

General Student Regulations & Student Code of Conduct 2023-2024

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1. General expectations on students

- 1.1 The University of Northampton, as an institution of education, exists as a community for the acquisition and advancement of knowledge, skills and understanding. These regulations are designed to protect the rights of all members of that community, whether staff, students or visitors, to participate freely in the purposes of the institution, both formally and informally.
- 1.2 Students are expected to conduct themselves with due regard for their own responsibilities as students of the University and with due respect for the rights of all members of the University community, whether staff, students or visitors. It is also expected that their behaviour on and off campus does not damage the reputation of the University of Northampton.
- 1.3 Students are expected to operate in a spirit of academic integrity, even in the face of adversity, by embracing values such as honesty, trust, fairness, respect and responsibility (CAI, 1999)¹. It is from these values that an academic community can flourish.
- 1.4 Students are expected to maintain the confidentiality of any personal information that they encounter as part of their enrolment at the university. Failure to comply with the requirements of relevant legislation, including any regulations in place at a placement or work-based learning provider, may result in disciplinary action and/or legal action against both the University and individuals.
- 1.5 When a student's behaviour off campus results in damage to the reputation of the University, action may be taken under the relevant Student Policy (see section 2.4 below).
- 1.6 Completing enrolment, attendance or otherwise partaking of University services confirms that a student is willing to comply with the University's rules, regulations, policies and procedures.
- 1.7 Students are under an obligation to keep themselves familiar with University regulations and those relating to their programme of study.

2. Behaviour and conduct

- 2.1 A student will have breached the University's expectation of good conduct if s/he has engaged in activities listed in this section.
- 2.2 *Disruption*
 - a) Prevents, obstructs or disrupts teaching, learning or research carried on within the University or as part of the University's approved programme

¹ *The Fundamental Values of Academic Integrity*, Center for Academic Integrity (1999), <http://www.academicintegrity.org/icai/assets/FVProject.pdf> (accessed 25 June 2017)

of teaching, learning, assessment or research. This includes during placement or work-based learning activities or during field-work.

- b) Prevents, obstructs or disrupts the administration, proper functioning or activities of the University.
- c) Prevents, obstructs or disrupts the discharge of the duties of any member of University staff.
- d) Prevents, obstructs or disrupts the holding of, or the orderly conduct of, any lawful meeting or other lawful group within the University.
- e) Obstructs or attempts to obstruct access of staff, students or members of the public (entering with the permission of the University authorities) to any building or premises within the University environs.

2.3 Breach of policies and regulations

- a) Breaches any of the University's Policies as listed in Section 10 below.
- b) Bullies, assaults or harasses any fellow student, member of University staff or visitor to the University or engages in any other form of harassment. This includes cyber-bullying or discrimination relating to a person's race, colour, ethnicity or national origin, gender, sexual orientation, age, religious or political beliefs, disability or marital status or any other individual or group characteristics. This includes verbal abuse towards fellow students, staff or visitors.
- c) Gains, or seeks to gain, money or other material advantage from fellow student, member of University staff or visitor to the University through deception.
- d) Utilises online media, including but not limited to personal and professional social networking, such as will damage the good name of the University through misconduct, discrimination relating to the factors listed in point 2.3b, cyber bullying and inappropriate use of social networking in line with the social network's terms of use.
- e) Wears clothes with inappropriate slogans, which might be offensive on the grounds of race, colour, ethnicity or national origin, gender, sexual orientation, age, religious or political beliefs, disability or marital status or any other individual or group characteristics.
- f) Deliberately misuses or damages any learning materials, equipment, furniture, fittings or property belonging to or under the control of the University or the property of any student or member of University staff.
- g) Is found in possession of an offensive weapon/firearm including imitation or replica products.
- h) Is found in possession of, and/or intent to supply, controlled drugs.

- i) Interferes with equipment provided in the interest of safety, this includes but is not limited to, fire detection, fire alarms, extinguishers, water rescue equipment, de-fibrilators and evacuation chairs.
- j) Misappropriates any funds or assets of the University.
- k) Commits any breach of University regulations. These include, but are not limited to:
 - IT regulations and terms of use.
 - Accommodation and Residential Hall regulations and terms of use.
 - Library and Learning Services regulations and terms of use.
 - Regulations and terms of use related to other University facilities and locations.
 - Copyright and/or licensing agreements².
 - Financial regulations, including accruing an unacceptable level of financial debt to the University as determined by the Director of Finance and Commercial Services.
- l) Invades or abuses or attempts to abuse the security, integrity or privacy of any files or confidential material (including those held within the University's computerised data banks). This includes misusing personal information encountered as part of a student's enrolment at the university.
- m) Is found guilty whilst a student of the University of any criminal offence such as will damage the good name of the University.
- n) Has conducted themselves in the University or elsewhere connected with the University in a manner calculated or likely to bring the University into disrepute.
- o) Provides misleading, fraudulent or untrue information to gain admission to the University or to gain unfair advantage whilst a student at the University.
- p) Provides misleading information with regard to the determination of Fee Status or of financial support administered by the University.
- q) Is found to have fabricated or attempted to fabricate academic references or qualification papers or any other formal document issued by the University.
- r) Provides misleading information about the existence and nature of previous criminal offences and/or health matters where a programme is subject to a professional, regulatory or statutory body's code of conduct and/or where enhanced DBS, International Police record checks or Occupational Health checks are required.

² See 2.8 for more information

- s) Portrays themselves or provides inaccurate and/or misleading information about themselves or the University through any medium, including social networking sites, which is deemed to undermine the operation of the University or brings into question their suitability for continued registration on their programme of study.
 - t) Is named in a student complaint due to behaviour, which is found to be justified.
 - u) Commits professional misconduct or engages in activity that raises Fitness to Practise concerns.
 - v) Records a conversation with a member of staff without seeking consent from that member of staff in advance³.
 - w) Commits fraud by commissioning another person's work for academic credit. If the commissioned person (i.e. the ghost-writer) is another student at the University of Northampton, that student is also liable under this provision.
 - x) Makes a dishonest claim, submission or statement, written or verbal, in order to obtain an unfair advantage in any item of assessment.
 - y) Breaches the policies or regulations of a placement or work-based learning provider, as documented in the contract or agreement signed by the student on commencement of that placement or work-based learning opportunity.
 - z) Engages in inappropriate behaviour associated with the river running through the campus, including, but not limited to: jumping in; pushing another in; encouraging another to jump in.
- 2.4 Where such breaches occur, the case and the situation will be investigated, with the most appropriate policy being implemented⁴. In matters relating to misconduct, the case against the student will be deemed proven if it is substantiated on the balance of probabilities.
- 2.5 University Security staff reserve the right to enter halls of residences where concerns have been raised about a student's/guest's safety or the safety of other students, or where concerns have been raised that actions in breach of the Code of Conduct or other policies and regulations are taking place. Where police officers need to enter halls of residence they can do so on production of a warrant or when invited to do so by University staff.
- 2.6 The University will take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for students and staff of the University and for visiting speakers, as set out in the University's Freedom of Expression and External Speaker and Events Policy.

³ In addition, any such conversations will not be able to be used in any formal processes

⁴ Including – the Student Disciplinary Policy, the Academic Integrity Policy, the Fitness to Practise Policy, the Health, Wellbeing and Fitness to Study Policy,

- 2.7 The University does not prescribe a dress code for students. However, clothing worn must be appropriate for the occasion(s) which will include for example, clinical, laboratory, workshop and field course clothing. This includes meeting any health and safety requirements. Work-based learning and professional practice placements will be required to conform fully to the dress requirements of such work-based learning and placement providers.
- 2.8 Each student is responsible for looking after their own health and safety and that of others affected by their University-related work and leisure activities. To this end, students have the following specific responsibilities:
- Comply with all University policies and procedures and with the arrangements which the University has in place to control health and safety risks;
 - Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others;
 - Attend appropriate induction and training;
 - Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person;
 - Not to interfere with any equipment provided for the benefit of health and safety;
 - Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.
 - Where legally or otherwise required to do so due to the nature of the activities being undertaken, undertake training provided through the University Safety, Health and Environment team.
 - Act in accordance with safety guidelines and/or requirements that are in place to manage public health emergencies, including pandemics.

Further information can be found in the Health & Safety Management Policy.

- 2.9 The University acknowledges its legal responsibility to take such steps as are reasonably practicable to ensure the adherence of students and staff of the University to the legislation and licensing agreements in force from time to time. Students must abide by the copyright and licence conditions of all information materials licensed by the University. All students registered with the University must comply with these requirements as failure to comply with the relevant legislation may result in legal action against both the University and individuals.
- 2.10 Smoking and vaping, including of e-cigarettes and similar devices, is banned in all University premises.
- 2.11 Students bringing items of personal property onto University premises do so at their own risk, as the University does not accept any responsibility or liability for any loss of personal property.
- 2.12 Students may not bring pets or other animals onto University premises except those deemed necessary for assisting students with disabilities.

2.13 Except in cases of emergency the University will not accept private telephone calls for students.

3. Student Records and Data Retention

3.1 The University of Northampton adheres to all relevant data protection legislation. This includes, but is not restricted to: Data Protection Act 2018; General Data Protection Regulation (GDPR) (EU) 2016/679; The Privacy and Electronic Communications (EC Directive) Regulations 2003.

3.2 The University of Northampton is required to keep and process information on applicants, students and former students. This information will include personal data. The University keeps and processes such information in accordance with the legal justifications set out in relevant data protection legislation.

3.3 The University regularly audits records and data for accuracy.

3.4 The University will process information about you at certain times and, where legally required, we may ask if you consent to certain types of processing. The types of information we process may include, for example:

- To process your application.
- To process any matters relate to your participation in your programme of study, for example:
 - participation in internal student surveys,
 - participation in engagement tracking processes,
 - participation in assessment and moderation processes,
 - ability to process change of circumstances requests or information, for example but not limited to mitigating circumstances, withdrawal, study breaks
 - participation in graduation.
- To process financial requirements and interactions, including processes in place to manage debt.
- To process student disciplinary matters, appeals and student complaints in which you are involved.
- To process your participation in surveys, including surveys conducted by the Office for Students or the Higher Education Statistics Agency (HESA), [the Office for Students' Designated Data Body]. These include, for example, the National Student Survey, conducted by Ipsos-Mori (students can opt out by going to www.thestudentsurvey.com); and Graduate Outcomes.
- In response to an urgent need to prevent injury or damage to health.
- In response to a statutory request from a Government Department including those related to students studying on a student visa or other visa.
- To assist in the prevention or detection of crime, where the investigating body has provided supporting evidence.

- 3.5 The University is legally required to submit data about students to the Higher Education Statistics Agency (HESA). Details of the information supplied to HESA and the onward use of this data can be found in the HESA Student Collection Notice⁵.
- 3.6 The University is also legally required to submit data about students studying on an Apprenticeship Degree to the Education and Skills Funding Agency (ESFA), via HESA, on a monthly basis. More information about this can be found in the Apprenticeships Privacy Notice⁶.
- 3.7 Under Data Protection legislation, students have the right to a copy of the data held about them. Students should contact the relevant data processor (e.g. the University, UCAS, HESA, ESFA) to request this.
- 3.8 The University provides limited information to Local Authorities in England and Wales, the Student Awards Agency for Scotland, Education and Library Boards (ELB) in Northern Ireland, the National College for Teaching and Leadership (NCTL) and the Student Loans Company (SLC). Other institutions may be added to this list from time to time.
- 3.9 Where students are in receipt of an NHS bursary, information is provided to the relevant Professional, Statutory or Regulatory Body.
- 3.10 The University is required to provide limited information to relevant Professional, Statutory or Regulatory Bodies for health-related and ITT programmes of study; this may include a student's eligibility for registration at the end of that programme of study.
- 3.11 The University, the Government and their respective agencies are also entitled to check the accuracy of personal information provided by students against external data sources. For example, the University may wish to test whether a student has been reported on earlier HESA or individualised learning records (ILR) returns of other institutions and to contact those other institutions for confirmation of any qualifications obtained.
- 3.12 Except in the circumstances stated below the University will not divulge any information to third parties (even parents, wives, husbands, sponsors) without a student's express permission:
- Personal data will be released as required:
 - to institutions where University students are involved in exchange programmes;
 - to approved placement or work-based learning providers;
 - to organisations where the student is employed as an apprentice, where that student is studying a programme of study with us by virtue of their employment as an apprentice;

⁵ This can be located at <https://www.hesa.ac.uk/about/regulation/data-protection/notices> (accessed 18 July 2019)

⁶ This can be located at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683618/Appendix_F_ILR_2018_to_2019.pdf (accessed 2 August 2019)

- to organisations with which the institution has a collaborative relationship;
- to external organisations contracted by the University to assist in the detection and prevention of academic dishonesty.
- Where a signed consent has been obtained by the student naming the types of personal data that can be shared with named individuals (for example sponsors or parents).
- Copies of student assessments may be provided to formally appointed external examiners as part of the University's external moderation process
- Information on progress may be provided to sponsors, apprentice employers, loan organisations and scholarship schemes to enable such organisations to establish whether or not the sponsorship/loan/award should continue.
- Information held on students may be used for monitoring purposes but no information that could identify a student as an individual will be published. We may disclose information for the purpose of verification of data about you and your academic progress at the University of Northampton to other HEIs and government agencies.
- The Students' Union administers some student support services and as such information held on students (name, address, programme of study, year of study and email address) may be passed to the Students' Union. Students may opt out of having their details passed to the Students' Union by contacting the Students' Union or the Academic Registrar.
- At the end of a student's programme of studies the student may authorise the University to disclose information to prospective employers, employment agencies or a student's previous school or college about his/her award, programme of study, period of study and mode of study. This would allow the University to answer such requests without reference to the student.

3.13 In accordance with Data Protection Act 2018 Schedule 1, the University will share data *internally* in certain circumstances to ensure the health, safety and wellbeing of its students by 1) safeguarding individuals at risk and 2) providing care and support where individuals are experiencing or are at risk of physical, mental or emotional harm. Arising from this, and notwithstanding Section 3.12 above, the University will contact a student's next of kin, as documented on the student's contact record, where a student is deemed by the University to be at immediate risk of harm.

3.14 In certain circumstances the provision of information may involve disclosure to countries outside the European Economic Area who may not have equivalent levels of protection for personal information to that available in the United Kingdom. In such cases the University will ensure via contracts that such overseas participants adhere to the requirements of EU and/or UK data protection legislation.

3.15 Students should also note that during their time as a student at the University they may be photographed and/or filmed as part of group scenes in classes or whilst on campus (i.e. as part of a wider group rather than the focus of the image). Signage will be put up to warn that photography or filming is taking place and anyone ignoring such signage will be deemed to have agreed

to be captured by the device. However, the University may ask you to sign a form consenting to your image being used. Such footage may be used by the University in the production of promotional material such as the prospectus. Students have the right to opt out from their image being used but will be unable to opt out once such documents have been produced.

3.16 The University holds various records electronically and/or physically to enable the University to:

- maintain contact with students both in and out of term time,
- track student progress on and engagement with their programmes of study,
- take steps to manage instances of poor levels of engagement, including withdrawing students who have breached the terms of the University's academic regulations
- record their academic achievement and prove such achievement if required.
- Manage issues with students, including student disciplinaries, student appeals, student complaints, student fitness to practise, student health/wellbeing and fitness to study, student PREVENT concerns.

3.17 For a number of these records, the University will also continue to hold the information for a period of time following a student's departure from the University (e.g. following graduation, withdrawal, termination etc). In the case of all records, retention periods apply so that when the University has no legitimate or legal right to retain personal data it will be disposed of in a confidential manner.

3.18 Some examples of types of records kept may include, but are not necessarily limited to:

- Personal and contact details: name, date of birth, home, correspondence and term-time address, telephone numbers (including mobile number), email address, gender, age, ethnicity, disability.
- Academic and Placement Record: what programme they are on, what modules are being taken or have been taken, what placements they have been on, all summative assessment marks. The start and end dates of each period of study, periods of intercalation, final result and certificate number.
- Financial records: details of entitlement to grants, loans, bursaries, details of sponsors, details of payments made, received or owing by the student or their sponsor to any part of the University.
- Library and Learning Services: what resources and at what time have been accessed physically or digitally.
- Attendance information: records of sessions attended by a student.
- Engagement information: records of broader engagement by a student with their programme of study, for example the extent to which a student has accessed NILE resources.
- Information on sanctions sitting against a student's record.
- Information on correspondence/communications held between a student and members of staff (academic or professional services) across the institution about matters related to a student's programme of study

and/or broader learning experience. This could be, for example, information drawn from meetings, telephone conversations, text messages, emails; or information provided second hand from meetings held by others.

- Copies of all correspondence sent to the student and received from them.
- Copies of requests for mitigating circumstances, study breaks, transfers, restarts, student withdrawals or other changes of circumstances situations (together with supporting documentation)
- Communications and outcomes in relation to cause for concern, disciplinaries, academic misconduct cases, appeals and complaints and other student policies that relate to student health, wellbeing and conduct.
- Records on a student's relationship with the University in respect of fees/payments due and outstanding which may affect their eligibility for their final award.

3.19 Each year at enrolment a student is given the opportunity to check and verify the accuracy of their personal and contact details. Contact details are also checked by the Ceremonies team at the end of a student's programme of study. It is essential that if, at any time, a student's personal or contact details change they notify the appropriate Student Records Team immediately. Failure to do so may result in the student not receiving critical information about their programme. If a student does not receive correspondence or fails to respond to a telephone call or text message sent to them by the University because they have failed to inform the University of changes, this will not be acceptable in any claim of mitigating circumstances, disciplinary case or any appeal. It is the student's responsibility to keep this information up to date. Where email is the preferred method of communication the University will use the students' preferred email address or if one is not available e-mails will be sent to the address allocated to a student prior to enrolment.

3.20 If a student wishes to check the accuracy on the information held on them, they can contact the University's Data Protection Officer. The student will be asked to provide correspondence name and address; two proofs of identity and details of the information that they wish to access. A complete printout of their computer record and student record will be prepared for them and sent to them within the statutory limit. The University is exempt from providing students with certain types of information for example, third party information.

3.21 On completion of a student's programme of study their contact details will be sent to the University's Alumni Office, Planning Office and the Changemaker Hub for collection of statutory required employment data. Their name will be published in the Ceremony brochure and on other souvenir items. If they do not wish for their name to be included in the above mentioned publications they must inform the Ceremonies team in writing at least two months before the date of the ceremony at which they will be expected to graduate.

3.22 Any paper personal files are kept secure. All computer databases containing personally-identifiable information are kept secure and are only available to relevant University staff with password and permission based access.

4. Accommodation

4.1 All students who take up places in University accommodation shall do so in accordance with the accommodation agreements and the prescribed regulations.

5. Financial obligation to the University

5.1 The University annually reviews and publishes fees and charges for tuition, learning materials, studio levies, field trips, educational visits, including any payments due to the University in respect of late, lost or damaged resources or equipment.

5.2 It is the responsibility of students to notify the University in writing if they are in financial difficulties and are unable to pay their charges by the due date, explaining the reason for the difficulties and their proposals for payment.

5.3 It is also the responsibility of students to notify the University in writing if they wish to withdraw from the University, to ensure that fees and charges do not continue to be accrued. More information is provided in the Student Withdrawal and Fee Obligations Policy.

5.4 Students living in University halls of residence should ensure that they read and note the fees information set out in the Accommodation terms and conditions.

5.5 Efficient management of debt is necessary for the maintenance of standards and to sustain a secure future for the University and its stakeholders. The Credit Control team with the Finance Department are responsible for the collection of all outstanding debts that are not paid by the due dates.

5.6 Any student who cannot pay the advised sum immediately should contact the Credit Control team to discuss reasons for non-payment and arrange a date by when the overdue sum will be paid.

5.7 Should the debt persist sanctions shall be imposed and actions implemented as detailed in the Fees Policy and the Student Debt Management Policy.

5.9 If someone has agreed to pay an outstanding balance on behalf of a student, the student's permission to share the information about level of debt with that person must be gained.

6. Health

- 6.1 Students, other than those living at home, are strongly advised to register under the National Health Service with a local medical practitioner on arrival.
- 6.2 Any student who is suffering from an illness deemed, on the advice of the Health Protection Agency (HPA), to represent a significant risk to others, shall not attend the University until satisfactory medical evidence is presented that there is no longer any risk. Students suffering from such an illness and living in University accommodation, and who are deemed by the HPA not to require hospitalisation, may wish to go home; alternatively they should remain in their current accommodation. The University will consult the HPA to ensure that appropriate steps are taken to minimise the risk to others. Likewise, students in private accommodation may wish to go home; alternatively they should remain in their accommodation, and steps must be taken through appropriate health care agencies to minimise the risk to other occupants and neighbours. If the Vice Chancellor or nominee is satisfied that a medical examination is necessary in the interests of the University, or of the health and welfare of its students, or if required to the student's programme of studies or continuation on same, a student may be required to undergo a medical examination by a medical practitioner designated by the Vice Chancellor or nominee.

7. Intellectual Property

- 7.1 Intellectual property rights are governed by the University's Intellectual Property Policy.

8. Disclaimer and Emergency Situations

- 8.1 The University shall not be liable for non-performance of any obligation where performance is prevented by acts, events or omissions or accidents beyond reasonable control of the University including but not limited to: strikes, lockouts or other industrial disputes (whether involving the workforce of the party so prevented or of any other party); failure of a utility service or transport network; Act of God; terrorist attack; nuclear chemical or biological contamination; disease; sonic boom; war; riot; civil commotion; malicious damage; compliance with any law or government order, rule, regulation or direction; accident; breakdown of plant or machinery; fire, flood, storm, hurricane or earthquake; or the default of suppliers or sub-contractors.
- 8.2 The University's Student Protection Plan sets out the arrangements the University has put in place to protect the quality and continuation of students' studies.

9. Sabbatical Officers

- 9.1 Sabbatical officers of the University of Northampton Students' Union shall for all practical purposes be deemed to be students and are subject to the Regulations of the University.

9.2 No-one shall hold sabbatical office (or offices) for more than two academic years, whether consecutively or in total. An academic year for the purpose of this regulation shall be defined as the year, or such part of a year served for which student sabbatical officers are elected, which normally commences in July.

10. Student Matters

10.1 The University's Student Policies and Regulations set out how the University will respond in different situations.

10.2 Policies exist for:

Admissions

- Accreditation of Prior Learning and Credit Transfer
- Admissions
- Admission of Students with Criminal Convictions
- Applicant Complaints and Appeals
- Cross-Institutional Concurrent Learning
- Special Admissions

Student matters and issues

- Academic Appeals
- Appeals against Termination
- Engagement
- Equality and Diversity
- Extensions
- Fitness to Practise
- Health, Wellbeing and Fitness to Study
- Health and Safety Policy
- Misconduct (Including Bullying & Harassment: Student Sexual Harassment, Misconduct & Violence)
- Mitigating Circumstances
- Student complaints
- Student Discipline
- Study Breaks

Student Finance

- Student Withdrawals and Fee Obligations
- Student Debt Management
- Fees
- Financial Implications of Repeating Modules

UKVI

- Appeals against Termination
- Authorised Absence
- International Student Terms and Conditions

- Repeat Failed Modules
- Sponsoring students under the Doctorate Extension Scheme
- Tier 1 Graduate Entrepreneur Endorsement

Academic and learning matters

- Academic Integrity and Misconduct
- Amending and Cancelling Programmes of Study
- Assessment and Feedback
- Integrated Learner Support
- Learner Support
- Lecture Capture
- Module Evaluation
- Personal Academic Tutoring
- Placements and Work-Based Learning
- Staff Absence and changed delivery of a session
- Student Representation
- Timetabling
- Wednesday Sporting Fixtures

Safeguarding matters

- Safeguarding children, young people and vulnerable adults
- Students under the age of eighteen
- PREVENT Duty and Safeguarding guidelines
- External Speakers
- Freedom of Expression

Research student matters and issues

- PGR Registration and Progression
- PGR Supervision
- PGR Thesis and Examination
- Framework for Postgraduate Researcher Development
- PGR Code of Practice
- PGR Satisfactory Progress
- PGR Appeals
- Research Ethics
- Research Misconduct

10.3 Students should read the appropriate policy for their situation and act in accordance with the information set out in the policy.