

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. In all the regulations and rules of the University.

Registration and Attendance

- 1.1 Student membership of the University of Buckingham (hereinafter 'the University') is conferred upon completion of the registration form and declaration 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 Director of Academic Services.

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 they sign the student declaration.

- 1.3 Before registration a student must fully answer all questions on the application form; satisfy the University that they have the ability to pay all University fees and dues and cover maintenance expenditure; and satisfy the University that they are 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.*

- 1.4 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.*

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

- 1.6 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.

- 1.7 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.

- 1.8 Should a student cease to be a member of the University, their registration and uCard are immediately invalidated.

- 1.9 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.

- 1.10 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 the Head of Department, in order to add or drop modules. For the purpose of this regulation, the module includes any appropriate examinations.

- 1.11 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.
- 1.12 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 their failure to sign in by the due time, they 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.*
- 1.13 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.
- 1.14 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). International students must comply with any conditions imposed by the UKVI.
- 1.15 Every full-time student is required to register with a local medical practitioner during term-time. *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.*

2. Associate Students:

- 2.1 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.
- 2.2 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.
- 2.3 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 they may be entitled to pay reduced tuition fees should ask their Head of Department to inform the Director of Finance of their workload. The fees payable will be determined by the Director of Finance.
- 2.4 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).
- 2.5 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.

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 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.

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 particular, they must not be parked on the footpaths in front of the houses or other University premises, or in bays reserved and marked for the vehicles of disabled drivers, visitors or other special users.
- 4.3 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.

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:
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.

Parking opposite the Post Graduate Centre is for visitors only.

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).

- 4.5 Parking arrangements for students with physical disabilities are available on each site.

5. Personal Information

- 5.1 Every student member of the University must ensure that:

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;

- 5.2 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 of 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 name of the University into disrepute or likely to be vexatious. However, the University is not responsible for the collection of third party debt.

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, they will be subject to disciplinary procedures under the *Non-Academic Misconduct Policy and Procedure* which may result in suspension or expulsion. *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 *Student Anti-Bullying and Harassment Policy*.
- A breach of the Policy may be considered as a breach of these Regulations and will be dealt with accordingly.
- 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 *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 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 University regulations or policies may be subject to disciplinary action under the *Non-Academic Misconduct Policy and Procedure*. *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.*

10. Delegated Authority

- 10.1 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.

10.2 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.

11 Health and Safety Policy - Responsibilities of Students

- 11.1 The student should exercise personal responsibility for the health and safety of themselves and fellow students.
- 11.2 Students should observe the health and safety rules of the University and co-operate with all staff.
- 11.3 They should observe standards of dress consistent with health and safety at work.
- 11.4 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.
- 11.5 Students should bring to the attention of their tutors, lecturers or other appropriate member of staff any defect that arises with equipment being used.

12. 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.

- 12.1 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.
- 12.2 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.

13. Alterations/Additions

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

