GENERAL REGULATIONS FOR STUDENTS OF THE UNIVERSITY

Introduction

Please note that although these Regulations were accurate at the time publication the University reserves the right to make changes. Changes will be published on the University website and students will be informed via their University email account and by notices on University notice boards. In all the regulations and rules of the University, 'he', 'his' and 'him' include 'she' and 'her'.

1. Registration and Attendance

1.1 Student membership of the University of Buckingham (hereinafter 'the University') is conferred upon signature of the registration form by the student and the issue by the University of a valid uCard.

All students must be registered and no person shall receive instruction nor make any use of University facilities unless so registered. Students must register at the beginning of their programme of studies, and subsequently as required by the Registrar.

A person wishing to be associated with the University in order to use its facilities may be registered as an Associate Student (see below).

1.2 Notwithstanding the above, no person may become a student member of the University (hereinafter 'student') unless he signs the following declaration:

I agree to abide by these rules and regulations, including but not limited to the following points:

- I agree that any monies paid by me or on my behalf to the University may be applied at the discretion of the University to pay towards any debt that I have incurred to the University.

- If I choose to withdraw voluntarily from the University before the completion of studies, the withdrawal should be notified in writing to the Registrar or Medical School where appropriate, with a copy to the Head of the academic department. As long as such notification is received before the start of the following term no further liability to tuition fees will be incurred.

- I confirm that I am aware that University Rules and Regulations are published in the University Handbook and in Departmental Handbooks. Changes to Rules and Regulations will be published by being sent to my University email address, displayed upon the appropriate University departmental notice board or published on the University website. I understand that I will be provided with a University e-mail address and it is a requirement that this e-mail address is checked regularly by me for messages. Students shall be deemed to have been duly notified of changes to Regulations after the expiry of a period of 72 hours following publication except for when the University is closed for teaching.

- I agree to personal data held by the University being used for University purposes including but not limited to student identification, the University Handbook, statistics, student progression and examinations, and to fulfil statutory and legal responsibilities. I agree to examination results being sent to my University electronic mail account.

- I agree to my results and details of my studies being disclosed to my sponsor, professional bodies and associations, to relevant government authorities, to employers and potential employers, and to anyone reasonably thought to fall within those categories, and to this data being stored by the University without limit of time.
• I understand that Student data will be stored in accordance with all University policies under the Data Protection Act (1998).

• I understand that I am responsible for ensuring that I am not in breach of UK Immigration Law. I understand that the University has the right to suspend my studies if at any time it discovers that I do not have valid leave to remain in the UK.

• If I am being sponsored by the University under a Tier 4 visa, I understand that I am obliged to comply with all Tier 4 regulations imposed by the Home Office. This includes ensuring that the University is kept informed of any changes in my residential address and other contact details, paying tuition fees in accordance with University requirements and attending classes as required by University Regulations. I understand that failure to abide by the Tier 4 regulations imposed by the Home Office, and University Regulations resulting from them, may result in the University suspending my studies and informing the Home Office that my sponsorship has been withdrawn.

• If I require a visa to study at the University, I give permission for the University to give my personal data to the Home Office if requested for visa purposes. I also give permission to the Home Office to provide personal data to the University if the University needs to determine my visa status in the UK.

• I understand that if my studies are extended beyond the normal period of study for any reason, such that I will be required to apply to the Home Office for a further Tier 4 visa for leave to remain in the UK to complete my studies, the University has the right to refuse the issue of a Certificate of Acceptance for Studies (CAS), if the University is of the opinion that the conditions attaching to the specific visa application would result in it being refused by the Home Office.

1.3 No student may register who has not by the date for registration attained the age of seventeen years, except insofar as the Senate shall have granted to a named student an exemption from this condition.

1.4 Before registration a student must fully answer all questions on the application form; satisfy the University that he has the ability to pay all University fees and dues and cover maintenance expenditure; and satisfy the University that he is in all respects a fit and proper person to become a member of the University. For students registering for the MBChB undergraduate medical programme, please refer at application to the MBChB Code of Practice for Selection and Code of Practice for Fitness to Practise.

1.5 Students are required to complete medical questionnaires prior to registration. For students registering for the MBChB undergraduate medical programme health screening will be completed through the Occupational Health Department at Milton Keynes Hospital.

1.6 All registrations are conditional upon the student having satisfied the requirements in clauses 1.2, 1.3, 1.4 and 1.5 hereof. If relevant information is withheld, or inaccurate information is given, the student's registration will be cancelled and his studies terminated.

1.7 A uCard is issued when a student registers and must be produced on demand by any staff member of the University. The uCard remains the property of the University.

1.8 The uCard is personal to the student to whom it is issued. It is a disciplinary offence to lend a uCard, or to use a uCard belonging to another student. Such offences will be dealt with in accordance with Regulation 9 relating to Enforcement.

1.9 Should a student cease to be a member of the University, his registration and uCard are immediately invalidated.
1.10 Students may be registered for a particular programme of study and/or be designated a particular status. Students may not subsequently change their programme of study or vary this status without permission of the Head of Department or the Director of Medical Education, in which the current and prospective degree programmes are located. A transfer form for this purpose must be obtained from the School Administrator. Registry, will notify the student once the formal procedure has been completed.

1.11 No student may add or drop modules after the second week of the first term of the module concerned. Within that time, a student must obtain the approval of the lecturers concerned, and of his/her Head of Department, in order to add or drop modules. For the purpose of this regulation, the module includes any appropriate examinations.

1.12 Students must attend punctually at the beginning of each term and be in residence throughout the whole of each term and may not absent themselves during the working week without the written permission of the Head of Department. For students on the MBChB undergraduate medical programme refer to the MBChB General Regulation regarding attendance. Where absence would involve missing a compulsory test, or an examination, the prior permission of the appropriate Dean, is also required. In cases of enforced absence, where it is impossible to obtain prior permission, a written explanation should be sent to the Head of Department at the earliest opportunity.

1.13 A student who does not return punctually at the beginning of any term will only be admitted with the permission of the Head of Department. Students must have signed in not later than the end of the first working day, normally Monday, of the first week of term. Students presenting themselves later than this must seek permission to continue with their studies by submitting immediately upon arrival a written request to the Head of Department. If a student fails to provide reasonable excuse for his failure to sign in by the due time, he shall be required to pay a late arrival fee. For students on the MBChB undergraduate medical programme refer to the MBChB General Regulation regarding attendance.

1.14 The late arrival fee (currently £100 maximum) shall be determined from time to time by the Senate. Such fees will be added to the student's account, and will be recoverable as a debt.

1.15 Full time students may take paid employment during term times provided permission via a reference is obtained from the student's Personal Tutor/Head of Department or Medical School. Normally approval will be given only to students who are progressing satisfactorily and will be limited to 20 hours per week of paid employment (for Foundation students the limit is 10 hours per week).

1.16 Every full-time student is required to register either with the University Medical Officer or with a local medical practitioner during term-time and to give his doctor's name to Registry within two weeks of registration. Any change of doctor must be notified to Registry immediately. For students on the MBChB undergraduate medical programme all students must be registered with a local General Practitioner and Occupational Health Services at Milton Keynes Hospital and notified to the Medical School.

1.17 Associate Students:

a) A period of registration as an Associate Student shall not count as a period of attendance in the University to qualify for a degree (see General Regulations for First Degrees 2.1) without the permission of the appropriate Dean on the recommendation of the Head of Department concerned.

b) Associate Students are 'associated' with and assigned to a Degree Programme. They are registered to follow a programme of tuition approved by the Head of Department concerned or waiting to take a re-sit examination before resuming their Degree Programme studies.
c) Tuition fees are the same as for other students, except that a reduction may be applied where the student's academic workload is less than 90 units in any two-term block. An Associate Student who believes he may be entitled to pay reduced tuition fees should ask his Head of Department to inform the Director of Finance of his workload. The fees payable will be determined by the Director of Finance.

d) Registration is subject to completion of the registration procedures required by Registry, including financial clearance by the Finance Director and compliance with Tier 4 visa regulations (where applicable).

e) Associate Students do not have an automatic right to a place in University accommodation but may make a special application to the University Accommodation Officer.

2. Terms of Payment

2.1 The Terms of Payment set out below shall apply to the student and any other party who may have accepted liability for the payment of fees. The student remains personally liable to pay the fees even if another party has also agreed to accept liability.

New students

2.2 Students wishing to accept an offer of a place are required to complete an Acceptance Statement confirming their financial obligations. Some students are also required to pay a deposit. The amount of the deposit depends on course and circumstances and is set out in each student's offer letter. Deposit amounts are also summarised on the "Fees and Scholarships" section of the University's website. [http://www.buckingham.ac.uk/admissions/fees](http://www.buckingham.ac.uk/admissions/fees)

2.3 Students who have accepted places will receive an offer giving details of the first term's tuition fees and the requirement of payment of a general bond of £1,000 (£300 for home students not in accommodation or £1,000 if in university accommodation; home student status is defined on the University's website [http://www.buckingham.ac.uk/admissions/fees](http://www.buckingham.ac.uk/admissions/fees)). The bond is a deposit held by the University for the duration of your studies. On completion of your studies or ceasing to be a member of the University the bond will be refunded less any balance remaining on your account.

2.4 To enable the new student to complete registration, the payment advised in the offer letter must be settled prior to Registration. Any deposit paid will be offset against the first term fees. Once the student has registered, an official receipted invoice will be issued.

2.5 Applicants who do not take up their places will be refunded any deposit paid in excess of £1,000, with the exception of Medical Students (£10,000 MBChB and £5,500 Clinical MD). The deposit will normally be refunded in full where a student provides a visa refusal letter except where visa refusal is due to the negligence on the part of the applicant or not meeting entry requirements for MBChB.

All students

2.6 The University offers discounts for payment of a year’s tuition in advance (for applicants on the MBChB undergraduate medical programme this does not apply.) Details of such arrangements can be obtained from the Student Fees Administrator and on the University's website [http://www.buckingham.ac.uk/admissions/fees/discounts](http://www.buckingham.ac.uk/admissions/fees/discounts)

2.7 For a student’s second and subsequent terms the University will require payment of fees by the start of term. For example, the Spring term’s fees will be invoiced during the Winter term and be payable before start of the Spring term.
2.8 In certain circumstances the University may agree to instalment payment terms. There will be an administration fee of £50 for such agreements.

2.9 For students living in the University’s halls of residence, accommodation charges for the first term will be payable before arrival. For subsequent terms they will be payable before the start of term.

2.10 Fee levels are reviewed annually as confirmed to the applicant prior to accepting the offer. Full details can be viewed at http://www.buckingham.ac.uk/admissions/fees.

**Tuition Fee Debt**

2.11 If by the start of term any tuition fees due to the University for that term have not been paid in full, the University will institute the Payments Procedures which may lead to a student being placed “on stop”, which suspends the student’s membership of the University.

Suspension of a student’s membership of the University will result in the removal of the following rights:

- Access to Moodle
- Access to library facilities
- Attendance to lectures and tutorials

An administration fee of £100 will be levied when a student is placed on stop.

If for any reason a student owes any tuition fees to the University the University will, until settlement of amounts due, also:

- Withhold any examination or other assessment results;
- Withhold any degree or other qualification including certificates and transcripts;

These actions may be reversed if the amounts due are then settled promptly.

**Non-Tuition Fee Debt**

2.12 If by the start of term any non-tuition fees due to the University for that term have not been paid in full, the University will institute the Payments Procedures which may result in:

- The removal of rights to Student Accommodation
- Other sanctions as outlined in Student Accommodation agreements or policies

These actions may be reversed if the amounts due are then settled promptly.

2.13 A late payment fee of £100 will be levied.

2.14 Any monies, whether specified or not, paid by or on behalf of a student to the University will be allocated against the oldest debt first.

2.15 If a current or former student has unpaid fees, the University may charge interest at an annual rate of 4% above base rate.

2.16 Students have the right to appeal to the Finance Director to waive or postpone the sanctions applied under regulations 2.11-2.13.

2.17 If a student chooses to withdraw voluntarily from the University before the completion of studies, the withdrawal should be notified in writing to the Head of Department or Medical School as appropriate, as long as such notification is received before the start of the following term no further liability to tuition fees will be incurred.
2.18 However, if for any reason (for example voluntary withdrawal or being put “on stop” for unpaid debt) a student shall cease to be a member of or withdraw from the University during the course of a term the student shall remain liable to the University for any fees for that term and for any other sums outstanding. Fees and charges for subsequent terms will not be payable and any payments made for such fees and charges will be refunded by the University.

For Students Accepting Sponsorship

2.21 By accepting sponsorship, i.e. if someone other than the student pays the fees, students agree to the University providing their sponsors with the information specified below, whether at the sponsors’ request or at the University’s instigation.

   i) Records of academic attendance, whether at lectures, practicals, tutorials, seminars or project supervision.
   ii) Examination results and academic progress.
   iii) Statements of the student’s financial account with the University.
   iv) Any other communications relevant to the student’s financial account.

2.22 The sponsor has the right to specify where invoices and other financial communications will be directed and addressed.

2.23 By agreeing to sponsor a student, a sponsor agrees to the University having the right, at its discretion, to inform the student about the state of the financial account.

2.24 By accepting sponsorship for a student to follow a particular programme of study, the University agrees to inform the sponsor if the student wishes to change to another programme or if the end date of the programme is put back, whether through exam failures or interruption of study.

3. Libraries

3.1 Staff and students of the University are allowed free access to the University Libraries, except that restrictions may be placed on the use of rare and other special categories of material.

3.2 With the exception of reference books and certain other categories of material (such as law reports, statutes and periodicals) items may be borrowed from the Short Loan, Week Loan and General Collections under rules made separately for that purpose.

3.3 Disciplinary action will be taken against any Library user who removes or retains without authority or wilfully damages any item of Library stock.

3.4 The Librarians are authorised to make rules for the detailed use of the Library. Such rules shall be displayed on the Library notice boards; and in this Handbook.

4. Motor Vehicles

4.1 a) Vehicles that are not moved for a period of time or give the appearance of being abandoned will be removed from site and scrapped once reasonable steps have been taken to establish contact with the vehicle user registered with the University.

   b) The cost of removing a vehicle will be charged to the registered user.

4.2 Motor vehicles parked on University premises (including the forecourts and roadways adjacent to the University buildings) must be parked only in the places designated for such parking. In
4.3 a) On-street parking of motor vehicles by students is prohibited at all times in Mill Lane and between the hours of 08:00 and 18:30 in the following streets of Buckingham, including the area bounded by them:

Church Street, Well Street (from Church Street to Elm Street), Elm Street, Bristle Hill, Nelson Street, Hunter Street, Manor Street.

b) Students residing on these streets may be given a dispensation from part (a) of Regulation 4.3.

4.4 Places designated for student parking are:

a) At Hunter Street, in the marked bays in the main Island car park east of Hunter Street; the car parks adjacent to the Sunley Building; the car parks opposite the Chandos Road Buildings and at the rear of Mitre Court and Bishops Court.

b) Parking opposite the Post Graduate Centre is for visitors only.

c) At Verney Park, in the main car park. Parking is prohibited at the rear of Caine and Paulley Houses and on the service road leading to them (to maintain access for emergency vehicles).

Special parking arrangements for students with physical disabilities are available on each site.

5. Personal Information

Every student member of the University must ensure that:

a) Registry has up-to-date information as to their permanent home addresses and telephone numbers and those of the person to be informed in case of emergency and, if that person is not in the United Kingdom, of an alternative in the United Kingdom;

b) both the Accommodation Office and Registry are kept informed at all times of the local term time address when not living in University accommodation. Changes of address must be notified immediately in writing.

6. Accommodation and University Premises

6.1 All new students will be given accommodation for their first year providing there is accommodation available. Applicants are strongly encouraged to apply for their accommodation as soon as they have confirmed their place at Buckingham. Further details about the application and allocations process and our terms and conditions can be found on the University of Buckingham website, in the Accommodation section.

6.2 The University provides insurance for student belongings if they live on campus or in university managed accommodation. Students who find their own accommodation are strongly advised to insure their personal property as The University will not accept responsibility for any loss or damage.

6.3 Students shall be required to meet the costs of repair or replacement arising from damage to University property wilfully or negligently caused by them or their guests. In the case of
residences, any damage, which is not established as the responsibility of a particular resident, shall be deemed to be the joint responsibility of all the residents in the house and they will be charged with the cost accordingly via the Accommodation Office.

6.4 The Accommodation Officer and The Estates Bursar are authorised to make detailed rules for the use of University Residences, University premises and University grounds. These changes shall be approved by Senate.

6.5 The Sports Officer is authorised to make rules for the detailed use if the Tanlaw Mill Fitness Centre. Such rules shall be displayed in the Fitness Centre. Any breach of the rules will result in a penalty and/or fine.

7. **Behaviour**

*For students on the MBChB undergraduate medical programme the GMC standards 'Medical Students. Professionalism and Fitness to Practise' and the MBChB Code of Practice for Fitness to Practise proceedings shall apply. A medical student may be suspended pending a Fitness to Practise hearing.*

7.1 Students must conform to a reasonable standard of behaviour and avoid any conduct likely to bring the good name of the University into disrepute or likely to be vexatious. However, the University is not responsible for the collection of third party debt. All students are required to sign the Agreement contained within the Code at the point of Registration.

**Note:** Serious breaches of this regulation have led to students being suspended, excluded or expelled. *Such cases in the past have included:*

- Theft, fraud, deliberate falsification of records, drug offences
- Knowingly providing false information
- Fighting, assault or threatening behaviour on another person
- Carrying an offensive weapon
- Serious breaches of any other University regulation (inappropriate use of social media)

*Nothing in these regulations shall prevent the University referring the matter to the police or other public authority, or treating any serious breach of any University regulation as unreasonable behaviour.*

7.2 Students must refrain from action likely to disrupt the life or work of the University or its members or to obstruct its staff or agents in the performance of their duties.

7.3 The use of mobile phones is forbidden in the Libraries and in lecture rooms. Mobile phones must be turned off at all times in these places. Improper use of a mobile phone in the Libraries or lecture rooms will be punished by the Student Conduct Manager with a fine of £25.

7.4 Where in the opinion of the Student Conduct Manager or a Head of Department the effect of a student's behaviour is a cause for concern, and the behaviour may have a medical cause, the student may be required to seek appropriate medical advice. If the student unreasonably refuses to comply with this requirement, he will be liable to suspension or expulsion from the University by the Vice-Chancellor. *For students on the MBChB undergraduate medical programme a medical student may be suspended pending a Fitness to Practise hearing.*

7.5 Students are expected to comply with the University's Dignity at work and study policy. *For students on the MBChB undergraduate medical programme refer to the MBChB Anti-bullying and Whistleblowing policies.* A breach of the Policy may be considered as a breach of these Regulations and will be dealt accordingly. *(The Dignity at Work Policy can be found at [https://intranet.buckingham.ac.uk/ha-network/Pages/default.aspx].)*
7.6 University regulations will always take precedence over the constitution of the Students’ Union and/or the constitutional provisions of the club or society.

7.7 Students, who act as officers of the Students’ Union or of any University club or society affiliated to the Students’ Union, must act in compliance with the University regulations and are considered students (rather than members of staff) in the application of University regulations.

7.8 Students, who act as officers of the Students’ Union or of any University club or society affiliated to the Students’ Union, must act in compliance with the constitution of the Students’ Union and/or the constitutional provisions of the club or society. All clubs and societies must be affiliated to the Student’s Union.

7.9 Any student found guilty of dealing or supplying illegal drugs shall be expelled. For students on the MBChB undergraduate medical programme the GMC standards ‘Medical Students, professionalism and fitness to practice’ and the MBChB Code of Practice for Fitness to Practise proceedings shall apply. A medical student may be suspended by the Student Conduct Manager pending a Fitness to Practise hearing if a student represents significant cause for concern to themselves or others.

7.10 All students are required to sign a Declaration that they have read and agreed to the University Policy on Drugs and Alcohol.

8. Public Meetings

8.1 University premises may be booked for meetings through the Estates Office by members of the University, stating the purpose and nature of the meeting. If, in the Estates Bursar’s opinion, special arrangements are necessary he may require the organiser formally to undertake to abide by this Code of Practice. Failure to abide by this Code of Practice shall constitute a breach of these regulations.

9. Enforcement Process

9.1 Any student in breach of these regulations may be subject to disciplinary action as provided hereinafter. For students on the MBChB undergraduate medical programme the GMC standards ‘Medical Students, professionalism and fitness to practice’ and the MBChB Code of Practice for Fitness to Practise proceedings shall apply.

9.2 a) The Student Conduct Manager, upon receipt of a complaint that a student of the University has broken a Regulation (other than a regulation relating to motor vehicles), may at her absolute discretion make such further enquiries as she considers necessary before deciding whether or not to invoke the following:

(i) wherein the security or the safety of any student is deemed by the Student Conduct Manager to be at risk, the Student Conduct Manager may take action described under section 9.3 pending further investigation. For students on the MBChB undergraduate medical programme the GMC standards ‘Medical Students, professionalism and fitness to practice’ and the MBChB Code of Practice for Fitness to Practise proceedings shall apply. A medical student may be suspended by the Student Conduct Manager pending a Fitness to Practise hearing if a student represents significant cause for concern to themselves or others.

(ii) inform the student in writing of the alleged breach of the Regulation, and that the breach may be dealt with by the imposition of a penalty pursuant to Regulation 9.3; that if the student wishes to make representations he must do so in writing or in person to the Student Conduct Manager within seven days of the date of the letter
(iii) inform the student in writing of the result of the investigation. If necessary, the Student Conduct Manager may then impose a penalty pursuant to Regulation 9.3.

b) When the Dean is asked to consider a complaint it shall, after reasonable investigation and after giving the student an opportunity to present his case, draw up a report in writing setting out the nature of the complaint, the results of its investigation, the statement of the student and the penalty or penalties imposed, if any. The Dean shall deliver copies of the report to the student, the Student Conduct Manager, the Vice-Chancellor and the Medical School as appropriate.

9.3 The University may impose upon the student in breach of these regulations one or more of the following penalties:
   a) ban on using any of the University's car parks;
   b) a fine of an amount not exceeding £500;
   c) an order for compensation;
   d) exclusion from University accommodation;
   e) exclusion from any University building (including the Tanlaw Mill);
   f) recommend to the Vice-Chancellor that a student be suspended or expelled from the University;
   or any other penalty which the University shall deem proper.

9.4 Any failure by a student to pay any fine or compensation within 28 days or such other period as may be specified by the Student Conduct Manager or the Dean respectively, or (in the case of an appeal) within 28 days of the date upon which a decision on appeal is intimated to the student, and/or any failure to observe the terms of any other penalty imposed, shall constitute a separate breach of these regulations in respect of which the student may be subject to further disciplinary action.

9.5 Any failure to observe the terms of any penalty imposed, shall constitute a separate breach of these regulations in respect of which the student may be subject to further disciplinary action. For students on the MBChB undergraduate medical programme the GMC standards 'Medical students, professionalism and fitness to practice' and the MBChB Code of Practice for Fitness to Practise proceedings shall apply.

9.6 The Vice-Chancellor may, on his own initiative, or on the recommendation of the Dean, suspend any student from any class or classes, and may exclude any student from any part of the University or its precincts. In addition, he may, on his own initiative, or on the recommendation of the Dean or Student Conduct Manager, suspend or expel a student from the University in accordance with the authority delegated to him by the Council (the Council has the power to expel a student, as provided in the second schedule to the Charter) provided that he reports the decision taken to Council at the next opportunity and is able to confirm that the appropriate procedures have been complied with. For students on the MBChB undergraduate medical programme the GMC standards 'Medical students, professionalism and fitness to practice' and the MBChB Code of Practice for Fitness to Practise proceedings shall apply. A medical student may be suspended by the Vice Chancellor pending a Fitness to Practise hearing.

10. Enforcement Process Appeals Policy and Procedure

For students on the MBChB undergraduate medical programme any appeal to Fitness to Practise will follow the MBChB Appeals Policy and Code of Practice for Fitness to Practise.

10.1 Guiding Principles
10.1.1 Through the Enforcement Process Appeals Policy and Procedure below, the University aims to investigate appeals in a timely, transparent and fair manner.
10.1.2 All cases will be treated with the utmost confidentiality as far as reasonably practicable.
10.1.3 The Student Conduct Manager's Office and Student Complaints Officer will keep confidential records of all appeals lodged.
10.2 Who can appeal?
10.2.1 This procedure applies to any student that has received a sanction from the Student Conduct Manager’s Office under the University of Buckingham Enforcement Process (Regulation 9 of the General Regulations for Students).
10.2.2 This procedure does not cover:
   - Academic Appeals: If you are seeking a review of a decision about student progression, assessment or awards, please refer to Academic Appeals – Policy and Procedure
   - Academic Misconduct Appeals: If you are seeking a review of a decision in relation to an academic misconduct sanction in coursework, a thesis or the examination hall, please refer to Academic Misconduct Policy and Procedures

10.3 Grounds for Appeal
The grounds for requesting an appeal are:
   a) that there was a procedural irregularity in the consideration of the Student’s case which materially affected the outcome or;
   b) that relevant information that could not previously be made available and materially affects the outcome has subsequently emerged or;
   c) that there is bias or reasonable perception of bias during the procedure or;
   d) that the penalty imposed was disproportionate, or not permitted under the procedures.

10.4 Procedure
10.4.1 A student who wishes to request an appeal shall do so by completion of Form A.
10.4.2 Form A should be submitted to student-complaints@buckingham.ac.uk within 30 days of the sanction having been applied.
10.4.3 The student will be provided with written acknowledgement by the Student Complaints Officer of receipt of the appeal within 5 days of submitting the form.
10.4.4 The Student Complaints Officer will check the eligibility of the appeal to ensure that:
   a) the Enforcement Process Appeals Policy and Procedure is applicable
   b) the appeal is based on the grounds listed above under 10.3

Ineligible Appeals
10.4.5 The student may be directed to a more appropriate procedure such as the Academic Appeals – Policy and Procedure or the Academic Misconduct Policy and Procedures.
10.4.6 The Student Complaints Officer shall reject the request for an appeal if the request was not based on the grounds indicated in this procedure or that no basis has been established for investigating further. The Student Complaints Officer will issue a Completion of Procedures Letter within 14 days of submission of Form A informing the student of the outcome and his/her right to refer the appeal to the Office of the Independent Adjudicator for review.
10.4.7 For students on the MBChB undergraduate medical programme any appeal to Fitness to Practise will follow the MBChB Appeals Policy and Code of Practice for Fitness to Practise.

Eligible Appeals
10.4.8 The Student Complaints Officer will inform the student of details of the Appeal Panel.
10.4.9 The appeal will be reviewed by an Appeal Panel consisting of two senior academics and a member of Academic Services. A note-taker will also be present.
10.4.10 The student will normally be invited to attend the panel and will be permitted to have a fellow registered student or a member of staff present.
10.4.11 The University seeks to resolve all Enforcement Process Appeals within 28 days of receipt of Form A.
10.4.12 Any delay to this timing will be communicated to the student.
10.4.13 The Appeal Panel will have the authority to:
   a) Reject the appeal and uphold the original decision and sanction imposed from the Student Conduct Manager’s Office;
b) Reject the appeal and uphold the original decision of the Student Conduct Manager’s Office, but refer the case back to the Student Conduct Manager’s Office for reconsideration of the sanction;

c) Uphold the appeal and refer the case back to the Student Conduct Manager’s Office for re-investigation under the Enforcement Process (Regulation 9 of the General Regulations for Students); after completion of the new investigation, the Student Conduct Managers’ outcome will be sent to the Vice-Chancellor or nominee for a final decision.

10.4.14 The student will be notified of the outcome of the Appeal Panel by the Student Complaints Officer.

10.4.15 The Student Complaints Officer will issue a Completion of Procedures letter when the student’s case has exhausted the University’s procedures. The letter will summarise the outcome of the appeal and inform the student of his/her right to request a review of their case by the Office of the Independent Adjudicator.

11. **Delegated Authority**

11.1 Nothing in the regulations shall preclude the making by the Vice-Chancellor or any other Officer of the University of further rules, provided that these are reported to the Senate at the first opportunity. In particular the following shall have the force of these regulations:

   a) Rules for the use of the Library made by the Librarians;
   b) Rules and Codes of Practice for the use of IT facilities, including computers, data networks and email, made by the Head of IT;
   c) Rules for the use of the Language Laboratories made by the Head of the Department of Modern Foreign Language;
   d) Rules for conduct in Examinations made by the Registry Officer;
   e) Rules for the use of University Residences made by the Estates Bursar;
   f) Rules for the use of University Premises made by the Estates Bursar;
   g) Rules for the use of University Grounds made by the Estates Bursar;
   h) Rules for the use of Laboratories by the Research Committee.

11.2 Regulations, rules and other notices may be published by being displayed upon the appropriate University Departmental notice board or by being delivered to the student’s post box or to the student’s University email address. Students shall be deemed to have been duly notified after the expiry of a period of 48 (72) hours, excluding Saturdays, Sundays and days when the University is closed for teaching. Students are required to obtain a University email address as part of the registration process and failure to do so will not invalidate this regulation.

12. **Health and Safety Policy - Responsibilities of Students**

12.1 The student should exercise personal responsibility for the health and safety of his or her self and fellow students.

12.2 Students should observe the health and safety rules of the University and co-operate with all staff.

12.3 They should observe standards of dress consistent with health and safety at work.

12.4 They are expected to make full and proper use of anything provided in the interests of their health and safety, and never intentionally misuse these.

12.5 Students should bring to the attention of their tutors, lecturers or other appropriate member of staff any defect that arises with equipment being used.

13. **University of Buckingham Medical School Health Requirements**
All students on the MBChB undergraduate medical programme will complete full health screening for EPPs by the Occupational Health Services in Milton Keynes Hospital prior to or within the first term after registration.

13.1 All candidates will be required to complete a confidential health questionnaire as part of the application process. This will not affect the University's decision to offer or decline a place on the programme. This information will only be disclosed to the Occupational Health Service once the candidate joins the programme.

13.2 Your continuation on the programme is conditional to being passed fit by the Occupational Health Service. Continuation on the programme is subject to Health Clearance by Occupational Health.

14. **Alterations/Additions**

These Regulations may be altered or added to at any time by the Senate.