notified and the permit returned to the Security Desk in the Library. If the registered driver wishes to bring a different vehicle into use a fresh permit must be obtained before doing so.
- 12.8** Drivers must refer to the University enforcement procedure, details of which can be found at <https://www.bath.ac.uk/corporate-information/parking-regulations/>. Security Officers and Parking Wardens are authorised to take appropriate action under this procedure to deal with vehicles which they consider to be improperly parked; action could include the issue of a warning or parking charge notice.
- 12.9** Drivers must observe the speed limits in force on roads within the University site, and drivers must observe the road signs for the safety of all road users. Drivers must stop when requested to do so by the Security Staff.
- 12.10** The University reserves the right to remove unauthorised vehicles and to dispose of them. The vehicle owner shall have no claim against the University if it exercises this right.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

## **13. ADMISSIONS REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT COURSES**

**13.1** Applicants must provide true, complete, and original information in relation to all the qualifications and personal information contained on an application form. The University may withdraw the applications of candidates failing to do this.

### **13.2 Admission to Undergraduate and Postgraduate Taught courses**

No applicant shall be admitted to a course leading to an undergraduate or postgraduate taught award of the University (except by exemption as detailed in section 13.5), unless:

- a) they have satisfied the general entrance requirements of the University.
- b) they have satisfied the specific requirements for the course to which admission is sought.
- c) they, if under 18 on the start date of the course, have complied with the requirements of the Policy in relation to the Admission, Support and Safeguarding for Students Entering the University under the Age of 18 and
- d) they have accurately informed the University of any relevant criminal convictions as directed during the application process and has complied with the University's requirements in relation to the further scrutiny of any criminal convictions.

### **13.3 General Entrance Requirements**

The University maintains the following general entrance requirements for undergraduate and postgraduate taught courses:

- a) applicants should hold suitable prior academic qualifications.

Detailed requirements of the range of appropriate qualifications, including appropriate references to international equivalent frameworks, will be specified, and made readily available on the University website. International qualifications for which entrance requirements are not specified will be assessed by Student Recruitment and Admissions on a case by-case basis.

- b) applicants for a postgraduate taught course should hold a first degree at honours level (or equivalent) from a recognised higher education institution.
- c) applicants should be able to demonstrate a suitable level of proficiency in the English language to study at degree level at the University of Bath.

Detailed requirements, including a list of qualifications, tests or alternative methods of assessment deemed to meet these requirements will be made available on the University website.

### **13.4 Specific Course Requirements**

Specific requirements for admission to each undergraduate and postgraduate taught course are approved by Senate. Student Recruitment and Admissions are required to

publish a summary of course requirements in any print prospectus and, with appropriate further detail, on the University web pages. Specific course requirements may include:

- a) any prior academic qualifications which applicants should hold in addition to those specified in the general entry requirements.
- b) any requirements to demonstrate a higher level of proficiency in the English language than the level of proficiency specified in the general entry requirements.
- c) any professional standards, non-academic skills or attributes required for entry together with an indication of how these will be assessed as part of the admissions process.
- d) the nature of any additional tests which may form part of the admissions process and whether selective interviews are routinely required.

### **13.5 Exemptions from the General Entrance Requirements and Specific Course Requirements**

An applicant may be exempted from one or more of the general entrance requirements and specific course requirements for undergraduate and postgraduate taught courses with special permission:

- a) applicants to a postgraduate taught course who do not hold a first degree at honours level (or equivalent) from a recognised higher education institution may be admitted with approval of the appropriate Board of Studies, provided they have satisfied the Board of Studies that they hold suitable qualifications and are fit to pursue the course.
- b) in other cases, Departments, Schools, and partner organisations may apply for special permission for an exemption on the basis that there is evidence that shows the applicant has other equivalent or acceptable qualifications or experiences. Written cases outlining the basis for any exemption may be submitted to the Director of Student Recruitment and Admissions or nominated deputy.
- c) The number and nature of exemptions will be monitored by Boards of Studies and Director of Student Recruitment and Admissions, and any exceptional cases will be reported to Senate on an annual basis.

*Date of Last Update: 30 August 2024*

**14. ADMISSIONS REGULATIONS FOR DIPLOMA AND CERTIFICATE COURSES**

*[This regulation does not currently apply to apprentices]*

## 15. ASSESSMENT OF APPRENTICESHIP COURSES

### 15.1 Scope

These regulations apply to apprenticeship courses leading to an award of the University.

### 15.2 Regulatory Framework

- a) Undergraduate and postgraduate taught courses are regulated by University assessment regulations or agreed course-specific assessment regulations.  
<https://www.bath.ac.uk/topics/assessment-regulations/>
  - (i) The University assessment regulations that apply to a course are specified in the Course Specification.
  - (ii) Where a course is regulated by course-specific assessment regulations, these regulations are referenced in the agreed Course Specification.
- b) Detailed policies and guidelines relating to assessment procedures and the conduct of Boards of Examiners are included in the University's Quality Assurance Code of Practice. <https://www.bath.ac.uk/guides/quality-assurance-code-of-practice/>
- c) The Director of Academic Registry, in consultation with Boards of Studies, may from time to time prescribe the procedure of preparing question papers, invigilation arrangements, and any other matters relating to assessment. These procedures will be published as University Rules.  
<https://www.bath.ac.uk/publications/rule-2-conduct-of-examinations/>

### 15.3 Assessment Procedure

- (a) A Board of Examiners for Units will be responsible for determining the marks achieved by students taking units under its academic authority.
- (b) External examiners will be involved in agreeing the marks for any final assessments. Final assessments are defined as those assessments the results of which count in determining the award or the level of the final award (Degree, Diploma or Certificate of the University).
- (c) Examinations will be conducted by a Board of Examiners for Units and will be subject to the provisions of Ordinance 15.
- (d) All examinations will be conducted in English unless otherwise specified. All other forms of assessment will be submitted in English unless the Board of Studies approves a presentation in another specified language.
- (e) Unit results will be forwarded to the appropriate Board(s) of Examiners for Courses. Boards of Examiners for Courses will assess the performance of each student and will make recommendations to the appropriate Board of Studies concerning the progress of

each student, conferment of awards, and classification of awards, taking account of individual mitigating circumstances as appropriate. These recommendations will be based on the impartial application of the relevant assessment regulations. In the case of students who have failed to satisfy the criteria for progression, a Board of Examiners for Courses will specify any supplementary assessment that will need to be successfully completed.

- (f) External examiners will be involved in reaching all decisions relating to the conferment of awards and the determination of final degree classifications.
- (g) Boards of Studies will consider the recommendations of the Board of Examiners for Courses and will approve decisions on progression, the conferment of awards and the classification of awards by the authority of Senate. Boards of Studies will be responsible for the publication of their decisions.

#### **15.4 Academic Integrity**

- a) Any student who is requested by their Director of Studies to do so must provide an electronic version of a piece of work to be assessed, selected by the Director of Studies, for submission to a plagiarism detection service of the Director of Studies' choosing.
- b) Students will be required to make an appropriate declaration regarding the academic integrity of their work when they submit a piece of work to be assessed.

#### **15.5 Individual Mitigating Circumstances**

- a) A student who wishes any individual mitigating circumstances to be taken into account by the Board of Examiners for Courses should notify the appropriate Director of Studies no later than three working days after an individual assessment is due to be completed, or, for multiple assessments, no later than three working days after the end of a formal assessment period. Evidence will be required.
- b) Where individual mitigating circumstances exist prior to the assessment period, students will normally be expected to have notified the Director of Studies of those circumstances before the start of the assessment period.
- c) The University's principles and procedures for dealing with IMCs and assessment are set out in relation to the University assessment regulations.  
[Assessment regulations \(bath.ac.uk\)](http://bath.ac.uk)
- d) Guidance for IMCs is set out on the University website.  
<https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/>

## **15.6 Appealing an Academic Decision**

- a) A student may appeal against a Board of Studies' decision on any of the grounds listed in Regulation 17. Regulation 17 outlines the appeal procedures to be adopted in such a case.
- b) Guidance for appealing an academic decision is set out on the University website.  
<https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/>

## **15.7 Period for Completion of Study and Assessment for Apprenticeship Courses**

- a) In accordance with Ordinance 14, and the Education and Skills Funding Agency (ESFA) Funding Rules, the minimum period of study shall not be less than twelve calendar months.
- b) The typical period for completion of study and assessment will be stated in the approved scheme of study. Within reason, there is no maximum duration.
- c) A Student Apprentice will have an individual 'Expected End Date' agreed by the Student Apprentice, their employer and the University.
- d) A Board of Studies may make a recommendation to Senate to agree specific arrangements for any student who might be deemed, for good reason, to be unable to meet the terms of the regulation.

## **15.8 Suspension of Studies**

- a) A Student Apprentice may apply to suspend their studies for a period of up to 12 months.
- b) Each application must be considered by the Director of Studies for the course on its merits and will not normally be granted for reasons other than the following:
  - i. A serious or incapacitating injury, illness, or medical condition (or a sudden, marked deterioration in an on-going or longer-term condition), or an emergency operation.
  - ii. Significant disruption of personal life including maternity, paternity, childbirth and in exceptional circumstances only, pressure from business/employment.
- c) Appropriate corroborating evidence will normally be required in support of requests for suspension.
- d) Approval will not be given unless the employer of the Student Apprentice agrees to the suspension.

## **15.9 Constraints on publication of work**

- a) Any constraint on publication of a dissertation / project must be approved by the relevant Board of Studies. Boards of Studies must not approve constraints on publication of work which contravene agreements on intellectual property between the University and the Student Apprentice's employer.

- b)** If constraint relates to a period of confidentiality longer than three years, the Board of Studies decision must be reported to Senate.

*Amendments to these Regulations are approved by Senate.*

*Date of Last Update: 30 August 2024*

**16. Removed**

*Amendments to these Regulations are approved by Senate.*

*Date of Last Update: 30 August 2024*

## **17. CONDUCT OF STUDENT ACADEMIC APPEALS AND REVIEWS**

### **INTRODUCTION**

#### **Scope**

- 17.1** This Regulation applies to all programmes/courses of study leading to an award of the University. It provides the means whereby individual students may appeal against decisions made by a Board of Studies relating to their academic progress, the marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to them. The procedure for submitting complaints about other matters is set out in the [Student Complaints Policy](#).
- 17.2** Academic Appeals may only be made against final academic decisions taken by a Board of Studies. Students who have concerns about assessment outcomes that have not yet been approved by a Board of Studies should seek advice in the first instance from their Director of Studies. This may include matters such as suspecting errors in the totalling or transcription of marks/grades or wishing to seek clarification about the marking process.

#### **Principles**

- 17.3** By means of this regulation, the University ensures that students can, in good faith, submit an Academic Appeal and not be penalised for so doing. Students' requests will be addressed fairly, promptly and, so far as is compatible with proper consideration of the case, confidentially. Any complaint which might arise in this regard may be addressed by means of the [Student Complaints Policy](#).
- 17.4** It is the responsibility of students making an Academic Appeal to behave responsibly and not to make unwarranted or unsubstantiated allegations concerning the personal or professional reputations or conduct of members of University staff.
- 17.5** The University reserves the right to refuse repeat Academic Appeals made on issues already considered and Academic Appeals which it deems to have been pursued without serious purpose or value. Where this is the case, students will be provided with a Completion of Procedures letter.
- 17.6** Both students and staff may seek guidance in relation to student Academic Appeals and Reviews as appropriate. For example, a student may seek guidance on drafting the appeal or request for review from an appropriate source such as The SU Bath. Academic appeals and review guidance will be published on the University website.
- 17.7** Dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an Academic Appeal.
- 17.8** An Academic Appeal cannot result in a new academic decision which is not permitted by the Assessment Regulations which govern the relevant course.
- 17.9** Responsibilities of Chairs of Boards of Studies, the Director of Academic Registry and/or the Secretary to Senate may be delegated to an appropriate senior colleague.

Where there is a conflict of interest, relevant responsibilities should normally be delegated to a nominee. The relevant office holder will be responsible for decisions made under this regulation.

## **Disclosure**

- 17.10** In accordance with the provisions of Statute 28, no papers, minutes, or other records which relate to reserved areas of business shall at any time be made available to a student, except insofar as the papers, minutes or other records constitute the student's own personal data. Reserved areas of business include those concerning decisions on the academic assessment of individual students; in any case of doubt, the Chair of the Board of Studies shall decide whether a matter is a reserved area of business or not, and the Chair's decision shall be final.
- 17.11** Guidance on the disclosure of papers relating to an Academic Appeal is available on the University's Data Protection Webpage (<https://www.bath.ac.uk/guides/data-protection/>). Further advice is also available from the University's Legal Adviser.

## **STAGE 1: ACADEMIC APPEALS**

### **Making an academic appeal**

- 17.12** An Academic Appeal must meet all of the following four requirements:
- a) It must relate to a final decision taken by a Board of Studies in respect of one or more of the following:
    - i. the student's suitability to progress from one stage of the programme/course of study to the next;
    - ii. the student's suitability to remain on the programme/course of study;
    - iii. the marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to the student.
  - b) It must be submitted, in writing, no more than fourteen calendar days after notification of the final decision of the Board of Studies.
  - c) It must be based on one or more of the following grounds:

*For both taught and research degrees*

    - i. that there exist circumstances affecting the performance of the candidate of which the Board of Examiners have not been made aware and which the candidate could not reasonably have been expected to have disclosed to the Director of Studies in accordance with Regulation 15.3 (d);
    - ii. that there were procedural irregularities in the conduct of the examinations or formal programme/course assessments (including administrative error) of such a nature as to cause reasonable doubt whether the Board of Examiners would have reached its decision had the irregularities not occurred;

iii. that there is positive evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners;

*For research degrees only*

iv. that there were genuine academic differences in philosophical approach or paradigms which had not been apparent when examiners were appointed on the recommendation of the Board of Studies.

d) It must include:

i. a completed University Academic Appeal form, indicating the outcome(s) against which the student is appealing, the ground(s) on which the Appeal is based, and the student's desired action following consideration of the Appeal;

ii. all documentary evidence available to the student in support of the case;

iii. where relevant, a detailed explanation and documentary evidence if available as to why the student was previously unable to provide any new information now disclosed about the circumstances affecting her/his performance in accordance with the requirements of Regulation 15.3 (d).

**17.13** Where it is expected that consideration of a Stage 1 Academic Appeal will be completed after the start of the next stage of the programme/course, the Chair of the Board of Studies, in consultation with the Director of Academic Registry, will determine whether the student should be permitted to attend classes.

**17.14** Students may choose to submit a group appeal. It is for the Chair of the Board of Studies to determine whether this is appropriate or whether students should submit appeals individually.

### **Consideration of an Academic Appeal**

**17.15** Receipt of an Academic Appeal will be acknowledged in writing. The Appeal will initially be considered by the Chair of the appropriate Board of Studies, who may consult with relevant members of staff to confirm factual aspects of the student's academic circumstances and the detail of the case presented by the student. Where an Academic Appeal is made on grounds 17.12ci, the Chair of the Board of Studies may also consult with the relevant Individual Mitigating Circumstances Panel to advise as to whether:

a) the student could have reasonably been expected to have disclosed to the Director of Studies in accordance with Regulation 15.3 (d);

b) the circumstances which the student has disclosed would normally be accepted as an Individual Mitigating Circumstances claim.

**17.16** The Chair has discretion to decide:

a) that the Academic Appeal is successful and Executive Action will be taken;

b) that an Appeal Hearing will be held to further investigate and consider the Academic Appeal; or

c) that the Academic Appeal is unsuccessful and no action will be taken.

To establish whether a case might be resolved through Executive Action, the Chair may consult with the Director of Studies and relevant internal examiners to assess the appropriateness of the student's desired action, or other possible actions, in the light of the circumstances, relevant regulations, and the student's academic profile.

- 17.17** The Chair of the Board of Studies should reach a decision within thirty-five calendar days of receiving the Appeal. Where the conclusion of the Chair is that an Appeal Hearing will be held, the Chair will normally seek to communicate this decision to the student no more than twenty-eight calendar days after receipt of the Academic Appeal.
- 17.18** Where the decision is that that the appeal has been unsuccessful the student will be informed in writing in accordance with the timescales set out in Regulation 17.17 of the decision and of the student's right to submit a request to the Director of Academic Registry for a Review of the Academic Appeal outcome.
- 17.19** Where the decision is that the appeal has been successful and that Executive Action will be taken, the Chair of the Board of Studies will, following consultation where necessary with the Director of Studies and relevant internal examiners, inform the student in writing in accordance with the timescales set out in Regulation 17.17 of the proposed action to be taken. Where the relevant assessment regulations only permit action(s) other than the desired action indicated by the student, or where other permitted actions might be deemed to be in the student's best interests, the student may be invited to meet or correspond with the Chair about the available options. The student may be accompanied by a friend or adviser if invited to meet with the Chair. Where the decision relates to the conferment of an award, the Chair will consult by correspondence or meeting with appropriate members of the Board of Studies, and at least three members of the panel established in accordance with Regulation 17.21 not more than one of whom shall be from the student's academic Department or School. All Executive Action decisions will be reported to the Board of Studies and Senate (via the minutes of the Board of Studies).
- 17.20** Where the decision is that an Appeal Hearing will be held, the Board of Studies will normally delegate responsibility for the conduct and determination of Appeal Hearings to an Appeal Sub-Committee.

## **APPEAL HEARINGS**

### **Preparatory appointment of Board of Studies Appeal Hearing panel members**

- 17.21** At the start of the academic year, each Faculty will appoint two members of academic staff from each Department within the Faculty who are not members of the Board of Studies and have experience of student matters (for example, as a Director of Studies) to serve as Board of Studies Appeal Hearing panel members. The membership of any Board of Studies Appeal Sub-Committee will include members drawn from this panel, and the Chair of the Board of Studies will seek advice from appropriate members of the

panel when specified types of Executive Action may be proposed. The School of Management and the Doctoral College will co-opt at least three members from the Faculty panels to serve as their Board of Studies Appeal Hearing panel members.

### **Membership of the Board of Studies Appeal Sub-Committee**

**17.22** Membership of a Faculty Board of Studies Appeal Sub-Committee will normally include:

- a) The Chair of the Board of Studies;
- b) Two nominated members of the Board of Studies from a Department other than that of the student;
- c) Two members of the Appeal Hearing panel described in Regulation 17.21 from a Department other than that of the student.

**17.23** Membership of the School of Management Board of Studies Appeal Sub-Committee and the Board of Studies (Doctoral) Appeal Sub-Committee will normally include:

- a) The Chair of the Board of Studies;
- b) One nominated member of the Board of Studies;
- c) Three members of the Appeal Hearing panel described in Regulation 17.21.

**17.24** No member, other than the Chair, should have had a previous involvement with the case.

### **Convening an Appeal Hearing**

**17.25** The student (and any friend or advisor specified in the original appeal application) should normally receive at least seven calendar days' written notice of the Appeal Hearing but, where it would be of benefit to the student, and the student is in agreement, the notification of an Appeal Hearing may be given at less than seven calendar days' notice subject to any reasonable constraining factors including the availability of members of the Board of Studies Appeal Sub-Committee.

**17.26** The notification will inform the student of the time and place of the Hearing and of the student's right:

- a) to be present throughout the Appeal Hearing, other than for the Sub-Committee's discussion of the case;
- b) to be accompanied at the Hearing by one friend or adviser;
- c) to be represented at the Hearing in the student's absence by one friend or adviser;
- d) to make additional written statements, provided that these are submitted to the Chair of the Sub-Committee no later than three calendar days before the Hearing. Any written evidence submitted after this time will not be considered by the Sub-Committee.

**17.27** The notification will include any written evidence already received by the Chair from witnesses. It is the student's responsibility to provide copies of the notification and any such evidence to any friend or adviser not specified in the original appeal application.

### **Conduct of an Appeal Hearing**

**17.28** The Chair of the Board of Studies Appeal Sub-Committee will make an introductory statement in the presence of the student and any friend or adviser, or the student's representative, concerning procedural matters.

**17.29** The Board of Studies Appeal Sub-Committee will consider the written and oral evidence presented by the student and any friend or adviser, or by the student's representative, and may invite witnesses to give evidence. These witnesses will not have voting rights, and the Chair, in consultation with members of the Sub-Committee, will have discretion to decide at what point during the Hearing any witnesses will be invited to speak to the Hearing and at what point they will be asked to withdraw.

**17.30** The student and any friend or adviser, or the student's representative, and/or any witnesses will be given an opportunity to ask questions of, and to respond to questions from, the Board of Studies Appeal Sub-Committee. The student and any friend or adviser, or the student's representative, may then make a closing statement. The student and any friend or adviser, or the student's representative, and the witnesses will withdraw while the Sub-Committee discusses the case.

**17.31** All members of the Board of Studies Appeal Sub-Committee will have equal voting rights.

**17.32** If the student or representative fails to attend the Hearing, having had notice of the time and place, the Board of Studies Appeal Sub-Committee may base its review on the student's written submission and the other records of the University concerning the student during attendance at the University.

**17.33** Referral will be made to appropriate External Examiners where necessary.

### **Outcome of an Appeal Hearing**

**17.34** The outcome of the Board of Studies Appeal Sub-Committee's deliberations will normally be communicated to the student immediately after the Appeal Hearing and will be confirmed in writing within five working days.

**17.35** Where the outcome is that action should be taken, this will be implemented at the earliest opportunity in favour of the student. The decision of the Board of Studies Appeal Sub-Committee will be reported to the Board of Studies and noted in the minutes of the Board of Studies for report to Senate.

## **Record of an Appeal Hearing**

**17.36** The formal record of an Appeal Hearing should include a summary of the arguments put forward by all parties, a summary of the Board of Studies Appeal Sub-Committee's discussion including any counter arguments, and a record of the Sub-Committee's findings and decisions.

## **STAGE 2: REVIEW OF A STAGE 1 ACADEMIC APPEAL OUTCOME**

### **Requesting a Review**

**17.37** A request for a Review of an Academic Appeal outcome must meet the following four requirements:

- a) It must be submitted, in writing, to the Director of Academic Registry no more than fourteen calendar days after notification of the decision of the Chair of the Board of Studies or Board of Studies Appeal Sub-Committee. A request lodged after the fourteen-day period shall be invalid unless the Director of Academic Registry has agreed an extension of time.
- b) It must not seek to challenge any final academic decisions taken by the Board of Studies other than those cited in the Academic Appeal.
- c) It must be made on one or more of the following grounds:
  - i) there were material procedural irregularities at Stage 1;
  - ii) there is material new evidence which the students could not reasonably have been expected to provide at Stage 1;
  - iii) the outcome at Stage 1 was unreasonable in light of the evidence presented.
- d) It must include:
  - i. a copy of all the material submitted to the Chair of the Board of Studies in the Academic Appeal, together with any further material or documentary evidence which the student could not reasonably have been expected to present as part of the original submission;
  - ii. a clear statement, supported by evidence, of the grounds of the student's request for review.

### **Review by the Director of Academic Registry**

**17.38** The review should be completed within twenty-eight calendar days of receipt by the Director of Academic Registry of the request.

**17.39** The Director of Academic Registry has discretion to decide:

- a) that no action be taken and that a University Completion of Procedures Letter be issued;

b) that the Academic Appeal be reconsidered at Stage 1 (with the further decision taken at Stage 1 being final, with no further right to request Stage 2 Review, and a University Completion of Procedures Letter issued); or

c) that the case be referred to the Secretary to Senate to convene a Student Academic Appeals Committee.

**17.40** In the case of an outcome to refer to the Secretary of Senate, the Director of Academic Registry will first consult with the Secretary, who may take legal advice if appropriate.

### **HEARING BY A STUDENT ACADEMIC APPEALS COMMITTEE**

**17.41** The procedures and timescales governing the Hearing by a Student Academic Appeals Committee are set out in its term of reference (see: [Student Academic Appeals Committee Terms of Reference \(bath.ac.uk\)](#)). Where a Student Academic Appeals Committee has been convened, its decision will be deemed to be final, except where it adjudicates that a student's degree classification should be altered, in which case this would form a recommendation to Senate for approval. In all cases, the decision of the Student Academic Appeals Committee will be reported to Senate. A University Completion of Procedures Letter will be issued when the decision has been taken by the Student Academic Appeals Committee/Senate. A student who is of the opinion that the case is unresolved may apply to the Office of the Independent Adjudicator.

### **COMPLAINT TO THE OFFICE OF THE INDEPENDENT ADJUDICATOR**

**17.42** Where the University's internal procedures have been completed (a University Completion of Procedures letter has been issued) but the student remains dissatisfied, the student may submit the case to the Office of the Independent Adjudicator.

### **MONITORING ACADEMIC APPEALS AND REVIEWS**

An annual report of the number of Academic Appeals for each Faculty/School will be made to the relevant Board of Studies. An annual report of the number of Academic Appeals and Reviews will be made to Senate.

(Further guidance regarding the University's Student Academic Appeals and Reviews Procedure is available at: <https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/>)

*Amendments to these Regulations are approved by Senate.*

*Date of Last Update: 30 August 2024*

## 18. FREEDOM OF EXPRESSION

*This Code of Practice describes the framework within which staff and students of the University and visitors enjoy the right to freedom of expression.*

### **Policy statement**

- 18.1** As an institution of higher education, which values academic freedom, the University is committed to promoting and positively encouraging free debate and enquiry. This means that it accommodates a wide range of views, political as well as academic, even when they are unpopular, controversial or provocative.
- 18.2** In any event, the University has an explicit duty in law<sup>1</sup> to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students, employees and visiting speakers. This duty includes a responsibility to ensure that the use of University premises is not denied to any individual or group on the grounds of the belief or views of that individual or any member of that group or on the grounds of the policy or objectives of the group. The University is, however, under no legal obligation to allow meetings to be open to members of the public.
- 18.3** This does not mean that the right to freedom of expression is unfettered. It is limited, for example, by laws to protect national security and public safety, for the prevention of disorder or crime, for the protection of the reputation or rights of others, and to prevent the disclosure of information received in confidence. A speaker from an organisation proscribed by law would therefore not be allowed. A significant strand in the regulatory framework is the duty (under the Race Relations (Amendment) Act 2000) to promote good relations between persons of different racial groups.
- 18.4** The Counter-Terrorism and Security Act 2015 also imposes a duty on the University to have due regard to the need to prevent people from being drawn into terrorism. This Code of Practice fulfils the requirement in the Prevent Duty for Universities to have policies and procedures in place for the management of events on Campus and use of the University's premises.
- 18.5** Freedom of expression also has to be set in the context of the University's values, and the values of a civilised, democratic, inclusive society. The University expects speakers and those taking part in protest activities to respect those values, to be sensitive to the diversity of its inclusive community, and to show respect to all sections of that community. These precepts include the way in which views are expressed and the form of any protest activities.
- 18.6** In considering whether or not to permit its premises to be used for a particular event, the University has to consider:-
- whether the views or ideas to be put forward (or the manner of their expression)
    - ~ infringe the rights of others, or
    - ~ discriminate against them, or
    - ~ constitute views that risk drawing people into terrorism or are shared by terrorist groups. For the avoidance of doubt, the definition of terrorism above is that as set out in the Terrorism Act 2000 (or as subsequently amended).

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<sup>1</sup> Under the Education (N° 2) Act 1986

- whether the activity in question
  - ~ constitutes a criminal offence
  - ~ constitutes a threat to public order or to the health and safety of individuals
  - ~ incites others to commit criminal acts, or
  - ~ is contrary to the civil and human rights of individuals.
- Whether adequate arrangements can be made to safeguard the safety of participants in the event, and other people within the vicinity, and to ensure that public order is maintained.

### **Authority**

- 18.7** The Council authorises the Deputy Vice-Chancellor to act on its behalf to ensure as far as is reasonably practicable that all staff and students of the University, and all visiting speakers, comply with the provisions of this Code.

### **Procedure**

#### *Meetings*

- 18.8** Those booking rooms in the University are taken to have read and agreed to abide by the provisions of this Code of Practice. In addition, they are required to designate a ‘Principal Organiser’, who must be a member of staff or student of the University and who will be responsible for ensuring that the organisers comply with the obligations placed upon them by or under this Code of Practice. The Principal Organiser shall ensure that appropriate information is provided on the booking form about the nature and topic of the meeting.
- 18.9** The Principal Organiser is required to notify the Deputy Vice-Chancellor – as far as possible in advance of the meeting, and in any case at least two weeks before it – for any meeting to be held on the University campus if the subject matter of the meeting is or might reasonably be construed as ‘controversial’ (a ‘controversial’ meeting in this context being taken as a speaker who might reasonably be construed as having the potential to occasion protest from, or give offence to, any section of the University or wider community, or constitute extremist views, or any speaker from a political party).
- 18.10** The Principal Organiser shall on request provide the Deputy Vice-Chancellor with such information as the latter may require – including in particular the name of the principal speaker or speakers at the meeting, the theme(s) of the speech(es), the grounds for notification under section 9 and the extent to which the speaker’s past history suggests that they might infringe one of the criteria set out in paragraph 6 above, the name and experience of the person who will chair the meeting, the subject of the address or addresses, the names and experience of any stewards and other logistical information.
- 18.11** The Deputy Vice-Chancellor shall grant or withhold permission for the use of University premises (including, as appropriate, space used by the Students’ Union or Chaplaincy) for the meeting proposed. Permission will only normally be withheld on the grounds indicated in 6 above, or if the Principal Organiser cannot or will not ensure compliance with any conditions set by the Deputy Vice-Chancellor. Such conditions may include requirements:
- (a) that tickets be issued and/or restricting the number of persons attending;
  - (b) that an adequate number of stewards be available, in addition to any University security staff that the Deputy Vice-Chancellor may feel should be present, to maintain safety and order;

- (c) as to the venue for the meeting and/or restricting banners or placards;
  - (d) as to the admission or exclusion of press, television or broadcasting personnel, and, subject to licensing law, the sale or consumption of alcohol within the premises;
  - (e) as to the arrangements for chairing the meeting, and as to the circumstances in which the meeting may or must be terminated prematurely;
  - (f) that a speaker be balanced by one or more speakers with opposing views;
  - (g) that the designated meeting or activity be restricted to staff and students of the University;
  - (h) that University staff be responsible for all security arrangements connected with the meeting.
- 18.12** It shall in all cases be open to the Deputy Vice-Chancellor to invite the Police to be present at any meeting on University premises. It shall also be open to the Deputy Vice-Chancellor to withdraw permission for a meeting if, having originally granted permission, they judge that the meeting will not in fact conform to University policy (as outlined in 6 above) or that safety or public order cannot be guaranteed or if the Principal Organiser cannot or will not ensure compliance with any conditions set by the Deputy Vice-Chancellor.
- 18.13** Premises used for meetings must be left in clean and tidy condition, in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance or evidence of ability to pay towards these costs may be required. The University reserves the right to re-charge the organisers of any meeting for any extraordinary expenditure it incurs as a result of that meeting.
- Protests and demonstrations*
- 18.14** Those arranging protests or demonstrations on University premises (whether in relation to a meeting covered by this Code or on any other matter) are taken to have read and agreed to abide by the provisions of this Code. They are also required to designate a ‘Principal Organiser’, who will be a student or member of staff, who will be responsible for ensuring that the organisers comply with the obligations placed upon them by or under this Code of Practice.
- 18.15** As long as is reasonably practicable in advance of the event in question, the Principal Organiser shall ensure that appropriate information is provided to the Deputy Vice-Chancellor, normally through Security Services, about the nature and theme of the event. Wherever possible, this information shall be provided at least a week before the event. The Principal Organiser shall on request provide the Deputy Vice-Chancellor with such information as the latter may require.
- 18.16** The Deputy Vice-Chancellor shall grant or withhold permission for the use of University premises for the meeting proposed. Permission will normally be withheld only on the grounds indicated above, or if the Principal Organiser cannot or will not ensure compliance with any conditions set by the Deputy Vice-Chancellor.

#### Appeals

**18.17** Appeals against the rulings of the Deputy Vice-Chancellor may be made to the Vice-Chancellor, whose decision shall be final.

Infringements

**18.18** The Deputy Vice-Chancellor shall report to the Council on the circumstances of any significant infringements of, and departures from, the provisions of this Code. Any such infringements or departures, in whatever respect, may render those responsible liable to disciplinary action under the University's disciplinary procedures.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

## UNIVERSITY OF BATH

### STUDENT COMPLAINTS POLICY

#### *STUDENT APPRENTICE COMPLAINTS POLICY VARIANT*

If you require this document in an alternative format, such as large print or a coloured background, please contact: [student-complaints@bath.ac.uk](mailto:student-complaints@bath.ac.uk)

#### **1. Purpose**

1.1 The purpose of this policy is:

- To ensure there is a clear, fair, and effective process for the University of Bath to handle student complaints, in line with our responsibilities under Consumer Protection Law.

1.2 This policy aims to:

- Ensure that where issues arise resolution is sought promptly and to the satisfaction of all parties, whenever possible or appropriate.
- Ensure the University of Bath is a responsive organisation that welcomes feedback and learns from complaints to improve our academic provision, service standards and the student experience.

#### **2. Scope**

2.1 A student complaint is an expression of dissatisfaction raised by a student (or group of students) about:

- Something the University has done or has not done or
- The standard of service provided by the University (or on our behalf)

2.2 A student can raise a complaint under this policy if they are:

- An applicant who has been accepted to study at the University or
- A registered student at the University or
- A former registered student whose leaving date is within the last six months.

2.3 Normally, a complaint should be raised no later than six months after the date the initial issue occurred. In exceptional circumstances, we may accept a complaint outside the normal time limit, if there is evidence to support a reason for the extension of the deadline.

2.4 Anonymous complaints will not usually be accepted. In exceptional cases anonymous complaints may be considered if there is a compelling case supported by considerable evidence.

2.5 The University will not penalise any student for raising a complaint they are genuinely concerned about, even if the concerns turn out to be misplaced. However, if a complaint

is shown to be vexatious, disciplinary action may be taken. A vexatious complaint is a complaint that is made with the purpose of causing disruption, or distress or detriment to the subject of the complaint. A complaint may also be rejected if it is deemed to be trivial, or where the student is looking for a resolution that lacks any serious purpose or value.

- 2.6 In some instances, an issue raised may be covered by another specific University procedure. Where this is the case the student will be advised at the start of the process.
- 2.7 **Complaints relating directly to a Student Apprentice's employer will be dealt in accordance with the Employer's own complaint's procedures.**

### **3. Policy interactions**

- 3.1 Sometimes, issues are raised that do not fall neatly into the category of just one University policy. Where this is the case, the University will be flexible in its approach of application of policy on a case-by-case basis. The Deputy Director (Student Policy & Safeguarding) will jointly determine with other relevant Heads of Services whether it's better to use one process after the other (and in what order), to run them at the same time, or to apply the processes more flexibly. It will be explained to all relevant parties how the matters will be investigated, who will coordinate the process, and who will issue the final decision.

### **4. Stages of the Complaints Process**

- 4.1 The complaints process will have no more than three stages:
- Early resolution at the local level, where this is possible
  - Formal resolution stage
  - Appeal stage

This is to allow issues to be resolved as efficiently as possible and at the appropriate level.

- 4.2 Once a formal resolution process is initiated, the process will normally be concluded within the following timeframes:
- 60 calendar days from the receipt of the Student Complaints Form, beginning the formal stage
  - An additional 30 calendar days (90 days total) if an appeal stage is used
- 4.3 If it is anticipated that the process will take longer, those involved will be informed in writing and provided with an amended timescale and reasons for the variance.
- 4.4 The Student Complaints Procedure provides further information.

### **5. Education and Skills Funding Agency (ESFA) and Office of the Independent Adjudicator for Higher Education (OIA)**

- 5.1 Once all stages of the University's Complaints process have been completed, if the student is not satisfied with the resolution of their complaint, they may pursue their complaint with the Education and Skills Funding Agency (ESFA) or the Office of the

Independent Adjudicator for Higher Education (OIA). If the complaint is eligible to be considered by ESFA or the OIA they will independently review the matter.

## **6. Procedural Fairness**

- 6.1 The Student Complaints Procedure will follow the principles of natural justice. For this policy, this means that both the complainant and any persons responding to the complaint will have fair opportunity to present their case and respond to what the other has said. Normally, the identity of the complainant and details of their complaint will need to be shared with those involved with responding to the complaint. In some circumstances, sensitive and confidential information may be redacted.
- 6.2 No person with a conflict of interest will be asked to investigate or make a decision relating to the case. A conflict of interest occurs when an individual's professional or personal interests – family, friendships, financial, or social factors – could compromise their ability to apply judgement or act fairly and objectively. A conflict of interest can be actual or perceived.

## **7. Support for Students**

- 7.1 We understand that it can take courage to raise a complaint and are committed to the process being as empathetic and supportive as possible. Students will be made aware of, and actively encouraged to engage with, the support options that are available to them throughout the process.
- 7.2 We understand that some students may need additional arrangements to fully access this process. Any reasonable adjustments will be considered and put in place where possible.

## **8. Roles and Responsibilities**

- 8.1 Senate is responsible for:
  - The Student Complaints Policy and approving any amendments to it
- 8.2 Deputy Director (Student Policy & Safeguarding) is responsible for:
  - Overseeing the effective application of the Student Complaints Policy, and its interaction with other student safeguarding policies
  - Overseeing and implementing the associated Student Complaints Procedure
  - Reporting to Senate annually on complaints received, outcomes, common themes and recommendations to improve service standards and academic provision
- 8.3 Any of the functions of the Deputy Director (Student Policy & Safeguarding) under this policy may be delegated to a member of the Student Support & Safeguarding Leadership Team.
- 8.4 The Student Casework Team is responsible for:
  - The operational delivery of the Student Complaints Policy and Procedure.
- 8.5 The Investigator (normally the Head of Department/Service that the complaint relates to unless it involves them as an individual) is responsible for:

- Investigating a complaint, including meeting with the complainant/s and others involved where relevant
- Producing an investigation report of their findings and recommendations
- Coming forward if they believe their involvement constitutes a conflict of interest

8.6 A Pro-Vice Chancellor is responsible for:

- Investigating complaints that relate to the Deputy Director (Student Policy & Safeguarding) or the Head of Governance

8.7 The Complainant (the student/s making the complaint) is responsible for:

- Giving notice of whether they can/cannot attend meetings and if they are bringing someone with them to the meeting
- Notifying the Student Casework Team if they have any additional needs to be able to engage fully in the Complaints process or if they believe anyone involved in handling their complaint has a conflict of interest

8.8 All University staff are responsible for:

- Being aware of and ensuring they understand the University's Student Complaints Policy and Procedure, as a student may raise a concern or complaint with any member of staff
- Addressing informal student complaints promptly and fairly, where appropriate
- Ensuring that any learning from complaints, at any level, is fed back into their professional areas to inform change and drive improvements

## 9. Monitoring and Record keeping

9.1 All formal complaints received, decisions made and resulting outcomes will be recorded and an annual report provided to Senate, and its relevant committees. Where there are several complaints regarding a Service, School, or Department, these will also be raised with the Head of Department/Service or other relevant staff to improve student experience.

9.2 All records taken under this policy will be held for the recommended period of time for which records should be retained to comply with legal requirements and meet operational needs as defined with the [University Records Retention Schedule](#).

9.3 If you have any feedback on this policy, or on your experience of this policy or process, please email [studentpolicy@bath.ac.uk](mailto:studentpolicy@bath.ac.uk).

## 10. Document Control Information

Any such amendments are identified above and will take effect from the date shown.

Owner	Pro-Vice-Chancellor for Student Experience
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Date of Next Review	April 2026

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

### UNIVERSITY OF BATH

#### HEALTH, WELLBEING AND SUPPORT FOR STUDY (HWSS) POLICY

If you require this document in an alternative format, such as large print or a coloured background, please contact [hwss@bath.ac.uk](mailto:hwss@bath.ac.uk).

#### 1. Purpose

1.1 The University of Bath recognises the fundamental importance of student wellbeing and aims to provide a learning environment where every student can succeed.

1.2 The purpose of this policy is to ensure the University has an effective, coordinated, and supportive response when:

- A student's health, wellbeing or behaviour is impacting on their ability to engage with the requirements, regulations, and responsibilities of university life as a whole;
- A student's health, wellbeing or behaviour is impacting on their ability to progress academically;
- When the university has concerns about the impact of a student's behaviour on the safety, wellbeing or experience of themselves or others,

and there is no current support plan in place, or an existing support plan is not being engaged with effectively.

1.3 The policy aims to:

- Support students to remain on and succeed in their course wherever possible.
- Empower students to take personal responsibility and an active part in the management of their health and wellbeing.
- Promote collaboration between students, staff and third parties to ensure a coordinated and consistent response.
- Ensure the best interests of the student are always considered in relation to their personal situation. Decisions taken against the student's wishes will be made with transparency and openness.
- Enable the University to protect the health and wellbeing of the University community and its members as a whole.

#### 2. Scope

2.1 This policy will be applied to students enrolled or registered at the University of Bath.

2.2 **In this policy and accompanying procedure, any reference to “university life” includes a Student Apprentice’s experience, behaviour and engagement in their apprenticeship workplace.**

2.3 When deciding to apply this policy, the University may consider concerns raised by staff, other students, and third parties, as well as information provided by the student themselves.

- 2.4 There are occasions where all options of support have been explored and the student is not well enough to continue their studies. In such instances the procedure may recommend suspension from studies or expulsion from the University as the best support outcome for the circumstances.
- 2.5 This policy will also be applied if there were concerns raised under this policy and students are returning to study after any of the following:
- Emergency suspension (precautionary measures)
  - Voluntary suspension
  - Suspension as an outcome from application of this policy

### **3. Policy Interactions**

- 3.1 Sometimes, issues are raised that do not fall neatly into the category of just one University policy. Where this is the case, the University will be flexible in its approach of application of policy on a case-by-case basis. The Deputy Director (Student Policy & Safeguarding) will jointly determine with other relevant Heads of Services whether it's better to use one process after the other (and in what order), to run them at the same time, or to apply the processes more flexibly. It will be explained to all relevant parties how the matters will be investigated, who will coordinate the process, and who will issue the final decision.
- 3.2 In cases involving an emergency, where there is a perceived threat to the health and safety of the student or to other students, university staff or staff at their apprenticeship workplace, the University will consider applying precautionary measures to ensure that any recognised risks can be mitigated before and during the HWSS process (see [Student Precautionary Measures Policy](#)).

### **4. Stages of Health, Wellbeing and Support for Study**

- 4.1 The procedure has 3 stages:
- Stage 1 – emerging concern
  - Stage 2 – significant or ongoing concern
  - Stage 3 – persistent or critical concern
- 4.2 The stages are designed to respond to different and changing degrees of concern and/or the perceived seriousness of a situation. If the concerns are not remedied by the actions agreed at one stage, the next stage may be instigated.
- 4.3 The procedure can be entered at any stage but in most cases Stages 1 and 2 should be considered before escalation to Stage 3. Some student cases may stay at the same stage or move between stages.
- 4.4 [The Health, Wellbeing and Support for Study Procedure](#) provides further information.

### **5. Right of Appeal**

- 5.1 A student can use the Student Appeals Policy to submit an appeal (within the bounds of that policy) following notification of the outcome of Stages 2 or 3.

## **6. Support for Students**

- 6.1 We understand that involvement in a HWSS process can be very stressful for students and are committed to the process being as empathetic and supportive as possible, and taking all possible steps to minimise additional concerns and anxieties experienced by the student. All students will be made aware of, and actively encouraged to engage with, the support options that are available to them throughout the process.
- 6.2 We understand that some students may need additional arrangements to fully access this process. Any reasonable adjustments will be considered and put in place where possible.

## **7. Procedural Fairness**

- 7.1 No person with a conflict of interest will be asked to investigate or make a decision relating to a student's case. A conflict of interest occurs when an individual's professional or personal interests – family, friendships, financial, or social factors – could compromise their ability to apply judgement or act fairly and objectively. A conflict of interest can be actual or perceived.

## **8. Roles and Responsibilities**

- 8.1 The student is responsible for:
- Engaging with the HWSS process and, with support, taking an active part in the management of their health and wellbeing
  - Sharing information about their health and wellbeing from statutory or private individuals/teams who are supporting their wellbeing, with the University
- 8.2 All university staff are responsible for:
- Being aware of and ensuring they understand the University of Bath's HWSS policy and procedure
  - Having open and honest conversations about what support a student might benefit from and engaging students in support services at the earliest opportunity to address unmet needs
- 8.3 Staff who are closely involved in student support or academic progression are responsible for:
- Instigating and conducting Stage 1 of the HWSS procedure
  - Referring students to the Student Casework Team for consideration of which Stage of the procedure is appropriate
  - Attending Stage 2 and Stage 3 meetings as required by the Panel Chair
- This includes, but is not limited to: Personal Tutors, Doctoral Supervisors, Student Experience Officers, Case Manager, Wellbeing Practitioner.
- 8.4 Student Casework Team (Student Support and Safeguarding Department) are responsible for:
- The operational delivery and administrative support of the HWSS policy and procedure

- Monitoring the progression of a student’s case and being a central point of contact for students being supported through HWSS
  - Coordinating information sharing between academic registry and academic departments
- 8.5 Case Management Team (Student Support and Safeguarding Department) are responsible for:
- Referring students for consideration under the HWSS policy from other Student Support services
  - Preparing the Case Report for, and attending, Stage 2 and Stage 3 meetings as advisors to the panel
- 8.6 Deputy Director (Student Policy & Safeguarding) is responsible for:
- Overseeing the effective implementation of the HWSS policy and procedure, and their interaction with other safeguarding policies
  - Making decisions about what stage a student’s case should be considered at
  - Chairing Stage 2 meetings, including referral on to another stage
  - Providing procedural and case advice at Stage 3 meetings
  - Reporting to Senate annually on numbers of student cases supported through the HWSS process, outcomes, common themes and recommendations to improve service standards and academic provision
- Any of the functions of the Deputy Director (Student Policy & Safeguarding) under this policy may be delegated to a member of the Student Support & Safeguarding Leadership Team.
- 8.7 The Chair of Panel for Stage 3 meetings is responsible for:
- Overseeing the attendance at and proceedings of the Stage 3 Panel meetings
  - Decisions and outcomes of the Stage 3 Panel meetings
- 8.8 The Vice Chancellor is responsible for:
- Approval of any recommendation referred to them by a Stage 3 Panel
- 8.9 Senate is responsible for:
- The HWSS policy and approving any amendments to it
  - The ratification of the HWSS procedure at appropriate stages
  - Attend Stage 3 panel meetings
  - The appointment of Stage 3 meeting Chairs

## **9. Monitoring and Record Keeping**

- 9.1 Cases handled under HWSS, including decisions made, outcomes and common themes will be recorded and an annual report provided to Senate and its relevant committees.
- 9.2 All records taken under this policy will be held for the recommended period of time for which records should be retained to comply with legal requirements and meet operational needs as defined with the [University Records Retention Schedule](#).

9.3 If you have any feedback on this policy, or on your experience of this policy or process, please email [studentpolicy@bath.ac.uk](mailto:studentpolicy@bath.ac.uk).

## 10. Document Control Information

10.1 Any such amendments are identified above and will take effect from the date shown.

Owner	Pro-Vice-Chancellor for Student Experience
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*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

**STUDENT APPEALS POLICY – (HEALTH WELLBEING AND SUPPORT FOR STUDY, FITNESS TO PRACTISE, STUDENT DISCIPLINE, STUDENT COMPLAINTS)**

**1. Purpose of Policy**

1.1 The purpose of this policy is to ensure that students have the right to make an appeal, within the bounds of this policy, following an outcome of one of the below procedures.

1.2 The appeals process should:

- Be easy to navigate for students
- Be timely (appeals should normally conclude within 30 calendar days of the appeal being lodged)
- Ensure that clear reasons are given for decisions reached
- Ensure that there is clear and timely communication with the student throughout the process
- Ensure an appropriate level of confidentiality

**2. Scope**

2.1 This appeals policy applies to:

- **Student Regulation 7 and the Student Discipline Procedure**
- **The Health Wellbeing and Support to Study Policy**
- The Fitness to Practise Policy
- The Dignity and Respect Policy – Student Respondents only
- The Student Complaints Policy
- The Student Precautionary Measures Policy

2.2 Any student who has been:

- The subject of a **Health Wellbeing and Support to Study** process
- The subject of a Fitness to Practise process
- The responding party in the Student Discipline process
- **The reporting party in the Student Discipline process**
- **Suspended from study as a Precautionary Measure**
- or has completed Stage 2 of the Student Complaints procedure

may submit an appeal using the process below.

2.3 In addition, *any* student who has been party to any of the above procedures can raise a concern about the *service* they received during this process using the Student Complaints policy.

### 3. Roles and responsibilities

- 3.1 Responsibilities of the Head of Governance may be completed by themselves or delegated to a nominee.
- 3.2 The term ‘Case Manager’ refers to a member of the University of Bath Governance team. Their role is to oversee the flow of business through the appeals process. This person does not make any decisions regarding the progression or outcome of an appeal.

### 4. Definitions:

#### 4.1 Student:

The term ‘student’ applies to any registered student at the University of Bath, as well as students who have graduated during their initial case, or in the period between their initial case and the appeal being heard.

#### 4.2 The Appeals Panel:

The Appeals Panel will normally comprise three members from the Appeals Panel Pool, at least one of whom is a University of Bath staff member and at least one of whom is an external member. The members of the Appeals Panel will not have been involved with the earlier stages of a student’s case and will have no reasonable perception of bias. All members of the Appeals Panel Pool will have undertaken the training required to fulfil this role. In the case of a Fitness to Practise appeal, a Practitioner from the relevant discipline will act as an advisor to the panel.

### 5. Policy review

If you have any feedback on this policy, or on your experience of this policy or process, please email [Governance@bath.ac.uk](mailto:Governance@bath.ac.uk)

### 6. Related Policies and Procedures

- **Student Regulation 7 and the Student Discipline Procedure**
- **The Health Wellbeing and Support for Study Policy**
- The Fitness to Practise Policy
- The Dignity and Respect Policy – Student Respondents only
- The Student Precautionary Measures Policy
- The Student Complaints Policy and Procedure

### 7. Document Control Information

Owner	<b>Head of Governance</b>
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Approved By	Senate
Date of last review	December 2023
Date of next review	TBC

## **STUDENT APPEALS PROCEDURE (HEALTH WELLBEING AND SUPPORT FOR STUDY, FITNESS TO PRACTISE, STUDENT DISCIPLINE, STUDENT COMPLAINTS)**

### **1. Conclusion of the original case:**

- 1.1 Following the conclusion of a Health, Wellbeing and Support for Study, Fitness to Practise, Student Discipline, or Student Precautionary Measures case in which the student has been suspended, the Student Policy and Safeguarding team will notify the Governance Team of the name of the student subject to the process, and the date by which they would need to submit an appeal. Following the submission of an appeal, further information about the case will be shared with the Governance team.

### **2. Submitting an appeal:**

- 2.1 A student can submit an appeal within 10 working days of the outcome of their case. They can do this by emailing [governance@bath.ac.uk](mailto:governance@bath.ac.uk). If there are exceptional circumstances which prevent a student from submitting an appeal within the 10-day timeframe, the student should email [governance@bath.ac.uk](mailto:governance@bath.ac.uk) explaining these circumstances. The Head of Governance and a member of the appeals pool will decide if consideration of the appeal will go ahead. If a student does not submit an appeal in this timeframe, they may email [governance@bath.ac.uk](mailto:governance@bath.ac.uk) to request a Completion of Procedures letter. The Case Manager will ask the Student Policy and Safeguarding team to provide this letter outlining that the student has not completed the University's internal processes.
- 2.2 A student may make an Appeal Case on one or more of the following grounds:
- a) That there was procedural error in the conduct of the relevant process which may cause doubt as to the determination reached;
  - b) That new evidence has been made available which the student could not reasonably have provided during the relevant process;
  - c) That there was bias during the relevant process which may cause doubt as to the determination reached;
  - d) That the sanction or outcome imposed was disproportionate\*

**\* A reporting party in a Student Discipline process may not make an appeal on the grounds that a sanction imposed on another student was disproportionate.**

- 2.3 The student should include a completed [Appeals form](#), including:

- The outcome(s) the student is appealing against
- The ground(s) the appeal is based on
- The student's desired action following consideration of the appeal
- All evidence available to the student in support of the Appeal.

- 2.4 The grounds for appeal will be considered by the Head of Governance and a member of the appeals pool who will decide:

- a) There are no grounds for appeal. The Case Manager will write to the student informing them that the appeal will not proceed and the reason for this. They will include a Completion of Procedures letter.

- b) There are grounds for appeal. The Case Manager will convene an Appeals Panel

**In Student Discipline cases where there are multiple parties, all submitted appeals will be considered together by the Head of Governance and the same member of the appeals pool for consistency.**

### **3. The Appeals Panel**

- 3.1 The Appeals Panel will be made up of three members of the Appeals Panel Pool, at least one of whom is a member of University of Bath Staff, and at least one of whom is an external colleague. The Panel retains the right to co-opt expertise to advise on individual cases. In the case of a Fitness to Practise appeal, a Practitioner from the relevant discipline will become an advisor to the panel.
- 3.2 The Appeals Panel will be convened by The Case Manager who will write to the student giving at least 5 working days' notice of the panel meeting. Students are entitled to be accompanied by an adviser, family member or friend. Accompanying individuals may be allowed to speak at the hearing at the discretion of the Chair but will not normally be allowed to cross examine witnesses. In addition, disabled students may also be accompanied by a support worker or advisor if required. The student is required to notify the Case Manager of the name of anyone accompanying them to the appeal, with at least 3 working days' notice, by emailing [governance@bath.ac.uk](mailto:governance@bath.ac.uk)
- 3.3 The Appeals Panel may invite the student to provide a verbal or written statement and answer questions from the panel members. The Appeals Panel may invite the Chair of previous stages of the processes to explain earlier decisions and outcomes/sanctions. The Appeals Panel may need to consider any new evidence. New evidence will be thoroughly tested, and this may include speaking to **other parties to the case such as** the reporting party, **the respondent**, or other witnesses (**where relevant**).
- 3.4 **In Student Discipline cases where there are multiple parties, all accepted Appeal Cases will be considered by one Appeals Panel for consistency.**
- 3.5 The Appeals Panel will decide **for each individual**:
- a) To reject the appeal case, confirming the original outcome (and sanctions in Student Disciplinary cases);
  - b) To uphold the appeal case, and amend the outcome (and/or sanctions in Student Disciplinary cases);

### **4. Ongoing actions:**

- 4.1 If a student is appealing against outcomes or sanctions of the processes listed above, those sanctions or outcomes will normally still be applied whilst the appeal is ongoing. Any precautionary measures will still apply during the appeals process.

### **5. Outcomes:**

- 5.1 The outcome of the appeal process will normally be communicated in writing to the student (and all those directly involved) within 30 calendar days of the appeal form being submitted. This will include an explanation of the outcome decision and a Completion of Procedures letter.

## **6. Support for students:**

- 6.1 We strongly recommend that all students seek advice from the SU Advice centre, which is independent of the University. The SU Advisors can assist with completing an appeals form, preparing for the appeal and can attend the appeal as an advisor. Students can arrange a meeting with an advisor by emailing [suadvice@bath.ac.uk](mailto:suadvice@bath.ac.uk)
- 6.2 The appeals process can be difficult, and we strongly recommend that students seek emotional support from the University's **Student Support Service** before, during or after their appeal.
- 6.3 Any student who has been party to the appeals procedure, and would like to raise a concern about the service they received, can do so using the Student Complaints policy *for Apprentices (Appendix 1)*.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*

## STUDENT PRECAUTIONARY MEASURES POLICY – (HEALTH WELLBEING AND SUPPORT FOR STUDY, FITNESS TO PRACTISE AND STUDENT DISCIPLINE)

If you require this document in an alternative format, such as large print or a coloured background please contact: [safeguarding@bath.ac.uk](mailto:safeguarding@bath.ac.uk)

### 1. Purpose of Policy

1.1 The purpose of this policy is to ensure that the University applies precautionary measures proportionately, consistently, and fairly, to ensure that risks can be mitigated as fully as possible pending processes including Student Discipline, Health, Wellbeing and Support for Study and Fitness to Practise.

The precautionary measures procedure provides a mechanism to assess risks and apply precautionary measures prior to investigations taking place and any measures or sanctions being applied under other processes such as those outlined above.

The underlying principle for the application of precautionary measures is that the precautionary measures put in place should best mitigate risk and protect the parties involved and the university community.

1.2 The precautionary measures process should:

- Be informed by the known facts of the case and any associated risks
- Be conducted with due regard to the principles outlined above
- Ensure that clear reasons are given for decisions reached
- Ensure that there is clear and timely communication with the student(s) involved throughout the process, and that timelines are shared with parties involved.
- Ensure that support is offered to all parties.
- Ensure an appropriate level of confidentiality is maintained
- Ensure appropriate review in light of any developments to the case
- Minimise any unnecessary impact on parties involved and ensure that all parties are treated with sensitivity.

### 2. Scope

2.1 This Precautionary Measures Policy applies to:

- The Health, Wellbeing and Support for Study Policy
- The Fitness to Practise Policy
- The Dignity and Respect Policy – Student Respondents only

2.2 This Precautionary Measures Policy may be used in relation to other policies where it is appropriate and reasonable to do so.

2.3 In the case of a student being arrested, a Precautionary Measures Panel will be convened as standard procedure.

- 2.4 In cases where a student is also an employee or casual member of staff, advice will be sought from the Deputy Director (HR Services) or Director of HR and due process will be followed in applying any precautionary measures.
- 2.5 Full consideration will be given to the possible implications of any precautionary measures applied; however, the overriding objective of the Precautionary Measures Policy and process is to mitigate risk.
- 2.6 In order to allow the processes to take place under the policies outlined above with due regard to best protecting the parties involved and the university community, an appeal may not be made against precautionary measures.
- 2.7 Any student who has been party to any of the above procedures can raise a concern about their application using the Student Complaints Policy *for Apprentices (Appendix 1)*. The SU (Students' Union) Advice and Support Centre offer independent guidance on how to raise a concern.
- 2.8 Parties to this process are encouraged to provide feedback on any aspect of it any stage by emailing [studentpolicy@bath.ac.uk](mailto:studentpolicy@bath.ac.uk)

### **3. Roles and responsibilities**

- 3.1 Responsibilities of the Chair of the Precautionary Measures Panel may be delegated to a nominee. The Chair will be responsible for decisions made under Precautionary Measures, informed by a panel of advisors.
- 3.2 Where suspension or exclusion is a proposed precautionary measure resulting from a panel meeting, the Chair of the Panel will make a recommendation to a Pro-Vice-Chancellor (PVC) who will review the case and either uphold, amend, or dismiss the proposal.
- 3.3 The secretary to the panel is responsible for convening panel meetings, liaising with the Chair, panel advisors, and compiling reports resulting from the panel meetings.

### **4. Definitions:**

#### 4.1 Student:

The term 'student' applies to any registered student at the University of Bath.

#### 4.2 Party:

The term 'party' applies to any party involved in one of the identified policies or processes who may be at risk as a result.

#### 4.3 Reporting Party:

The person affected or impacted by the alleged misconduct (for example in a Student Disciplinary process).

#### 4.4 Respondent:

The person against whom the allegation is made (for example in a Student Disciplinary process).

#### 4.5 The Precautionary Measures Panel:

The Precautionary Measures Panel will normally comprise:

<b>Chair of the Panel</b>	Head of Student Policy and Safeguarding
<b>Advisors to the Panel</b>	Senior Case Manager Head of Security Services Student Discipline Manager Student Casework Manager Director of Accommodation and Hospitality Services Other relevant staff
<b>Secretary to the Panel</b>	Student Safeguarding Manager

The Precautionary Measures Panel will usually be chaired by the Head of Student Policy and Safeguarding, or another Manager within Student Policy and Safeguarding, in their absence. The Chair may call on other individuals to attend in an advisory capacity. The Chair of the Panel will also seek the views of those involved in the process.

#### 5. Records and Notifications

- 5.1 The Secretary will notify The SU and other teams/ departments within the University *and the Student Apprentice's employer* of sanctions applied on a 'need to know' basis as determined by the University's administrative and safeguarding responsibilities (i.e., notification of a No Contact Order where the Respondent and the Reporting Party are in the same academic department or SU club).
- 5.2 A Respondent's academic department *and Student Apprentice's employer* will normally be informed of precautionary measures applied.
- 5.3 All records taken under this policy will be held for the recommended period of time for which records should be retained to comply with legal requirements and meet operational needs as defined with the [University Records Retention Schedule](#)

#### 6. Appeal Process

- 6.1 A student who has been suspended as a precautionary measure may use the [Student Appeals Policy and Procedure](#) to submit an appeal (within the bounds of that policy) following notification of the outcome of a Precautionary Measures Panel meeting. Appeals need to be submitted within 10 working days of the precautionary measure being applied.

#### 7. Policy review

- 7.1 If you have any feedback on this policy, or on your experience of this policy or process, please email [studentpolicy@bath.ac.uk](mailto:studentpolicy@bath.ac.uk)

The SU Advice and Support Centre offer independent advice on drafts of written feedback.

#### 8. Related Policies and Procedures

- The Precautionary Measures Procedure

- The Health, Wellbeing and Support for Study Policy
- The Fitness to Practise Policy
- The Dignity and Respect Policy – Student Respondents only

## 9. Document Control Information

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## STUDENT PRECAUTIONARY MEASURES PROCEDURE (HEALTH, WELLBEING AND SUPPORT FOR STUDY, FITNESS TO PRACTISE AND STUDENT DISCIPLINE)

### 1. Notification of the need for a Precautionary Measures Panel Meeting

- 1.1 If a risk to a member or members of the University community is identified within the scope of this policy (see section 2 above), it may be necessary to convene a Precautionary Measures Panel meeting. The following staff may contact the Head of Student Policy & Safeguarding to advise this:
- Senior Case Manager
  - Head of Security Services
  - Student Discipline Manager
  - Student Casework Manager
- 1.2. Upon receipt of the information related to the risk, the Head of Student Policy & Safeguarding will determine whether a Precautionary Measures Panel meeting is necessary, and convene the meeting as required. In the case of a student being arrested, the Chair of the Panel will inform the Pro-Vice-Chancellor.
- 1.3 Relevant papers, including a meeting agenda, information on the case, and risk assessment proformas, will be circulated to attendees prior to the meeting, by the Student Safeguarding Manager. Attendees will consider the information and complete relevant sections of the risk assessment prior to the meeting, to enable a focused discussion to take place at the panel meeting.

### 2. Structure of the panel meeting

- 2.1 The panel meeting will follow a set agenda as follows:

Item	Person responsible
1. Overview of the case	Secretary
2. Presentation of relevant information that has come to light since papers were circulated	Members

3. Risks to the/each student party	All
5. Risks to other stakeholders	All
6. Risk assessment proformas finalised for each party; Precautionary measures to be decided	Chair
7. Communication to be agreed	Chair
8. AOB	All

- 2.2 The panel will consider the risks for each student party, any other stakeholders, the University community, and a risk assessment will be completed. The proforma for the risk assessment may be partly completed prior to the meeting and should be fully completed by the end of the meeting. The risk assessment will consider what actions can be taken to mitigate risks and provide appropriate support for students affected.
- 2.3 The panel will consider any risks to the wider community and other stakeholders including those external to the University. The risk assessment will consider what actions can be taken to mitigate risks and provide appropriate support for stakeholders affected.
- 2.4 Having considered the risks fully, based on the information available, the panel will determine which precautionary measures, if any, should be applied. The Chair of the panel may apply the full range of precautionary measures with the following exceptions:
- In the case of suspension or exclusion being proposed as a precautionary measure, a recommendation will be made to the Pro-Vice-Chancellor by the Chair, in the form of a report following the meeting. The Pro-Vice-Chancellor will decide whether to uphold the decision to suspend/exclude.
  - In the case of precautionary measures involving SU activities, the panel will seek approval from the SU prior to implementing those precautionary measures.
- 2.5 Precautionary Measures can include some or all of the following, or other measures that the panel agrees are appropriate:
- No contact order
  - Exclusion from areas of campus, or from the entire campus
  - Move to remote learning
  - Suspension from study
- 2.6 The panel will consider any necessary communication that should take place regarding the precautionary measures agreed, and this will be recorded in the meeting report. The Chair will consider that stakeholders will usually be informed on a need-to-know basis: students involved, others at risk, *the Student Apprentice's employer*, etc, informed by the risk assessment.
- 2.7 The Secretary to the panel will be responsible for disseminating the agreed communication from the panel meeting. This will usually include letters to any parties who are subject to precautionary measures, and precautionary measures notifications to relevant staff *and the Student Apprentice's employer*. All notifications will be sent within 3 working days.
- 2.8 The Panel will agree review dates and the process for information sharing following the panel meeting. In the case of a police investigation, the point of contact for any developments in the case will be confirmed. All cases will be monitored on at least a monthly basis. The panel will be reminded that it is the responsibility of students to keep

the panel informed of any developments. Students will have an identified single point of contact with whom to communicate. Following the Precautionary Measures Panel meeting, a report will be written by the Secretary to record the decisions of the panel. This report will be shared with the Pro-Vice-Chancellor and all related documents made available to them.

### **3. Appeal process**

A student may appeal against the decision to suspend them from study, using the Student Appeals Policy and Procedure.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 30 August 2024*