

# **Chapter 12**

## **Student Policies**

## 12. STUDENT POLICIES

- 12.1 This chapter describes the overall framework in place for student policies. The purpose of this student-facing policy framework is to foster a culture where academic and non-academic misconduct is not tolerated and to provide an inclusive, supportive, and safe learning environment in which all students and staff can flourish and are able to fulfil their personal potential.

A Student Code of Conduct is in place to outline what types of behaviour are not acceptable and the possible consequences of such conduct. It also details what conduct students can expect from others and what conduct is expected from them.

All students involved in any of the policies detailed below will be treated with dignity and respect and appropriate consideration will be given to their wellbeing.

The University aims to ensure that, where appropriate, cases are resolved informally. It aims that both informal and formal cases are resolved swiftly and within published time-lines.

- 12.1.1 The following policies are available in this area:

### **Student Support Policies**

- [Mitigating Circumstances Policy](#) (including compensatory measures, extenuating circumstances, interruption of studies, and extension to end dates)
- Disability Support and Needs Assessment Procedure
- [Student Pregnancy, Maternity, Paternity and Adoption Leave Policy](#)
- [Applicant and Student Name Change Policy](#)
- [Support for Study Policy](#)
- [Student Smoking Policy](#)

### **Student Complaints, Appeals and Other Concerns**

- [Student Complaint Policy](#)
- [Academic Appeal Policy](#)
- [Fitness to Practise Policy](#)
- [Non-Academic Misconduct Policy](#)
- [Student Emergency Contact Policy](#)
- [Third-party involvement Policy](#)

### **Academic Policies**

- [Academic Misconduct Policy](#)
- [Attendance Policy](#)
- Student Engagement Policy
- [Lecture Recording Policy](#)
- [Student Intellectual Property Policy](#)
- [Cancelled and rescheduled class policy](#)
- [Student Privacy Statement](#)
- [Research Data Management Policy](#)
- [Open Access Publications Policy](#)

### **Admissions Related Policies**

- [Admissions Policy](#)
- [Policy and Procedures for Admissions Feedback, Appeals and Complaints](#)
- [English Language Requirements Policy](#)

## **Safeguarding Students**

- PREVENT Code of Practice
- [Safeguarding Policy](#)

The policies are reviewed periodically and changes are approved through the appropriate committee structure.

12.1.2 The University adopts for this overarching framework the key principles of:

- Accessibility
- Clarity
- Proportionality
- Timeliness
- Fairness
- Independence
- Confidentiality
- Improving the Student Experience
- Inclusivity

12.1.3 The framework also aims to ensure that the University exercises an appropriate duty of care, applies principles of natural justice, and complies with all relevant legislation in this area, including:

- Contract and consumer law
- Negligence (duty of care)
- The Human Rights Act 1998
- The Equality Act 2010
- Health and Safety at Work Act 1974
- Natural Justice (fairness)
- Data Protection Act 2018 (and GDPR)
- Counter Terrorism and Security Act (2015)

12.1.4 In addition, each policy specifies which key sector documents underpin the policy and embed best practice.

12.1.5 The University has put a range of measures in place to ensure that students receive clear information about the policies and processes used in this area as well as appropriate support throughout processes. It is a student's responsibility to ensure that they have read and understood the University's regulations, policies and procedures. Further information and guidance is available from the Academic Office. A student's misinterpretation or lack of awareness of the regulations and procedures will not be considered a valid reason for non-compliance.

12.1.6 The principles outlined in this chapter apply to all students, each policy outlines how it relates to individual student cohorts.

12.1.7 The student-facing framework is evaluated and reviewed annually to ensure that its policies remain up-to-date and continue to incorporate sector best practice and lessons learned. An overview report is produced annually for Senate and Council and complaint and appeals numbers are monitored closely as part of HEFCW's national measures.

12.1.8 The University has a statutory requirement to meet the PREVENT duty guidance under the Counter Terrorism and Security Act (2015). This guidance identifies a range of areas in which universities are expected to take action in order to prevent people from being drawn into terrorism. The University has prepared a Code of Practice which covers all speakers and

events hosted by the University, held on University premises, or hosted online, and any such event to which the University is affiliated, has funded or carries University branding but which takes place off campus.

- 12.1.9 The University recognises the responsibilities outlined by the PREVENT Duty in relation to faith-related activities and has outlined our approach to the use and management of faith-related spaces in the Faith-Related Activities and Prayer Rooms Code of Practice.