

GENERAL INFORMATION ON STUDYING AT BUCKINGHAM

1.1 Registration

At the beginning of their studies at the University, students are required to sign a Registration Form. Once they have signed this form, they become members of the University and promise to abide by its rules and regulations. It is essential, therefore, that they familiarise themselves with the General Regulations for Students, and the Regulations for First Degrees or General Regulations for Higher Degrees, and the University's plagiarism policy.

Having signed the Registration Form students will be issued with a uCard. This is a multifunction card that serves the following purposes:

- a) It is the student's official University identity card containing photo ID and student number; the student number also appears as a bar code for use in other University departments, e.g. the Library;
- b) It is a swipe card for access to University rooms and buildings and external access control points;
- c) It provides access to the University's printing and photocopying facilities.

As members of the University, students are entitled to use its academic and social facilities. Initial registration is usually for the duration of the degree programme, and the expiry date is shown on the uCard. The uCard must be produced, on request, in University offices and in examinations.

In the event of loss or damage, other than normal wear and tear, a charge for a replacement uCard will be made.

1.2 Timetables and Curricula

The University Handbook, published at the beginning of the academic year, contains details of the curricula relating to each degree programme. The information given in the Handbook is correct at the time of going to press. The Handbook is also published on the University website and is updated throughout the year as changes occur. Students should contact their departmental secretary on a regular basis to see if there have been any changes to their curricula.

A lecture timetable is prepared termly and the final timetable is published on the University's website. Students are required to familiarise themselves with the timetable. Any queries relating to the timetable should be referred to the Administrator of the student's Academic Department.

The published timetables give lecture times, which cannot be changed unless two compulsory courses are scheduled for the same time. (Optional/free choice courses are subject to timetabling constraints and where two non-compulsory courses clash, students will be required to choose alternative courses). In addition, tutorials and/or seminars will be arranged for various courses. It is the student's own responsibility to make sure that there is no clash between the times of different lectures and tutorials/seminars and that, if necessary, the suggested tutorial/seminar times are altered. If a clash in the timetable is not reported to the appropriate Head of Department immediately, it will not be accepted as a valid excuse for absence from classes.

1.3 Libraries

The University Library is divided between Hunter Street and Verney Park; with a Decorative Arts Library in London: these libraries correspond to the location of subject teaching. Business and Humanities are at the Hunter Street Library, while the Franciscan Library (Verney Park) covers Law and Science. Online information retrieval facilities are available covering a wide range of computerised databases, journals, e-books and internet sites.

The Buckingham libraries are open from 09:00 to 24:00 Monday to Thursday, and from 09:00 to 21:00 on Fridays. On Saturday and Sunday both libraries are open 11:00 to 22:00. The full library service is available from Monday to Friday 09:00 to 17:00. A limited service, lending only, is available evenings and weekends. Smoking, eating and drinking are not permitted in the reading rooms.

Books may be borrowed from the Library; the normal loan period is one month or for the whole of a vacation. There are short-loan collections of the more heavily used texts.

Access to the stock is through a fully computerised catalogue. In the event of any difficulties, the Library staff should be consulted. Briefings are arranged for new students to introduce them to the libraries. Self-service photocopying, printing and scanning machines are located at both sites.

"Library Rules: General" are to be found on page 333.

1.4 Academic Progress and Examinations

Students are expected to attend regularly the lectures, tutorials and other classes in all courses, to present written work as required, and to take the specified tests and examinations. Failure to attend tutorials or other compulsory courses may result in the candidate being excluded from the course and the examination.

Students wishing to change degree programmes may do so only with the approval of both their current Head of Department and that of the Head of the Department in which the degree programme they wish to join is located. An appropriate Transfer Form should be obtained from Registry.

Where the degree programme requires students to take elective or free choice courses, they must register their choice of subject(s) with their own degree programme, and, if the course is taught within another degree programme, with the degree programme responsible for the course. The appropriate form is available from the student's own degree programme.

Students are responsible for ensuring that they are registered for the appropriate courses. The Head of Department responsible for the course will then inform Registry of the names of the students who are eligible to sit the examination.

Examination timetables are sent to University email accounts. It is the student's responsibility to take careful note of the time and location of examinations and to ensure that there is no clash of examinations. Normally, no changes will be made to the final timetable.

Full details of curricula and examination requirements are to be found in this Handbook. See also the General Regulations for First Degrees and General Regulations for Higher Degrees.

1.5 Degrees Awarded

(a) First Degrees:

The first degree conferred by the University of Buckingham is a Bachelor's degree, which may be awarded with or without Honours. Honours Degrees are classified into First, Second, or Third classes, with the Second Class divided into Upper and Lower divisions.

The degrees awarded are:

BA; BSc; BSc (Econ); LLB.

Graduates may append '(Buckingham)' to the above abbreviations.

(b) Postgraduate Degrees and Diplomas:

Doctorates, Masters' Degrees and Postgraduate Diplomas are styled according to traditional British practice.

1.6 Graduation

Graduation Ceremonies are held each year. Students are entitled to receive their degree in person at the first Graduation Ceremony following the completion of their studies. If they are unable to be present, the degree will be conferred *in absentia* and the degree certificate will be forwarded by post. When students leave the University they become members of the Alumni Association.

1.7 Fees and Charges

Rules about payment of tuition and accommodation fees are given in the General Regulations. The University depends on students' fees to meet its running costs (salaries, premises and other costs) and therefore requires prompt payment and charges interest on overdue fees. Payment of fees in advance is encouraged by the offer of discounts for fees paid in advance for the whole year.

If at any time a student foresees difficulty in meeting his financial commitments to the University, he should consult his Personal Tutor as soon as possible. Personal Tutors need to know of students' problems, whether personal or financial, so that they can give the best advice. They may arrange for a student to speak to the Finance Office, which will do its best to help.

1.8 Elections

Student representatives sit on Council, Senate, Boards of Study, Web Steering Group and Information Services User Group. The President of the Students' Union is an ex-officio member of Council and Senate.

Council and Senate:

Two representatives, both of whom must be full-time students resident in the University, are elected in the Spring term for a period of 12 months (Summer-Spring Terms). These elections are organised by the Secretary to Council:

- a) A graduate student elected by the graduate students of the University;
- b) A student elected by the members of the Students' Union.

Queries about the requirements of the student representative role should be addressed to the QA Office, Registry,

Boards of Study:

Students have the following representation on Schools of Study:

Business:	1 undergraduate : 1 postgraduate
Humanities:	1 undergraduate : 1 postgraduate
Law:	1 undergraduate : 1 postgraduate
Science and Medicine:	1 undergraduate : 1 postgraduate

The elections for membership of Boards of Study are organised by the Schools of Study. The period of office is determined by each individual Board and details will be notified to all students.

The date of elections is published at least 21 days in advance, and nominations must be submitted seven days before the election. Full details of the regulations governing these elections may be obtained from the Secretary to Council.

Students' Union:

The elections for President and other officers of the Union are arranged by the Students' Union.

1.9 Data Protection Act 1998

The Data Protection Act 1998 requires all who use personal data to register with the Data Protection Register. "Personal data" is defined as being about identifiable living individuals. The purpose of the Act is to prevent misuse of personal data by requiring personal data users to register the information they hold and the use to which it is put.

The Act establishes a code of practice outlined in the following eight enforceable principles. These principles are internationally agreed and form part of Schedule 1 of the Act. They require personal data to be:

- a) Processed fairly and lawfully.
- b) Processed for limited purposes specified in the data user's register entry and not in any manner incompatible with those purposes.
- c) Adequate, relevant and not excessive for those purposes.
- d) Accurate and where necessary up-to-date.
- e) Not kept longer than necessary for the specified purposes.
- f) Processed in line with the data subjects' rights, i.e. made available to data subjects on request.
- g) Properly protected against loss or disclosure.
- h) Not transferred to countries outside the UK without adequate protection.

All members of the University should ensure that they observe this code.

The University is required to register all personal data held at the University and, therefore, it is essential that any member of staff or student who establishes or uses personal data should inform the Data Protection Officer on a form available from him/her. Failure to comply with this law may lead to individual prosecution as well as prosecution of the University.

Requests for access to staff and student records should be made to the Data Protection Officer, for which an administrative charge of £10 will be made.

1.10 Freedom of Speech

The University is required by the Education (No 2) Act 1986 to ensure so far as is reasonably practicable that the use of any University premises is not denied to any individual or body of persons on any ground connected with the beliefs or views of that individual or any member of that body, or the policy or objectives of that body.

Members of the University, staff and students may book University premises for meetings through the Assistant to the Estates Bursar. They should confirm the purpose of the meeting and, if required, provide a statement explaining what arrangements are being made for the speakers and the conduct of the meeting. There is an obligation on all members of the University booking rooms for meetings to abide by the Code of Practice.

1.11 The Buckingham University Club

All students and staff are members of the Buckingham University Club, which runs a licensed bar in The Tanlaw Mill. During term time the Club is open at lunchtime (Monday-Friday) and each evening (Monday-Sunday).

1.12 Public Lectures and Concerts

University of Buckingham Lectures:

The University arranges occasional evening lectures by members of staff and visiting speakers to which the public and all members of the University are invited. Students are strongly encouraged to attend these lectures as an added element to their education. Lectures, which are sponsored by various organisations and individuals, are advertised prominently in advance.

Concerts:

The University arranges a series of lunchtime concerts during the Autumn, Winter and Spring terms, and occasional evening concerts. The sponsorship for these is shared with the lectures.

1.13 Music and Drama

Facilities are available to students who are interested in continuing with music studies and practice while studying at Buckingham. Some musicians offer tuition locally, and practice facilities are available at the University. Those interested in using the facilities mentioned or wishing to play the piano, should contact the Assistant to the Estates Bursar, extension 2257.

1.14 External Relations

Students who write to the press or submit articles are asked to use either their own notepaper or that of the Students' Union, University of Buckingham, thus indicating that they are student, not staff, members of the University. This is to protect all parties, as it is important to maintain a clear distinction between the views of an individual and the official position or policy of the University.

1.15 Motor Vehicles

Buckingham is a small town with limited parking and garaging facilities, and parking in some areas is prohibited to students. If students intend to keep cars in Buckingham, it is their responsibility to make satisfactory arrangements and to ensure that it is taxed and insured.

1.16 Behaviour

University students have a great deal of personal freedom. However, they are expected to maintain a reasonable standard of behaviour and to show respect for the property, comfort and privacy of others. In particular, they are reminded that the continued success of the University depends partly upon the maintenance of amicable relations with the local community. Members of staff and students have worked hard to develop and enhance these relations over many years. The University takes a severe view of behaviour likely to damage these relations. Students should pay suppliers' bills promptly.

Procedures for dealing with disciplinary offences are laid down in the General Regulations for Students of the University.

1.17 Gifts to Staff

Gifts received from students or parents can be a sensitive area open to misinterpretation and consequent embarrassment.

The value and timing of gifts are obvious points of concern, and so, if the gift is over £25 in value, or could possibly be construed as something other than a small token of appreciation, members of staff are strongly advised to refuse the gift as gracefully as possible. Similarly, if a gift is offered from an existing student (or parents of an existing student) prior to the publication of examination results, or pending an appeal, staff are advised that it would be wise to refuse it.

In some circumstances it may be appropriate to request the Vice-Chancellor to accept the gift on behalf of the University, although as a general principle it should be noted that the University will not accept gifts from students or parents of students before relevant examination results are finalised.

Members of staff are advised to seek the advice of their Head of Department if they are in any doubt about whether it is advisable to accept a gift.