

UNIVERSITY OF EAST ANGLIA STUDENT CHARTER

The University of East Anglia's commitment to providing an exceptional student experience depends upon a dynamic and effective partnership between its staff and students. Our Student Charter outlines the nature of this relationship by setting out what you as a student can expect from the University and, in turn, what is expected of you. The Charter, jointly developed by the University, the Union of UEA Students (UUEAS) and the Graduate Students' Association (GSA), does not constitute a legally binding document but provides an overview of our mutual responsibilities and obligations in establishing an outstanding and vibrant community of learning from which all may benefit. The Student Charter is reviewed annually to ensure that it continues to reflect our shared aspirations and values.

The Charter focusses on four key aspects of the student experience:

1. Diversity, Respect and Community

At the University of East Anglia (UEA) you will be part of a diverse community where staff and students are expected to communicate openly and honestly with each other and treat one another with respect. To be socially conscious, globally aware and mindful of the environment and sustainability are equally fundamental values of the University.

UEA, in partnership with the Union of UEA Students (UUEAS) and the Graduate Students' Association (GSA), undertakes to:

- Foster a community where staff and students treat each other with mutual respect, dignity and professionalism regardless of age, disability, gender identity, race, sexual orientation, religion or belief;
- Respond swiftly and fairly to any allegation of discrimination or other concerns you raise;
- Develop our campus as a safe, welcoming and accessible environment.

In turn, as a member of the UEA community, you are encouraged to embrace and promote this ethos. You are expected to respect the rights and property of the University, of its members and of others who use our facilities, in accordance with relevant policies and regulations.

2. Teaching, Learning, Research and Assessment

At UEA you will be an active partner in your education. You will have the chance to enhance both your academic and professional skills, and your knowledge and understanding through engagement with a wide range of flexible learning opportunities such as teaching events, assessment tasks, research activities, placements and new technologies.

UEA, in partnership with the UUEAS and GSA, undertakes to:

- Deliver consistently high standards of teaching, research supervision and academic advice and guidance;
- Give you a voice in your learning through representation at course, School, Faculty and institutional levels both individually and through the UUEAS and GSA;
- Provide you with clear and concise information relating to your studies;
- Ensure that you receive challenging but fair and transparent assessments, and constructive and time-sensitive feedback on your work;
- Ensure that you have a named Personal Adviser or Supervisory Team to help support and guide you academically and to provide appropriate pastoral advice and/or informed referral to others including the Dean of Students' Office;
- Provide clearly defined access to learning resources including library and IT facilities;
- Provide well-defined and transparent procedures for academic appeals, complaints and any disciplinary matters, including those where professional requirements have to be met and offer access to independent advice and support from the Union Advice Centre.

In turn you are expected to take responsibility for managing your own learning by engaging with your course, adopting principles of academic integrity, engaging with module evaluation and being familiar and complying with the relevant academic regulations for students including those specific to your course.

3. Personal Development and Employment

At UEA you will be given the opportunity and the appropriate information, advice and guidance to support you in developing your personal and transferable skills through a wide range of activities.

UEA, in partnership with the UUEAS and GSA, undertakes to:

- Provide a wide range of opportunities for you to develop your personal and employment-related knowledge, skills and understanding through both the curriculum and extra-curricular activities, including work experience and volunteering within the wider community;
- Provide a careers service with professional staff who are able to help you develop and articulate your skills, search for employment and network with employers;

- Promote and support the continuing professional development of University staff, including those in an advisory or supervisory role, so that they in turn can best support the development of your learning and skills;
- Facilitate and support the organisation of a wide range of student-led sports clubs and societies.

In turn you are expected to engage actively with and reflect upon your own personal and professional development in order to derive full benefit from your time at university.

4. Support for Students

At UEA you will be provided with a variety of academic, administrative, and pastoral support services to help you achieve your personal and academic goals.

UEA, in partnership with the UUEAS and GSA and the Dean of Students' Office, undertakes to:

- Provide you with a wide range of general and specialist services that offer non-judgemental and confidential information advice and guidance in areas that include:
 - Academic skills development;
 - Mental and physical wellbeing;
 - Disability and specific learning difficulty;
 - Spirituality and faith;
 - Finance;
 - International student matters;
 - Housing on and off campus;
 - Safety and security;
 - Student family matters.
- Make such services as accessible as possible by offering a range of delivery methods (for example, one-to-one appointments, workshops and a range of paper-based and electronic resources).

In turn you are expected to seek appropriate advice and support when you think that you may need it and/or when others recommend that you do so.

Intellectual Property Regulations

1. General Introduction

As part of their duties and studies staff and students at the University create a wide range of materials that fall into the definition of Intellectual Property and the following regulations are designed to provide clarity over the ownership and rights associated with such materials. The regulations identify the appropriate route for notification, protection, and exploitation of intellectual property. This is a complicated area and for ease of use after a short section on General Policies these regulations have separate sections for employees and students. For ease of reference specific definitions of terms are repeated in the separate sections. In cases where an individual is both a member of staff and a student their status as a member of staff will take precedence unless their activities as a member of staff and as a student are unrelated.

The University is keen to support the exploitation of Intellectual Property for the benefit of society and the economy taking into account any stakeholders involved in its generation including inventors and creators, funders, and the University itself. In particular it seeks to encourage student enterprise by making any regulations appropriate, fair and clear.

2. Definition of Intellectual Property

Intellectual Property ("IP") is the term used to describe creative outputs that can be legally protected arising from literary, artistic, industrial and scientific endeavours, such as the results arising from research or creative projects.

IP includes, but may not be limited to, patents, copyright, design rights, registered designs, trade marks and service marks, and all similar property rights (whether registered or not) including those subsisting in any invention, improvement, know-how, patent, design, process, information, plant varieties, copyright work (including without limitation rights in and to technical processes, systems, methods, software design, algorithms, code, scripts or other computer software), rights in databases, topography right, domain name, trade mark, trade name or get-up or application to register any such right.

3. General Policies

3.1 Financial and Administrative Materials

All records, documents and other papers which pertain to the finance and administration of the University and which are made or acquired by staff in the course of their employment are the property of the University. The copyright in all such original records, documents and papers, at all times, belongs to the University.

3.2 Computer software

Computer software shall be treated for the purposes of these regulations in the same way as patentable inventions.

3.3 Trademarks

The private use of University related trademarks, logos, devices, acronyms, initials and other such representations or their likeness, whether graphically or in some other form, specifically, but not exclusively, in the registration of domain names, authoring of websites and use in other electronic media, that might be construed to imply University endorsement, support, favor of, association with, or opposition to any activity, program, event, policy, political and/or social movement, product, service, or the like is strictly prohibited, save where explicitly authorised by the University.

3.4 Dispute Resolution

Any question of interpretation or claim arising out of or relating to the University's **IP** regulations, or as a dispute as to the ownership of rights to **IP** under the University's **IP** regulations shall be settled by the University's standard grievance procedures.

4. Intellectual Property Regulations for Staff

4.1 Introduction

These Intellectual Property Regulations ("**IP Regulations**") set out the University's policy for the ownership, development and exploitation of **IP** created by a member of staff of the University ("**Originator**"). The **IP Regulations** should be read in conjunction with all other University regulations, an individual's contract of employment, and the terms and conditions of any agreements or contracts with external sponsors or other third parties. All staff agree to abide by the **IP Regulations** by virtue of their employment at the University.

4.2 Ownership

Unless otherwise agreed in writing and subject to relevant legislation and the following provisions the University asserts its right to ownership of **IP** generated by staff in the course of their employment in accordance with the provisions of the Patents Act 1977 and the Copyright, Designs and Patents Act 1988, which state respectively that ownership vests in the employing organisation when (and only when):

- (a) an invention is made in the course of an employee's normal or specifically assigned duties;
- (b) a 'work' (i.e. anything that is the subject of copyright protection, including computer software) is made by an employee in the course of his employment, subject to any agreement to the contrary.

The University's ownership rights shall be subject to the terms and conditions of any contract or materials transfer agreement relevant to the **IP** concerned.

The University will seek, where it is practicable to do so, to retain **IP** rights where it can and to minimise the ownership and usage rights of commissioning bodies, except where appropriate payment is made for those rights. The ownership of any **IP** resulting from externally funded projects will be reflected by the cost of the project to the funder.

The University may at any time and at its own discretion assign its rights to third parties.

4.3 Copyright

Under the Copyright, Designs and Patents Act 1988 the copyright in work produced by University employees in the course of their employment belongs to the employer unless there is agreement to the contrary.

4.3.1 Academic Articles and Textbooks

In accordance with normal academic practice the University waives the assertion of its legal ownership of copyright in **Academic Articles** and **Textbooks** as defined below unless requested to assert this right by the **Originator** or an external funder.

Academic Articles are defined as research publications including books, contributions to books, academic journal articles, conference papers or conference abstracts whether they are published in hard copy or electronic form.

Textbooks are defined as teaching material that while they can be recommended as part of the reading or as a reference source for a course are not integral or essential to the course and are available to individuals who are not registered for the course.

4.3.2 Course Materials

The University is committed to providing the best learning experience it can to its students and continuity of course provision is a critical element in being able to deliver this. To enable this provision the University does assert its legal right to ownership of all **Course Materials** as defined below produced by its employees whether this is in hard copy or electronically formatted.

Course Material includes the following or closely related material:

- (a) course guides, handouts and presentation materials and lectures and e-learning materials, produced for issue to internal students;
- (b) examination papers, questions, assessments; and
- (c) materials produced for distance learning (i.e. for courses, modules or programmes designed to be delivered predominantly to candidates studying at a distance from the University) or courses prepared for third parties or in cases where the author has been specifically assigned duties in order to produce the output.

The University undertakes to take reasonable efforts to protect the integrity of the material in which it claims copyright by reasonable consultation with the **Originator** about changes to such material.

If members of staff write teaching materials which they believe do not relate to their area of academic activity, or relate to courses which are not delivered in the University's name, they should discuss the copyright position and commercial exploitation of such distance learning materials with Research and Enterprise Services at an early stage.

Originators hold moral rights over **Course Materials** and must be attributed as the creator of the material, even if the University owns copyright.

Should an **Originator** move to another institution they will be able, using their know-how, to produce similar **Course Materials**. The University will normally, but at its own discretion, grant the right to the **Originator** to use **Course Material** they have generated at any institution they have transferred to. Any request for the grant of such rights should be made to the Research and Enterprise Service who will consult with the relevant Head of School.

Where the background research underpinning the teaching material has also contributed to the production of scholarly output, as described in Regulation 4.3.1, the member of staff shall discuss the copyright position with the University to ensure that there is no conflict of interest.

4.4 Notification to the University of IP generation

4.4.1 Disclosure

Originators who create **IP** which appears to be capable of commercial exploitation and which might either covered by (i) the University's ownership claims or (ii) a third party's ownership claims, shall report its existence at the earliest opportunity to their Head of the School and to Research and Enterprise Services via a Commercial Opportunity Disclosure Form (available from Research and Enterprise Services).

4.4.2 Confidentiality requirements

Unless otherwise agreed with the University, the **Originator** shall observe strict confidence in relation to such **IP** in order not to jeopardise the validity of any form of protection which might be sought. The need for prompt academic publication shall be weighed carefully in any decision about protecting the **IP** and unnecessary delay in publication should be avoided. **Originators** should be aware that publication in academic journals, posters or conference presentations may inhibit the ability of the University to obtain **IP** protection.

4.5 Interactions with External Organisations

4.5.1 Prior to the disclosure of confidential University **IP** to any third party the individual undertaking the disclosure should check that there is an appropriate agreement in place. Appropriate agreements relating to confidentiality and **IP** can be obtained from Research and Enterprise Services.

4.5.2 Before releasing any University **IP** to a third party to which a member of staff is connected either through having a position such as director or trustee, a contract of employment, a consultancy agreement or any form of financial

remuneration they will first notify Research and Enterprise Services. Any such transfer of University **IP** should be on a fully commercial arms length basis.

4.5.3 It is the responsibility of all staff to abide by any agreements between the University and third parties. Should there be any breach of any agreement by a member of staff the third party may be entitled to seek financial and other compensation.

4.5.4 The University provides a service for staff undertaking external consultancy work. Such consultancies are managed by UEA Consulting Ltd which is a wholly owned subsidiary of the University. In addition to UEA Consulting Ltd there are a number of other UEA subsidiary companies active in consultancy. Further details about consultancy can be found in the University External Consultancy Policy.

4.6 Interactions with the Norwich Research Park

4.6.1 Staff whose normal place of work is at the premises of an **NRP Partner Organisation** (Institute of Food Research, John Innes Centre, Norfolk and Norwich University Hospital NHS Trust, The Genome Analysis Centre, and The Sainsbury Laboratory) other than the University shall make themselves aware of the terms and conditions governing any **IP** generated in any NRP Collaboration Agreement, Visiting Workers Agreement, funding agreement, or any other agreement which may be relevant to the project between the University and any other **NRP Partner Organisation**.

4.6.2 Staff working as visitors at the premises of an **NRP Partner Organisation** other than the University shall make themselves aware and abide by the terms and conditions of any NRP Visiting Workers Agreement in place at the time of the visit.

4.7 Protection and Exploitation of IP

4.7.1 It is the policy of the University that wherever possible and practicable **IP** should be exploited for the benefit of society and end users and for the generation of revenue for the University and the individuals involved. The **Originator** and Research and Enterprise Services (in consultation with the Head of School, Associate Dean of Enterprise, and the Pro-Vice-Chancellor for Research Enterprise and Engagement when appropriate) shall determine as quickly as is reasonably possible whether and how the **IP** might be protected and exploited. A decision shall normally be made within three months of the initial contact.

4.7.2 The **Originator** shall co-operate with the University in applying for patent or other protection and in entering into any appropriate arrangements for protecting the secrecy of the **IP** and shall be required to collaborate with the University in the exploitation of the **IP**.

4.7.3 The University will use reasonable efforts when appropriate resources to do so are available to protect and exploit the **IP** by licensing or by other means and will make arrangements to seek any necessary professional advice.

4.7.4 If the University decides not to proceed with the protection and exploitation of any piece of **IP** reported to it under these arrangements, the **Originator** shall have the right to undertake such protection and exploitation themselves, requesting the assignment of ownership of the rights in the **IP** to themselves on reasonable terms which shall include a reasonable return to the University.

4.8 Revenue-sharing arrangements

4.8.1 If revenue arises from the exploitation of **IP** through licensing, option or other similar agreements, any net benefit received by the University, after deduction of **Eligible Costs**, will be shared between the **Originator**, his or her School, and the University as stated below:

<i>Net income</i>	<i>Distribution</i>
First £2000	100% to Originators
£3000	90% to Originators, 5% School, 5% University
Next 30,000	70% to Originators, 15% School, 15% University
Next £65,000	50% to Originators, 25% School, 25% University
Next £1,900,000	33.3% to Originators, 33.3% School, 33.3% University
Beyond £2,000,000	By negotiation in the individual circumstances.

4.8.2 Eligible Costs would include all the costs incurred during the commercialisation process and would include, but not be limited to the receipted costs of any past or future commitment of internal resources specifically used for commercialisation of the **IP** and external costs such as:

- (1) legal, technical or commercial advice;
- (2) patent fees; and
- (3) necessary associated expenses.

4.8.3 Where there is more than one **Originator**, the **Originators** shall agree amongst themselves on the apportionment of the **Originators'** share amongst them. The apportionment shall be confirmed by the Head of the School and there shall be procedures for the settlement of disputes amongst **Originators**, initially by reference to the Pro-Vice-Chancellor for Research, Enterprise and Engagement and finally by appeal to the Vice-Chancellor.

4.9 Spin-Out Companies

4.9.1 Where the circumstances suggest that it would be advantageous, the University encourages the forming of a Spin-out Company to implement the commercial development and exploitation of **IP**.

4.9.2 In all cases, the University will seek an equity stake in the Spin-out Company, in consideration for the licensing or vesting of **IP** and for facilitating the Spin-out Company's formation.

4.9.3 Members of staff shall require authorisation from the University before setting up a Spin-out Company and also before becoming an officer (director or secretary) of a Spin-out Company.

4.9.4 UEA Enterprises Ltd, a company wholly owned by the University to manage commercial exploitation activities, will be the vehicle used to own and control the UEA stake in a Spin-out Company.

4.9.5 The interests of the University, the individuals and the Spin-out Company must all be considered, and legal issues must be addressed. Issues to be considered by the University include:

- (1) the impact on existing and future duties of members of staff;
- (2) the use of **IP**;
- (3) the use of University resources, such as space and equipment;
- (4) the commercial viability of the project.

4.9.6 The University shall retain the right to appoint a director or to have observer status at board meetings of the Spin-out Company; at the Spin-out company's request the University may provide a director at the Spin-out Company's expense.

4.9.7 A full-time member of staff at the University may not also be an employee of a Spin-out Company.

4.9.8 Subject to University regulations and codes of conduct, members of the academic staff may:

- (a) own shares or share options in a Spin-out company;
- (b) act as directors of a Spin-out company;
- (c) act as paid consultants to a Spin-out company.

4.9.9 No member of the administrative staff of the University in a position to influence the relationship between the University and a Spin-out Company may own shares or share options in a Spin-out Company; nor act as a director of a Spin-out Company, except as the University's nominee.

4.9.10 The proportion of shares in any **Spin-out Company** to be owned by the University and by an **Originator** shall be determined by negotiation in the light of the circumstances of company formation.

4.9.11 Where any net revenue arises for the University from the activity or sale of a Spin-out Company the revenue-sharing arrangement set out in Regulation 4.8.1 above shall apply, except that there shall be no revenue entitlement for any Originator holding shares or share options in the company. Under these circumstances the revenue share described in Regulation 4.8.1

as being due to the Originator will be split equally between the University and the School.

4.10 Vehicles and authority to act

4.10.1 Where **IP** is identified as having commercial potential which merits protection and exploitation the rights in that **IP** shall be assigned to UEA Enterprises Ltd.

4.10.2 The right to sign **IP** related agreements such as Confidentiality Agreements and Material Transfer Agreements on behalf of the University and/or UEA Enterprises Ltd is specifically devolved by the Registrar and Secretary to appropriate members of Research and Enterprise Services. Other members of staff are not permitted to sign such agreements on behalf of the University.

4.10.3 The Research and Enterprise Services will provide support for the exploitation of the **IP**, with recharges to UEA Enterprises Ltd where appropriate.

5. Intellectual Property Regulations for Students registered for a degree by research (“Research Student”)

5.1 Introduction

These Intellectual Property Regulations (“**IP Regulations**”) set out the University’s policy for the ownership, development and exploitation of **IP** created by a student registered for a degree by research at the University (“**Research Student Originator**”). The **IP Regulations** should be read in conjunction with other University regulations, and the terms and conditions of any agreements or contracts with external sponsors or other third parties. All Research Student Originators agree to abide by the **IP Regulations** as a precondition of registration for their research degree.

5.2 Ownership

Unless otherwise agreed in writing all research students as a precondition of registration for their research degree agree to formally assign any **IP** arising from their studies to the University should the University, at its sole discretion, request them to do so.

Students sponsored by third parties are required to be aware of the terms and conditions of their sponsorship, which may include **IP** arrangements.

Students whose normal place of study is at another institution for an award validated or accredited by the University, including but not limited to those studying at a **NRP Partner Organisation** (Institute of Food Research, John Innes Centre, Norfolk and Norwich University Hospital NHS Trust, The Genome Analysis Centre, and The Sainsbury Laboratory), shall be exempt from the University’s requirement to agree to assign any **IP** arising from their studies, however the University shall maintain a claim of any University owned **IP** that is contained within the students work.

5.3 Interactions with External Organisations

5.3.1 Prior to the disclosure of confidential University **IP** to any third party any **Research Student** undertaking the disclosure should check that there is an appropriate agreement in place. Appropriate agreements relating to confidentiality and **IP** can be obtained from Research and Enterprise Services.

5.3.2 Before releasing any University **IP** to a third party to which a **Research Student** is connected either through having a position such as director or trustee, a contract of employment, a consultancy agreement or any form of financial remuneration they will first notify Research and Enterprise Services. Any such transfer of **IP** should be on a fully commercial arms length basis.

5.3.3 Research students working as visitors at the premises of another institution shall make themselves aware and abide by the terms and conditions of any Visiting Workers Agreement in place at the time of the visit.

5.4 Interactions with the Norwich Research Park

5.4.1 Research Students whose normal place of work is at the premises of an **NRP Partner Organisation** (Institute of Food Research, John Innes Centre, Norfolk and Norwich University Hospital NHS Trust, The Genome Analysis Centre, and The Sainsbury Laboratory) other than the University shall make themselves aware of the terms and conditions governing any **IP** generated in any NRP Collaboration Agreement, Visiting Workers Agreement, or any other agreement which may be relevant to the project between the University and any other **NRP Partner Organisation**.

5.4.2 Research Students working as visitors at the premises of an **NRP Partner Organisation** other than the University shall make themselves aware and abide by the terms and conditions of any NRP Visiting Workers Agreement in place at the time of the visit.

5.5 Copyright

The University does not claim any copyright on materials created by a **Research Student**.

5.6 Notification to the University of IP generation

5.6.1 Disclosure

Research Student Originator who creates **IP** which appears to be capable of commercial exploitation and which might either covered by (i) the University's ownership claims or (ii) a third party's ownership claims, shall report its existence at the earliest opportunity to their academic supervisor.

5.6.2 Confidentiality requirements

Unless otherwise agreed with the University, the **Research Student Originator** shall observe strict confidence in relation to such **IP** in order not to jeopardise the validity of any form of protection which might be sought. The

need for prompt academic publication shall be weighed carefully in any decision about protecting the **IP** and unnecessary delay in publication should be avoided. **Research Student Originator** should be aware that publication in academic journals, posters or conference presentations may inhibit the ability of the University to obtain **IP** protection.

5.7 Protection, Exploitation and Revenue Sharing of IP

In return for agreeing to the University **IP Regulations** including but not limited to the formal assignment of any **IP** arising from their studies the University agrees to treat a **Research Student Originator** as if they were a member of staff in relation to the protection, exploitation and revenue sharing from **IP** as detailed in sections 4.7, 4.8 and 4.9 of the **IP Regulations** in as far as it is able.

6. Intellectual Property Regulations for Students registered for a degree by taught programme

The University does not claim ownership of any **IP** arising from work which is undertaken by students in the course of their studies on a University taught programme unless:

- (1) the student is funded/sponsored by a third party, where the University has a contractual obligation to the third party regarding the ownership of **IP**;
- (2) the student and the University have come to a written agreement that the University will manage the commercialisation of the **IP**.

Students working as visitors at the premises of another institution, including but not limited to a **NRP Partner Organisation** (Institute of Food Research, John Innes Centre, Norfolk and Norwich University Hospital NHS Trust, The Genome Analysis Centre, and The Sainsbury Laboratory), shall make themselves aware and abide by the terms and conditions of any Visiting Workers Agreement in place at the time of the visit.

7. Intellectual Property Regulations for non-staff and non-University registered Students

Some individuals may have an association with the University but are neither staff nor students of the University nor a member of staff of a **NRP Partner organisation**. These may include, but are not be limited to, visiting academics and fellows, visiting students, individuals with honorary appointments and emeritus professors ("**Associate**").

Where it is anticipated that **IP** may arise during the course of activity undertaken by such an **Associate**, Research and Enterprise Services must be informed prior to commencement of any work so that the University can put in place appropriate agreements relating to confidentiality and **IP**.

All visitors to the University to whom Confidential **IP** may be released should be requested to sign, prior to the release of such confidential information, a

confidentiality agreement. Confidentiality Agreements are obtained from Research and Enterprise Services.

Archived Document

Official and Academic Dress Regulations

- 1 In these Regulations, unless the contrary intention appears, "silk" includes silk substitute.
- 2 In these Regulations:
 - (1) a reference to the colour "coral" shall be read as a reference to the colour Coral BCC 93 as defined in the second edition of the Dictionary of Colour Standards published in the year one thousand nine hundred and fifty one.
 - (2) a reference to the colour "spectrum green" shall be read as a reference to the colour Spectrum Green BCC 100 as defined in that edition of that dictionary.
 - (3) a reference to the colour "red" shall be read as a reference to the colour Guardsman Red BCC 126 as defined in that edition of that dictionary.
 - (4) a reference to the colour "magenta" shall be read as a reference to the colour Magenta BCC 198 as defined in that edition of that dictionary.
 - (5) a reference to the colour "saffron" shall be read as a reference to the colour Saffron BCC 54 as defined in that edition of that dictionary.

OFFICIAL DRESS

3 The Chancellor

The official dress of the Chancellor shall be a robe of red superfine cloth trimmed with orange silk facings and striped with gold oak leaf lace; a large-rimmed round black velvet bonnet with gold cord and tassel.

4 The Pro-Chancellors

The official dress of a Pro-Chancellor shall be a robe of blue grosgrain with a yoke of black grosgrain and trimmed with facings of red velvet; a round black velvet bonnet with gold cord and tassel.

5 The Vice-Chancellor

The official dress of the Vice-Chancellor shall be a robe of tan-coloured superfine cloth trimmed with facings of fire-coloured velvet; a large-rimmed round black velvet bonnet with gold cord and tassel.

6 The Treasurer

The official dress of the Treasurer shall be a robe of dark green superfine cloth trimmed with facings of purple superfine cloth; a round black velvet bonnet with gold cord and tassel.

7 The Pro-Vice-Chancellors

The official dress of a Pro-Vice-Chancellor shall be a robe of blue grosgrain trimmed with facings of orange velvet; a round black velvet bonnet with gold cord and tassel.

8 The Registrar and Secretary

The official dress of the Registrar and Secretary shall be a robe of black grosgrain trimmed with facings of purple velvet; a black tricorn-shaped hat.

9 The Public Orator

The official dress of the Public Orator shall be a robe of purple superfine cloth with facings of purple velvet, sleeves trimmed with purple velvet and orange silk; a round black velvet bonnet with gold cord and tassel.

ACADEMIC DRESS

10 Doctors

The academic dress of a graduate of the University being a Doctor shall be:

for Doctor of Civil Law, Doctor of Laws, Doctor of Letters, Doctor of Music, Doctor of Science

- (1) a gown of blue grosgrain with jacket-type sleeves.
- (2) a hood of blue grosgrain halter-shaped and draped:
 - (a) in the case of Doctor of Civil Law, with crocus.
 - (b) in the case of Doctor of Law, with magenta.
 - (c) in the case of Doctor of Letters, with coral.
 - (d) in the case of Doctor of Music, with Beaton pink.
 - (e) in the case of Doctor of Science, with spectrum green.
- (3) a round black velvet bonnet with gold cord and tassel.

for Doctor of Philosophy, Doctor of Clinical Psychology, Doctor of Medicine, Doctor of Education, Doctor of Social Work

- (1) a gown of blue cloth with boot-style sleeves and facings of fine red grosgrain.
- (2) a hood of blue grosgrain lined in folds on the outside:
 - (a) in the case of Doctor of Philosophy, with red.
 - (b) in the case of Doctor of Clinical Psychology, with pale blue.
 - (c) in the case of Doctor of Medicine, with light grey.
 - (d) in the case of Doctor of Education, with blue.
 - (e) in the case of Doctor of Social Work, with pastel green.
- (3) a round black velvet bonnet with gold cord and tassel.

11 Master of Philosophy

The academic dress of a graduate of the University being a Master of Philosophy shall be:

- (1) a gown of blue cloth with boot-style sleeves.

- (2) a hood of blue grosgrain lined in folds on the outside with fine red grosgrain.
- (3) a black mortar-board with tassel.

12 Master of Arts, Master of Science, Master of Education, Master of Laws, Master of Business Administration, Master of Music, Master of Research, Master of Clinical Education and Master of Surgery

The academic dress of a graduate of the University being a Master of Arts, a Master of Science, a Master of Education, a Master of Laws, a Master of Music, a Master of Research or a Master of Clinical Education shall be:

- (1) a gown of blue cloth with boot-style sleeves.
- (2) a hood of blue grosgrain lined in folds on the outside:
 - (a) in the case of Master of Arts with coral.
 - (b) in the case of Master of Science, with spectrum green.
 - (c) in the case of Master of Education, with blue (the colour Blue BCC 195 as defined in the second edition of the Dictionary of Colour Standards).
 - (d) in the case of Master of Laws and of Master of Business Administration, with magenta.
 - (e) in the case of Master of Music, with Beaton pink.
 - (f) in the case of Master of Research, with maroon.
 - (g) in the case of Master of Clinical Education with Belfast purple.
 - (h) in the case of Master of Surgery, with light grey.
- (3) a black mortar-board with tassel.

13 Master of Chemistry, Master of Computing Science, Master of Mathematics, Master of Natural Sciences, Master of Pharmacy and Master of Sciences

The academic dress of a graduate of the University being a Master of Chemistry, Master of Computing Science, Master of Mathematics, Master of Natural Sciences or Master of Pharmacy shall be:

- (1) a gown of blue cloth with boot-style sleeves.
- (2) a hood of blue grosgrain lined on the outside to a depth of six inches down the edge of the cowl with one fold only:
 - (a) in the case of Master of Chemistry, with spectrum green.
 - (b) in the case of Master of Computing Science with spectrum green.
 - (c) in the case of Master of Engineering, with saffron
 - (d) in the case of Master of Mathematics, with spectrum green.
 - (e) in the case of Master of Natural Sciences with spectrum green.
 - (f) in the case of Master of Pharmacy, with gold.
 - (g) in the case of Master of Sciences, with spectrum green.
- (3) a black mortar-board with tassel.

14 For Sub Masters Awards: Postgraduate Certificate in Education and Sub Masters Degree Qualifications:

(i) *Postgraduate Certificates in Education*

The academic dress for students who receive a Postgraduate Certificate in Education shall be:

- (1) a gown of blue cloth with boot-style sleeves.
- (2) a hood of blue grosgrain lined on the outside to a depth of six inches down the edge of the cowl with one fold only in blue (the colour Beryl Blue, reference SW81).
- (3) a black mortar board with tassel.

(ii) *Other Sub Masters Awards including: Graduate Diploma, Graduate Certificate, Postgraduate Diploma, and Postgraduate Certificate (excluding PGCE)*

The academic dress for students who receive any Graduate or Postgraduate Diploma or Certificate (other than the PGCE) shall be:

- (1) a gown of blue cloth with boot-style sleeves.
- (2) a hood of blue grosgrain lined on the outside to a depth of six inches down the edge of the cowl with one fold only in white.
- (3) a black mortar board with tassel.

15 Bachelors

The academic dress of a graduate of the University being a Bachelor shall be:

- (1) a gown of blue cloth with pointed-style sleeves.
- (2) a hood of blue grosgrain lined on the outside to a depth of six inches down the edge of the cowl with one fold only:
 - (a) in the case of Bachelor of Arts, with coral.
 - (b) in the case of Bachelor of Science, with spectrum green.
 - (c) in the case of Bachelor of Laws, with magenta.
 - (d) in the case of Bachelor of Engineering, with saffron
 - (e) in the case of Bachelor of Medicine/Bachelor of Surgery, with light grey.
- (3) either a black mortar-board with tassel or a black cloth skullcap with brim.

16 For Sub Honours Awards: Foundation Degrees and Sub Honours Degree Qualifications:-

(i) *Foundation Degrees*

The academic dress for students who receive Foundation Degrees shall be:

- (1) a gown of blue cloth with pointed-style sleeves.
- (2) a hood of blue grosgrain edged on the outside to a depth of two inches:
 - (a) in the case of the Foundation Degree in Arts (FdA), with coral.
 - (b) in the case of the Foundation Degree in Science (FdSc),

- with spectrum green.
- (3) a black mortar-board with tassel.

(ii) Other Sub Honours Awards including: Diplomas and Certificates of Higher Education and Higher National Certificates and Diplomas (excluding Foundation Degrees).

The academic dress for students who receive other Sub Honours Awards including Diplomas and Certificates of Higher Education and Higher National Diplomas and Certificates shall be:

- (1) a gown of blue cloth with pointed-style sleeves.
- (2) a hood of blue grosgrain edged on the outside to a depth of two inches in white.
- (3) a black mortar-board with tassel

17 Undergraduate Students

The academic dress of an undergraduate student of the University shall be:

- (1) a gown of blue cloth in cape-style trimmed with facings of black cloth which must extend round the yoke of the gown.
- (2) a black cloth skullcap with brim.

Equal Opportunities for Students

1 Introduction

The University's Mission Statement is:

'to understand, empower and act, to enhance the lives of individuals and the prospects of communities in a rapidly changing world.'

As a reflection of its mission the University is a large, international and multicultural community which values and welcomes diversity.

2 Statement of Policy

The governing body of the University, the University's Council, has agreed the following statement of policy in relation to equal opportunities for students and potential students:

(1) The University is a major employer, provider of education and other services, and purchaser of goods, works and services. Through its policies and practices the University is committed to equality of opportunity and fair treatment for all its students and staff and for potential members of its student and staff community and for other users of its services.

(2) The University aims to create an atmosphere of learning that welcomes and values difference and expects all members of the University to respect diversity. The University of East Anglia endeavours to ensure that no student or applicant for study will receive less favourable treatment on the grounds of age, caste, colour, disability, ethnicity, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or any other criterion accepted as irrelevant by the University's Council. It will seek to ensure fair treatment for all students in access to learning opportunities, teaching, assessment and support and welfare services. The University will make reasonable adjustments where required and will work proactively in this respect on an on-going basis.

(3) The University recognises that as a public body it has a particular duty to promote equality. The University as an employer, an education and service provider, and purchaser of goods, works and services, is committed to the elimination of unlawful discrimination. It will monitor and review the impact of its policies and procedures and will take steps to ensure that all members of the University community are aware of their responsibilities under the University's Codes of Practice on Equality and the University's Equality Objectives.

Code of Practice

1 Introduction

- 1.1 The University's Statement of Policy on Equal Opportunities for Students recognises the University's legal obligations as an employer, a provider of education and other services, and purchaser of goods, works and services. The University recognises that there are many other factors which may lead to unfair discriminatory practices in employment and the provision of education and other services, even if these are not unlawful. This Code of Practice is designed to promote equality of opportunity for all students and to ensure that individual educational decisions are related only to the relevant merits, abilities and potential of individuals.
- 1.2 The purpose of this Code of Practice is to outline practices by which the University's Statement of Policy may be given full effect and to ensure that the University fulfils its obligations under current equality legislation.
- 1.3 This code should be read in conjunction with the University's Code of Practice on the Promotion of Race Equality, its Athena Swan Bronze Action Plan and current equality objectives. These cover students and employees. Details of the Codes of Practice/Action Plans may be consulted via the following websites:

For Students

<http://www.uea.ac.uk/equality/student-policies>

For Staff

<https://www.uea.ac.uk/equality>

2 Responsibility of the University Community

All members of the University community are required to comply with these Schemes/Codes of Practice and with the relevant legal requirements and are expected to assist in the removal of any unlawfully discriminatory practices that may exist in the University by drawing them to the attention of the Pro-Vice-Chancellor with responsibility for equal opportunities matters in the particular area concerned via the relevant Director of University Services see 8.3 below).

3 Communication

All students should be made aware of the University's Statement of Policy and of these Schemes/Codes of Practice. Students will have access to the documents via the Student Portal, Schools of Studies, Faculty Offices, the Academic Division, the Dean of Students' Office, the Union of UEA Students, and the University's website.

4 Admissions

- 4.1 The key selection criteria for admission to the University are the academic ability and potential of the applicant and any professional body requirements, where relevant.

- 4.2 The Schools of Studies are responsible for ensuring that admissions criteria and procedures enable applicants from all educational backgrounds to demonstrate their academic potential and their ability to meet professional body requirements where relevant.
- 4.3 No applicant will be treated less favourably on grounds of age, caste, colour, disability, ethnicity, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or any other criterion accepted as irrelevant by the University's Council. (Certain additional procedures apply if an applicant is under 18 years of age at the point of intended registration in order for the University to comply with existing child protection and other relevant legislation).
- 4.4 The University welcomes applications from people with disabilities and will undertake reasonable adjustments to enable academically qualified applicants to access the full range of educational provision offered by the University. More detailed information about the ways in which the University does this is contained in 'Information for Students with Disabilities'.
- 4.5 Applicants for admission to the University who are unsuccessful in their application have a right of complaint (on the grounds of procedural irregularity, prejudice or bias, or extenuating circumstances). Information about the complaints procedure is available from the University's Admissions and Outreach Office.
- 4.6 The University will make reasonable adjustments to ensure that its publicity material, events and information services are accessible to all applicants.
- 4.7 The University is committed to providing equality awareness guidance and training for staff involved in admissions and selection and expects staff to participate fully in this.

5 Educational and Service Provision

- 5.1 The University will promote equality of opportunity through its educational provision and its approach to teaching and learning through course design and delivery, and assessment.
- 5.2 The University is committed to the principles of equality of opportunity through access to, and fair treatment in, the services it provides and the facilities it offers to its students and to its employees. Where a service cannot be offered to all who wish to use it, any restrictions on access, or any decision to restrict access, will be reasonable and lawful.
- 5.3 The University will make reasonable adjustments to facilitate access by students with disabilities to teaching and learning, whatever the level of the course or the mode of provision, to assessment, and to

the full range of educational and other facilities and services with a view to their full participation in the life of the University.

5.4 The University will keep under review the membership and criteria for membership of its Committees to ensure fair and equal opportunities for participation.

5.5 The University will, as a matter of both best practice and policy use inclusive language in its publications and other communications.

6 Complaints

6.1 The University will deal with complaints that concern the University's Codes of Practice/Policies in accordance with the University's Complaints Procedure as set out in the UEA Calendar.

6.2 Students who make complaints through the Procedure will not be disadvantaged for having done so in good faith. However, the University expects that students will not engage in frivolous or malicious complaints. If it is found that a complaint has been brought with mischievous or malicious intent, this may prove grounds for disciplinary action against the complainant.

7 Harassment

The University is committed to maintaining a working and learning environment that is free from any form of harassment. It treats any allegations of harassment very seriously and has support structures and procedures for responding to and dealing with instances of harassment. Students should refer to the University's Guidelines for Students Dealing with Harassment, available from the intranet at:

<http://www.uea.ac.uk/dos/student-conduct-and-harassment>

The Dean of Students' Office and the Union of UEA Students (through the Union Advice Centre) offer confidential support and advice to all students with concerns

8 Monitoring and Review of Policy and Practice

8.1 The University will develop its quality assurance and enhancement systems to monitor the student population by a range of characteristics identified as key by current equality legislation. In particular, monitoring systems will be developed to identify any differential impact on the student body arising from policy and practice in admissions and teaching and assessment. Profiles of admissions, academic progression, discontinuation of study, degree awards, first destinations, and the use and outcome of complaints and academic appeals procedures will be developed for use as indicators.

8.2 The University will work proactively to ensure its policy on equal opportunities is fully implemented. Action will include the provision of training, particularly for key staff groups where monitoring indicates that an area of policy or practice requires revision.

8.3 Responsibility for monitoring and review of equal opportunities matters in relation to students currently rests with four Committees of the University on which the Union of UEA Students and the Graduate Students' Association are represented.

i) The Recruitment, Admissions and Marketing Committee is responsible to the University's Council and Senate for the development, implementation, monitoring and review of the University's equal opportunities policy and practice in connection with applicants to programmes of study at the University. The Committee is chaired by the Director of Admissions, accountable to the Vice-Chancellor, who is responsible for ensuring that these duties with respect to equal opportunities for applicants are carried out.

ii) The Learning and Teaching Committee is responsible to the Senate for the development, implementation, monitoring and review of equal opportunities policy and practice in connection with registered students. The Committee is chaired by a Pro-Vice-Chancellor, accountable to the Vice-Chancellor, who is responsible for ensuring that these duties with respect to equal opportunities for registered students are carried out.

iii) The Equality and Diversity Committee is responsible to the Council for the development, implementation, monitoring and review of equality policies for both students and staff. The Committee is chaired by a Pro-Vice-Chancellor, who is responsible for ensuring that these duties for both students and staff are carried out.

iv) The Senate has responsibility for the education and discipline of students and will receive an annual report on the operation and evaluation of the University's policies and Codes of Practice relating to equal opportunities. The Senate will also address, as and when necessary, matters of policy and/or practice having an impact on the equal opportunities of the University's students or applicants for study drawn to its attention by its Committees or members.

8.4 As the governing body of the University, the Council carries ultimate responsibility for the welfare of students and for ensuring that the policies and procedures of the University comply with its equal opportunities policy. The Council will receive the annual report of the Senate (see above) and consider any matters of policy and/or practice having an impact on the equal opportunities of the University's students or applicants for study drawn to its attention by its Committees or members.

9 Contacts

Students may seek advice on any of the above issues from their School, Faculty Office, the Dean of Students' Office, the Union of UEA Students, the Graduate Students' Association, and additionally in the case of students with disabilities, the Disability Co-ordinator in the Dean of Students' Office.

The University Counselling Service, the Chaplaincy and the University Medical Services are also available to students requiring their help.

Archived Document

Code of Practice Relating to Freedom of Speech

1 Preamble

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| Education (No.2) Act 1986 | 1.1 | Section 43 of the Education (No 2) Act 1986 lays a duty on every individual and body of persons concerned in the government of the University to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers. |
| Code of Practice | 1.2 | In pursuance of its duties under this Act, the Council of the University has approved this Code of Practice relating to Freedom of Speech. |
| Availability of the Code | 1.3 | The Code is reviewed regularly and published annually. Copies are made available to staff and students. |
| Scope and Provisions of the Code | 1.4 | The Code applies to the use of University premises (including those used by the Union of Students) for certain designated meetings and other activities. It sets out the procedures to be followed by, and the conduct required of, members, students and employees of the University in connection with any such designated event. |
| Breaches of the Code | 1.5 | Breaches of the Code may lead to disciplinary proceedings within the University and may also be dealt with in the Courts if they involve breaches of the law. |

2 Principles

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| Legal Duty on Use of University Premises | 2.1 | So far as is reasonably practicable, no premises of the University shall be denied to any individual or body of persons on any grounds connected with:
(1) the beliefs or views of that individual or body; or
(2) the policy or objectives of that body. |
| Other Legal Obligations | 2.2 | Freedom of expression and assembly is restrained by laws such as those relating to race relations and public order. Thus, in seeking to uphold the principle set out in Section 2.1 above, the University must also take account of other legal obligations which may require it to have regard to what is said on its premises. For example, a speaker who incites an audience to violence or to a breach of the peace or to racial hatred transgresses the bounds of legal speech. Equally, assemblies of persons even if directed to lawful purposes, cease to be lawful if they cause serious public |

disorder or breaches of the peace.

3 Provisions of the Code of Practice

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| Definition of Designated Events | 3.1 Any meeting or other activity held on University premises where there is a real likelihood that, unless special arrangements are made, the speaker may not be able to enter or leave the building safely and/or deliver his or her address will be deemed to be a designated event falling within the requirements of this Code. (See also Section 4.2) |
| Definition of University Premises | 3.2 For the purpose of this Code, <u>University premises</u> shall be deemed to consist of all University buildings and grounds (including those used or managed by the Union of Students) in which a meeting or other activity could be held. |
| Scope of the Code | 3.3 The provisions of the Code, including the procedures laid down in Section 4, shall be followed by members, students and employees of the University in respect of:
(1) meetings or any other activities which are held on the premises of the University falling within the class of events specified in Section 3.1 above;
(2) the conduct required of all persons in connection with any such defined meetings or activities; and
(3) any other related or ancillary matters which a governing body of the University may from time to time declare to fall within this Code. (See Sections 4.6 and 4.9.) |
| Breaches of the Code | 3.4 Infringements of, or departures from, the provisions of the Code in whatever respect will render those responsible liable to action under such established disciplinary procedures as may for the time being be in force for members, students and employees of the University.

3.5 Additionally, if any such actions involve breaches of the law, the University authorities will be ready to assist the prosecuting authorities to implement the processes of law and, if charges are preferred, may stay disciplinary proceedings pending the outcome of any such proceedings (including an appeal therefrom). Notwithstanding the foregoing, where a member, student or employee of the University has been convicted before a court of law of a civil or criminal offence bearing on the Code or related jurisdiction, appropriate disciplinary proceedings in respect of the incident involving that offence may be brought in respect of the offence where, in the opinion of the Vice-Chancellor, it is necessary for the proper functioning of the University that such proceedings should be brought. In such proceedings it shall not be necessary for any party to prove again any fact already |

established in the legal proceedings.

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| General Regulations for Students and the Code of Discipline | 3.6 | In addition to their obligations under the Code, students are individually bound by General Regulation 11 in particular as it relates to the exercise on University premises of freedom of speech within the law and lawful assembly. Infringement by students of the exercise of these rights is regulated by the University's Code of Discipline. Neither breaches of the General Regulations for Students nor the Code of Discipline nor the Code of Practice relating to Freedom of Speech can be sanctioned by mass meetings and resolutions of the student body. |
| Outside Organisations | 3.7 | In the event of University premises being used by outside organisations, the nature of the contractual arrangements shall be such as to ensure so far as possible compliance with the requirements of the Code. |
| Appointed Officer | 3.8 | The Council has authorised the Vice-Chancellor to appoint the Registrar and Secretary as <i>Appointed Officer</i> who shall act on behalf of the Council to ensure as far as is reasonably practicable that all members, students and employees of the University, visiting speakers and outside organisations comply with the provisions of the Code. In the absence of the Registrar and Secretary, these powers shall be exercised by such other senior University officer as the Registrar and Secretary may designate. |

4 Procedure

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| | 4.1 | The following procedures shall be adopted in regard to the preparation for and conduct of designated events on University premises. |
| Specification of Designated Events | 4.2 | All proposed meetings or other activities to be held on University premises (including General Meetings of the Union of Students) shall be assessed against the definition of a designated event (see Section 3.1). |
| Specification of Designated Events | 4.3 | The Appointed Officer shall determine in respect of all events likely to fall within the jurisdiction of the Code whether or not they shall be deemed to be designated events within the meaning of Section 3.1. The Appointed Officer shall have absolute discretion at any time to declare an event for which a booking has been confirmed a designated event subject to the Code. Events other than those specified in Section 3.1 may be designated by the Appointed Officer in exceptional circumstances but the number of designated events should be kept to the minimum. |

Principal Organiser	4.4	The organisers of any such event shall ensure that a single person is appointed as Principal Organiser of the event.
Booking Procedure	4.5	The Principal Organiser of such an event shall ensure that at least 10 clear working days' notice of the proposed event shall be given to the Appointed Officer. This may be done in the Accommodation and Conference Office by completing the Declaration on a Room Booking Form. This Declaration shall contain a written statement describing the proposed event including its nature, the name of the speaker, the subject of the address and the precise timing of arrival and departure of the speaker.
	4.6	Within 5 clear working days of receiving such notice, the Appointed Officer shall issue a statement which shall either grant or withhold permission for the use of University premises as proposed for the conduct of the event.
Special Conditions	4.7	Permission so granted may be granted subject to such special conditions as the Appointed Officer considers reasonable to secure fulfilment of the University's statutory responsibilities concerning the protection of free speech within the law. Such special conditions will supplement the Standard Conditions set out on the Room Booking Form which must be accepted in writing by the Principal Organiser when giving notice of the proposed event. Only when written agreement to any special conditions has been received from the Principal Organiser will the booking be confirmed.
	4.8	The Principal Organiser and every other person concerned with the organisation of an event for which permission has been granted shall be required to comply with any and every special condition laid down by the Appointed Officer under the provisions of the Code and with any and every standard condition relating to a room booking.

4.9 The special conditions prescribed by the Appointed Officer under Section 4.6 and Section 4.9 below may include, *inter alia*, the following requirements:

- (1) that a deposit shall be payable by the Principal Organiser in advance of the event;
- (2) that the Principal Organiser shall appoint a stipulated number of named stewards, as to whose suitability the Appointed Officer must be satisfied, in addition to any Security Staff that the Appointed Officer may feel should be present to maintain order;
- (3) that the wording of leaflets and notices advertising the event shall be subject to approval by the Appointed Officer;
- (4) that admission to the event shall be confined to members of the University;
- (5) that tickets shall be issued by the Principal Organiser/Appointed Officer;
- (6) that admission to the event shall be confined to ticket holders;
- (7) that nominated senior members of the University shall be present at the event;
- (8) that the admission of press, television and broadcasting personnel shall be restricted;
- (9) that the access and exit routes of the speaker shall be subject to approval by the Appointed Officer;
- (10) that the Appointed Officer reserves the right to decide which room(s) shall be used for the event;
- (11) that detailed arrangements for the event be agreed between the Principal Organiser and a member of staff nominated by the Appointed Officer.

4.10 In addition to the special conditions set out in Section 4.8 above, the Appointed Officer has discretion to lay down further conditions, if appropriate after consultation with the police. Such further requirements may include, *inter alia*, the following:

- (1) that the event shall be declared a "public meeting" within the meaning of the Public Meeting Act and the Public Order Act which would permit a police presence;
- (2) that University staff shall be responsible for all security arrangements.

Withdrawal/
Cancellation of
Permission

4.11 If not satisfied that adequate arrangements can be made to maintain good order, the Appointed Officer may refuse or withdraw permission for the event. Such a step would normally only be taken on the advice of the police but failure on the part of the Principal Organiser to comply strictly with all requirements imposed by the Appointed Officer could also lead to withdrawal of permission for the event.

Responsible Persons	4.12 For an event attended by less than 250 persons, the Principal Organiser shall be the Responsible Person (as defined in the Standard Conditions for Room Booking) who shall be present and in charge during the whole period of the event. For an event attended by more than 250 persons, the Responsible Person shall normally be a member of the University staff nominated by the Appointed Officer.
Controlling Officer	4.13 The Appointed Officer may nominate a member of staff to act as Controlling Officer for a designated event to whom the Principal Organiser and every other person concerned with the organisation of the event shall be responsible during the whole period of the event.
Legal Obligations of Organisers	4.14 Organisers have a duty to ensure that nothing in the preparations for or conduct of an event infringes the law, for example, by conduct likely to cause a breach of the peace or incitement to illegal acts.
Duties of Chairman	<p>4.15 The Chairman of the meeting has a duty so far as possible to ensure that both the audience and the speaker act in accordance with the law during the meeting. In the case of unlawful conduct, the Chairman is required to give appropriate warnings and, in the case of continuing unlawfulness, to require the withdrawal or removal of persons concerned by the stewards.</p> <p>4.16 The Chairman of the meeting also has a duty as a last resort to terminate the meeting, if order cannot be maintained, to protect the safety of people, property or premises.</p>
Restrictions on Personal Belongings	4.17 No article or objects likely under the circumstances to lead to injury, damage or a breach of the peace may be taken into or used inside the building where the event is taking place, or taken or used elsewhere on University premises.
Leave in Good Condition	<p>4.18 Premises used for an event must be left in clean and tidy conditions in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance, or evidence of ability to meet such payment, may be required.</p> <p>4.19 The University will normally bear the costs of portering and security outside an event requiring extra provision for not more than three designated events held by a particular organisation or society in any one academic year on</p>

condition that the organisers themselves meet any additional costs of portering and security within the events.

Appeals

4.20 Appeals against the rulings of the Appointed Officer may be made to the Vice-Chancellor whose decision shall be final but must be reported to the next meeting of the Council.

Archived Document

Code of Practice Relating to Students' Unions approved by the Council of the University of East Anglia

1.0 Preamble

- 1.1 Section 22 of the Education Act 1994 (the Act) lays a duty on the governing body of the University to:
- a) take such steps as are reasonably practicable to secure that any students' union for students at the establishment operates in a fair and democratic manner and is accountable for its finances;
 - b) in particular take such steps as are reasonably practicable to secure that certain requirements are observed by or in relation to any student union at the establishment; and
 - c) prepare and issue a code of practice as to the manner in which the requirements are to be carried into effect and setting out details of the arrangements made to secure the observance of each requirement.
- 1.2 In pursuance of its duties under the Act, the Council of the University (the Council) has approved this Code of Practice Relating to Students' Unions.
- 1.3 This Code will be reviewed from time to time and revised as necessary. It will be published annually and copies will be made available to staff and students.
- 1.4 The Council has determined that this Code applies to:
- a) the Union of UEA Students (the Union); and
 - b) the Graduate Students' Association (the GSA).
- 1.5 Unless explicitly stated, all references to the Union shall also apply to the GSA, *mutatis mutandis*.
- 1.6 In this Code the Union includes all members, officers and staff of that organisation.
- 1.7 In this Code references to the Registrar & Secretary will be deemed to include a reference to any nominee.

2.0 Union Constitution

- 2.1 The Union is required to have a written Constitution, which must incorporate, *inter alia*, the following provisions:

- a) appointment to major Union Offices (defined by the Council as Officer Trustees of the Union) to be by election in a secret ballot in which all Union members are entitled to vote;
 - b) prohibition on any one individual being a Full-time Student Officer for the Union for more than two years in total at the University;
 - c) the stated availability at identified locations within the Union and the University of notices and Minutes of all Union meetings at which Union policy and/or action is or may be determined; and
 - d) arrangements regarding the holding of referendum on external affiliations. (See clause 6.1d) below).
- 2.2 Proposals made to the University by the Union for amendments to its Constitution as approved by the Council shall be:
- a) approved by the Union in accordance with its Constitution; and
 - b) approved by the Council or any body the Council decides to devolve these powers. For the time-being Council has established a Committee comprising the Pro-Vice-Chancellor (Academic), the Registrar & Secretary and the Dean of Students to approve amendments and to carry out the periodic review of the Constitution.
- 2.3 The Students Unions may make Bye-Laws or Regulations pursuant to the provisions of the Constitution or add Appendices setting out more detailed policies, procedures or protocols. Such Bye-Laws, Regulations or Appendices may be amended in accordance with the terms of the Constitution but must always be submitted to the Registrar & Secretary who will have the power of veto over such amendments where they will have a material effect on the democratic operation of the Students' Unions, their financial accountability or compliance with aspects of this Code.
- 2.4 In considering recommendations regarding the Union's Constitution, the bodies referred to in clauses 2.2 and 2.3 shall have regard to the provisions of this Code.

3.0 Union Elections

- 3.1 The Union is responsible for ensuring that its elections are fairly and properly conducted in accordance with:
- a) the Education Act 1994;
 - b) this Code; and
 - c) the Union's Constitution as approved by the Council.
- 3.2 In accordance with its Constitution, the Union shall designate, subject to acceptance by the Registrar & Secretary on behalf of the Council, a Returning Officer who is required to satisfy the Council that the requirements specified in clause 3.1 are complied with. (Unless

otherwise approved by the Registrar & Secretary, Returning Officer of the Union of UEA Students shall be the relevant member of National Union of Students staff.)

- 3.3 The Returning Officer shall be responsible for advising the Union if, at any time, any action, policy or decision taken or under consideration by the Union, or any action taken by any candidates in Union elections or by their supporters, appears to the returning Officer to be incompatible with any part of clause 3.1 above. Should the position not be resolved by the Union to the Returning Officer's satisfaction, the Returning Officer is required to inform the Registrar & Secretary in writing.

4.0 Non-Membership of the Union

- 4.1 A student has the right:

- a) not to be a member of the Union; and
- b) if exercising that right, not to be unfairly disadvantaged with regard to the provisions of services or otherwise by reason of having done so.

- 4.2 A student who wishes to exercise the right conferred in clause 4.1a) should inform in writing the Chief Executive of the Union and/or the Permanent Treasurer of the GSA, who shall provide a written acknowledgement. The student may reverse the decision (on one occasion only within an academic year) by writing to the Chief Executive and/or the Permanent Treasurer of the GSA stating a wish to resume membership, which will be acknowledged in writing. Otherwise, any decision to opt-out of Union membership shall hold good for the remainder of the academic year in question.

- 4.3 A student who opts out of their membership shall be able to:

- a) use all commercial services and facilities provided by the Union;
- b) be a non-voting member of Union Clubs and Societies (see clause 4.4 below);
- c) use the Union's Advice Centre; and
- d) be eligible for readmission to Associate Membership of the Graduate Students' Club.

- 4.4 The rights and restrictions of being a non-voting member of Union Societies shall be set out in the Union's Constitution and shall be stated in writing by the Chief Executive of the Union and/or the Permanent Treasurer of the GSA to any student who opts out of Union membership.

- 4.5 A student who opts out of Union membership shall not be able to:

- a) nominate, stand or vote in any Union, or Union club, society or peer support group election or in any National Union of Students (NUS) election organised by the Union;

b) attend any Union meeting referred to in the Union's Constitution and/or any committee meeting of any Union club, society or peer support group; and

c) participate in the NUS via the Union.

5.0 Financial Affairs

5.1 The Union is responsible for ensuring that all funds available to it are used in accordance with:

a) the Education Act 1994;

b) this Code;

c) the Union's Constitution as approved by the Council;

d) advice on Students' Union expenditure as may be issued from time to time by the relevant government department or the Charity Commission; and

e) any restrictions imposed on the activities of the Union by law relating to charities.

5.2 The Chief Executive of the Union shall be responsible for advising the Union if, at any time, any action, policy or decision under consideration by the Union is or is likely to be incompatible with any part of para 5.1 above. Should the position not be resolved by the Chief Executive they are required to inform the Registrar & Secretary in writing.

5.3 The Union is required in respect of all funds available to it (including those attaching to any subsidiary companies which it owns) to:

a) ensure that accounts and accounting records are kept in accordance with normal professional accounting principles;

b) maintain a sound system of internal financial management and control;

c) plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, taking one year with another, to meet its total expenditure and that its financial solvency is maintained;

d) obtain the prior written consent of the Registrar & Secretary to any transaction in excess of such sum as the Council shall from time to time specify, not being less than £50,000, involving land, buildings or equipment and to the borrowing of any money for a period in excess of 12 months;

e) refrain from giving any guarantees or indemnities incurring contingent liabilities other than in the normal course of business; and

f) maintain adequate insurance cover as specified in a Memorandum of Agreement on Property and Financial Arrangements between the University and the Union;

g) prepare provisional budgets for the following financial year;

h) obtain the approval of the Union to such budgets in accordance with the provisions of its Constitution and submit them for scrutiny and approval by the Registrar and Secretary at such times as the University may from time to time reasonably determine;

i) obtain the prior written consent of the Registrar & Secretary to any expenditure not contained in a budget approved by the Registrar & Secretary in excess of such sum as the Council shall from time to time specify not being less than £25,000;

j) prepare audited accounts and financial reports normally within four months of the end of the financial year or by such other dates as the University may from time to time reasonably determine;

k) obtain the approval of the Union to such accounts in accordance with the provisions of its Constitution, notify their availability at identified locations to all students and submit them to the Registrar & Secretary at such times as the University may from time to time reasonably determine;

l) provide reports of income and expenditure against budget for consideration by the Union and the University annually, and at such other times and for such periods as the University may from time to time reasonably determine, and notify their availability at identified locations to all students;

m) publish within annual accounts and financial reports:

- a list of currently affiliated external organisations relevant to the generality of students
- details of subscriptions or similar fees paid to such external affiliated organisations in the past year on behalf of the generality of students
- details of any donations made to external organisations, whether affiliated or not; and

n) establish in accordance with the provisions of its Constitution written procedures for the allocations of resources to clubs, societies and peer support groups which must be clear, fair and freely accessible to all students. The procedures shall be provided to the Registrar & Secretary upon request.

6.0 External Affiliations

6.1 The Union is required to:

- a) publish notice of any decisions to affiliate, on behalf of the generality of students, to an external organisation stating the name of each such organisation and details of any subscription, fee or donation paid or proposed to be paid;
- b) publish lists of such affiliations, payments and donations as specified in clause 5.4n) above;
- c) submit the current list of such affiliations on behalf of the generality of students for approval by the annual meeting of Union Council, in accordance with the provisions of its Constitution;
- d) hold a referendum in accordance with the provisions of its Constitution on the question of continued affiliation to any particular organisation;
 - if a motion to that effect is made and carried by a minimum of one thirtieth of the ordinary members; and
 - provided that no other referendum relating to affiliation to that particular organisation has been held in the preceding twelve month period.

6.2 For the purposes of clauses 5.4n) and 6.1 above, references to affiliation to an external organisation, on behalf of the generality of students, include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the University of East Anglia.

7.0 Complaints Procedure

7.1 Any student or group of students who is

- a) dissatisfied with their dealing with the Union or
- b) claims to be unfairly disadvantaged by reason of their having exercised the right referred to in clause 4.1 above

may make a complaint, which should be dealt with promptly and fairly with an effective remedy if upheld.

7.2 A student or group of students making a complaint under para 7.1 shall state it in writing to the postholder specified in the Union's Constitution.

7.3 On receipt of a complaint under clause 7.1, the Union shall investigate and respond to the complaint(s) in accordance with the provisions of its Constitution and shall notify the complainant(s) in writing of the outcome (including specification of any remedy if upheld) within twenty working days of the date of receipt of the complaint.

- 7.4 If dissatisfied with the action taken by the Union, the complainant(s) may within ten working days of the date of its notification appeal directly to the Dean of Students who shall investigate the matter and issue a written report of findings to the complainant(s) and to the Union (including specification of any remedy if upheld) within ten working days of the date of receipt of the appeal.
- 7.5 If dissatisfied with the action taken by the Dean of Students, either the complainant(s) and/or the Union may within ten working days of the date of its notification request the Dean of Students to refer the report to the Registrar & Secretary with a recommendation that the Council appoint an independent person to investigate and report on the complaint.
- 7.6 On receipt of such a recommendation, the Registrar & Secretary shall consult the Chairman of the Council who shall, unless the Chairman determines the complaint to be frivolous, make the appointment referred to in clause 7.5 above on behalf of the Council.
- 7.7 At the Chairman's sole discretion and depending upon the nature of the case, the independent person appointed so may be asked to:
- a) determine the matter on behalf of the Council; or
 - b) make recommendations to the Council for its determination.
- 7.8 The independent person shall as soon as practicable prepare a written report on the complaint (including specification of any remedy if upheld) and send it to the Registrar & Secretary who shall:
- a) inform the complainant(s), the Union and the Dean of Students of the contents of the report
 - b) submit the report to the Council at the next available opportunity:
 - for information if clause 7.7a) applies
 - for determination if clause 7.7b) applies
- 7.9 The decision made under clauses 7.7 and 7.8 above on the outcome of the complaint and upon any remedy if upheld shall be final.

8.0 Sanctions

- 8.1 Failure to comply with this Code or any statutory requirements may require the repayment in whole or in part of funds paid by the University to the Union, together with interest in respect of any period during which a sum due to the University under this or any other condition remains unpaid.
- 8.2 Breaches of this Code may lead to disciplinary procedures within the University and may also be dealt with in the Courts if they involve breaches of the law.

Admission Requirements for Undergraduate Programmes

1 Admission of Students

In order to be considered for entry to an undergraduate course of the University candidates must comply with (1), (2) and (3) below:

- (1) Candidates for the degrees of Bachelor of Arts, Bachelor of Laws, Bachelor of Science, Master of Chemistry, Master of Computing Science, Master of Engineering, Master of Mathematics, Master of Natural Sciences, Master of Pharmacy, Master of Science, and Bachelor of Medicine, Bachelor of Surgery.**

Such candidates must have satisfied the general requirements for admission (Regulations 2 and 3) and the course requirements (Regulation 5).

- (2) Candidates Aged Under 18 at Registration**

Whilst the University has no minimum or upper age limits on admission to the University, those applying for schemes of study who will be under 18 years of age at the point of intended registration will be required to comply with University procedures designed to satisfy existing child protection and other relevant legislation.

- (3) Candidates with Criminal Convictions**

Any candidate with an unspent criminal conviction (as defined under the terms of the Rehabilitation of Offenders Act) will be required to make a relevant declaration and comply with University procedures in relation to this area. Note that all programmes offered in the Faculty of Medicine and Health Sciences and the BA Social Work are exempt from the Act and *all* convictions must therefore be declared when making an application to these courses.

- (4) Candidates requiring a Tier 4 visa**

Such candidates must have obtained leave to remain or leave to enter, under the University of East Anglia's Tier 4 licence. They must also undertake to comply with all UK Visas and Immigration Service (UKVI) and University requirements regarding complying with their duties as a visa holder.

Candidates must provide documentary evidence of their qualifications before the point of registration. Candidates who cannot satisfy the requirements in (1) above may, in some cases be admitted to the University in accordance with the

provisions of Regulation 4 below. Those applicants who fail to comply with stated University procedure in respect of (2) and (3) are refused entry to the University.

2 General Requirements for Admission

In order to satisfy the general requirements for admission candidates should have one of the qualifications shown below.

UK Qualifications

- (1) Certificates showing passes in General Certificate of Education (GCE) Advanced or Advanced Supplementary level examinations, Vocational Certificate of Education (VCE) Advanced level examinations, and in General Certificate of Secondary Education (GCSE) examinations in different subjects in one of the following patterns:
 - (a) GCE A-level/GCE AS-level/VCE Advanced/GCSE passes in a minimum of five subjects, of which at least two subject are at Advanced/A-level (or equivalent))
 - (b) GCE A-level/GCE AS-level/VCE Advanced passes/GCSE in a minimum of four subjects, of which at least three subjects are at Advanced/A-level (or equivalent).

The certificates must be awarded by one of the examining bodies approved by the Department for Education or, in the case of certain overseas examining bodies, by the University.

Passes at GCE Ordinary level will be acceptable on the same basis as GCSE passes.

The passes in GCSE or at GCE Ordinary level must be of Grade C or above if taken in or after 1975. The subjects must be acceptable to the University.

A pass at grade 1 in the Certificate of Secondary Education, or a pass at Grade 1, 2 or 3 in the Certificate of Extended Education awarded by an approved authority is accepted as the equivalent of a pass at Grade C or above in the same subject in GCSE for the purpose of fulfilling the general and course requirements.

Passes at Advanced VCE must be six or twelve module awards.

- (2) A School Certificate or Higher School Certificate awarded by an approved authority, on the same basis as the GCE or GCSE. A credit in a School Certificate or a pass at subsidiary standard in a Higher School Certificate, counts as a GCSE pass of Grade C or above. A pass at principal standard in a Higher School Certificate counts as a GCE pass at Advanced level.
- (3) A Higher National Certificate or Diploma.
- (4) An Ordinary National Certificate or Diploma, provided that the average performance in at least three of the subjects in the final examination is 60 per cent or better, and that these subjects are acceptable to the University.
- (5) An EDEXCEL Foundation/Business and Technician Education Council (BTEC) National Diploma, Higher National Certificate, (BTEC) Extended Diploma with merit grades in a minimum of three second or third year modules.
- (6) The Cambridge Pre-U Diploma
- (7) A pass in an Open University Foundation Course.

- (8) Successful completion of any access course validated by an Authorised Validating Agency recognised by the Quality Assurance Agency (QAA).
- (9) Successful completion of any Foundation Programme approved by the University.
- (10) A degree from a UK or Commonwealth University, or such other university as may be recognised for this purpose.
- (11) Qualifications which satisfy the general entrance requirements of any Scottish university.
- (12) Qualified teacher status, provided that the candidate has passed with distinction in at least one general subject in a recognised certificate examination.
- (13) The Army Special Certificate of Education, the Passing-out Examination of the Royal Naval College, Dartmouth, or the Forces Preliminary Examination.
- (14) A pass in the Technological Baccalaureate offered by City and Guilds.
- (15) A minimum of a pass in the Advanced General National Vocational Qualification.
- (16) The Republic of Ireland Leaving Certificate with passes at Grade C3 or better in 5 approved subjects (including English) at the Higher Level at one sitting.
- (17) Successful completion of any High School Leaving Certificate approved by the government of a European Union country which is regarded by the University as being equivalent to 12 modules of GCE Advanced level study (please consult the Admissions Office). English language must either be included as an element of the final examination or the candidate should obtain one of the English language qualifications set out in Regulation 3 below.

International Qualifications

- (18) The International Baccalaureate or the European Baccalaureate Diploma.
- (19) Successful completion of any High School Leaving Certificate approved by the government of a non-EU country which is regarded by the University as being equivalent to twelve modules of GCE Advanced level study (please consult the Admissions Office). Candidates with international qualifications are required to have one of the English Language qualifications set out below in Regulation 3.
- (20) A pass in the Advanced International Certificate of Education
- (21) Hong Kong Examinations Authority "O" and "A" levels, the Hong Kong Diploma and the Malaysian SPM and STPM examinations are recognised as equivalents to GCE/GCSE and School Certificate examinations respectively and the International General Certificate of Secondary Education set by the University of Cambridge Local Examinations Syndicate is recognised on the same basis as the General Certificate of Secondary Education.
- (22) The Matriculation Certificate of a Commonwealth University or of an approved foreign University, provided that the candidate also has an acceptable English Language qualification.
- (23) A pass in the South Australian Matriculation Examination with not less than five subjects presented on one occasion (including at least one from

the humanities and one from mathematics and the sciences) and with a minimum aggregate score in the five subjects of 295 points.

3 English Language requirements

All International students entering study on a Tier 4 visa must satisfy the minimum requirement for English language, as laid out by the UK Visas and Immigration Service (see UKVI website for current details). Please consult with the Admissions Office for exact acceptable criteria.

European and other non-Tier 4 students must also meet a minimum English language requirement. As the exact requirement differs from course to course, please consult with the Admissions Office for exact acceptable criteria.

4 Special Cases

The Head of the School of Study concerned may deem the following to have satisfied the general and course requirements for admission:

- (1) candidates who do not satisfy any of the requirements listed in Regulations 2 and 5, but who submit satisfactory evidence of having passed examinations which are deemed equivalent to any of those listed.
- (2) candidates who hold a full practicing professional qualification obtained by examination.
- (3) candidates who do not satisfy any of the requirements listed in Regulations 2 and 5, but who submit satisfactory evidence of the capacity and attainments requisite to enable them to pursue the course proposed.

The Head of School may similarly make these exceptions for Regulation 3 – English Language Requirements where they relate to a non-Tier 4 sponsored student.

For all Tier 4 sponsored students the UKVI regulations are absolute and no exceptions can be applied.

5 Course Requirements

In addition to the general requirements listed above, the following special requirements are prescribed for admission to particular courses. Candidates offering qualifications listed in Regulation 2 other than GCE A-level and GCSE which satisfy the general entry requirement shall be deemed to have satisfied the course requirements provided they offer appropriate subjects in those qualifications.

All students should have achieved at least Grade C in both GCSE Mathematics and English Language.

Degree Course Required Subjects

BA Degrees

American History	A-level History or related subject at Grade B
American Literature	A-level English Literature at Grade B
American Studies	A-level English Literature and/or History at Grade B
Art History	A-level in relevant subject required for programmes combined with English Literature, History at Grade B
Archaeology	-
Anthropology, Art History	
Culture Literature and Politics	A-level English Literature Grade B
Education	GCSE Science Grade C
International Development language programmes)	GCSE Modern Language Grade B (for
Drama	A-level English Literature or Theatre Studies plus one other Arts subject
English Literature	A-level English Literature plus another art subject; A-level History also required for joint programme combined with History
English and Philosophy	A-level English Literature Grade B
Film	Two A-levels in arts and humanities required; one of these must be English Literature at Grade B for programme combined with English Studies
History	A-level History
Geography and International Development	-
International Relations combined with History	A-level History required for programme
Liberal Arts	-
Media	-
Modern Languages	GCSE Language at Grade B for beginners programmes; A-level Modern language at Grade B required for joint language
Philosophy	A-level in relevant subject required for programmes combined with English or History at Grade B
Philosophy, Politics and Economics	GCSE Mathematics Grade B
Physical Education	GCSE Science Grade C
Politics	-
Scriptwriting and Performance	A-level English Literature or Theatre Studies plus another arts subject
Social Work	-

LLB Degrees

Law

A-Level in relevant language (European Programmes)

BSc, MChem, MEng, MMath, MComp, MSci, MNATSci and MPharm degrees

Accounting

-

Actuarial

A-level Mathematics at Grade A and GCSE English Language at Grade B

Biochemistry

A-level Chemistry; AS Maths Grade C, GCSE Language (Europe programmes)

Biology

A-level Biology; GCSE Maths Grade B and GCSE Language (Europe programmes)

Biomedicine

A-level Biology, AS Chemistry Grade B

Business Economics

GCSE Mathematics B

Business Information Systems

A-level science, Mathematics, Economics, Computing or Business Related

Business Finance and Economics

GCSE Mathematics B

Management

-

Chemistry

A-level Chemistry GCSE Mathematics B AS-level Language (Europe programmes)

Chemical Physics

A-level Chemistry & Mathematics

Computing

A-level Science, Economics or Mathematics (Year Abroad Programmes) and GCSE Mathematics Grade B

Computer Graphics (Year Abroad Programmes)

A-level Science, Economics or Mathematics and GCSE Mathematics Grade B

Computer Systems Engineering

A-level Mathematics and GCSE Mathematics Grade B

Economics

GCSE Mathematics B

Economics with

Accountancy

GCSE Mathematics B

International Development

A-level science, Mathematics, Geography, World Development or Economics

Ecology

A-level Biology GCSE Maths Grade B

Environmental Earth

Science

A-level, from Mathematics, a science, Geography, Geology or Economics GCSE Language (Europe programmes)

Environmental Science

A-level, from Mathematics, a science, Geography, Geology or Economics GCSE Language (Europe programmes)

Environmental Geography and International Development

A-level Mathematics, science, Geography, Geology, Economics or World Development

Environmental Geography
and Climate Change
Environmental Geophysics
(Europe programmes)
Geography
Mathematics
Meteorology and
Oceanography
Natural Sciences

Nursing
Midwifery
Occupational Therapy
Paramedic Science
Pharmacy

Physiotherapy

Politics and Economics
Psychology

Speech and Language
Therapy

MB/BS Degree

Medicine

A-level, from Mathematics, a science,
Geography, Geology or Economics
A-level Mathematics GCSE Language

A-Level Geography
A-level Mathematics
A-level Mathematics GCSE Language
Europe programmes
2 x A-level from Mathematics, a science,
Geography or Environmental Science;
GCSE Grade B Language (Europe
programmes)

GCSE science subject
GCSE science subject
GCSE science subject
GCSE science subject
A-level Chemistry and a science (from
Biology, Maths, Physics), GCSE
Mathematics Grade B
A-level Biology, Human Biology or PE and
GCSE Science
GCSE Mathematics B
GCSE English Language, Mathematics at
Grade B

GCSE science

A-level Biology and one other Science, six
GCSE's at Grade A inc. English,
Mathematics and Science

Admissions Requirements for Postgraduate Taught Programmes

1 Admission of Students

In order to be considered for entry to a postgraduate taught course of the University candidates must comply with (1) or (2) and (3) and (4) below:

(1) Candidates for the degrees of Master of Arts, Master of Laws, Master of Business Administration, Master of Science, Master of Clinical Education, Master of Research and Postgraduate Diplomas or Certificates

Such candidates *must* have satisfied the general requirements for admission (Regulations 2 and 3) and the course requirements (Regulation 5).

(2) Candidates for Post Graduate Certificate of Education

Such candidates must have passes in GCSE English Language and Mathematics (both at Grade C or above if taken in or after 1975) or qualifications regarded by the University as equivalent. Applicants for Primary PGCE must also hold a pass in GCSE science (again at Grade C or above if taken in or after 1975)

(3) Candidates Aged Under 18 At Registration

Whilst the University has no minimum or upper age limits on admission to the University, those applying for schemes of study who will be under 18 years of age at the point of intended registration will be required to comply with University procedures designed to satisfy existing child protection legislation

(4) Candidates with Criminal Convictions

Any candidate with an unspent criminal conviction (as defined under the terms of the Rehabilitation of Offenders Act) will be required to make a relevant declaration and comply with University procedures in relation to this area. Note that most programmes offered in the Faculty of Medicine and Health Sciences and the Schools of Social Work and Psychology are exempt from the Act and *all* convictions must therefore be declared when making an application to these courses.

Candidates who cannot satisfy the requirements in (1) or (2) above may, in some cases be admitted to the University in accordance with the provisions of Regulation 4 below. Those applicants who fail to comply with stated University procedure in respect of (3) and (4) are refused entry to the University.

(5) Candidates requiring a Tier 4 visa

Such candidates must have obtained leave to remain or leave to enter, under the University of East Anglia's Tier 4 licence. They must also undertake to comply with all UK Visa and Immigration (UKVI) and University requirements regarding complying with their duties as a visa holder.

2 General Requirements for Admission

In order to satisfy the general requirements for admission candidates should have one of the qualifications shown below.

UK Qualifications

- (1) A bachelors degree from a UK Higher Education Institution approved by the Privy Council to hold degree awarding powers. For all masters programmes candidates must have a second class degree; for postgraduate diplomas a third class degree is permissible

International Qualifications

- (1) Successful completion of any non-UK degree which is regarded by the University as being equivalent to an approved UK degree, at the level required for the target Masters course (please consult the Admissions Office). .

3 English Language Requirements

All International students entering study on a Tier 4 visa must satisfy the minimum requirement for English language, as laid out by the UK Border Agency (see UKBA website for current details). Please consult with the Admissions Office for exact acceptable criteria.

European and other non-Tier 4 students, must also meet a minimum English language requirement. As the requirement differs from course to course, please consult with the Admissions Office for exact acceptable criteria.

4 Special Cases

The Head of the School of Studies concerned may deem the following to have satisfied the general and course requirements for admission:

- (1) candidates who do not satisfy any of the requirements listed in Regulations 2 and 5, but who submit satisfactory evidence of having passed examinations which are deemed equivalent to any of those listed.
- (2) candidates who hold a full practising professional qualification obtained by examination.
- (3) candidates who do not satisfy any of the requirements listed in Regulations 2 and 5, but who submit satisfactory evidence of the

capacity and attainments requisite to enable them to pursue the course proposed.

The Head of School may similarly make these exceptions for Regulation 3 – English Language Requirements where they relate to a non-Tier 4 sponsored student.

For all Tier 4 sponsored students the UKBA regulations are absolute and no exceptions can be applied.

5 Course Requirements

Programme Area	Degree Classification	Required Subject(s)
American Studies	2i	A related discipline
Creative Writing	2i	A related discipline
Creative Entrepreneurship	2i	A related discipline
Cultural Heritage	2i	A related discipline
European Studies	2i	A related discipline
History of Art	2i	A related discipline
World Art Studies (PG Dip)	2i	An Arts and Humanities related discipline
Museology	2i	A related discipline
Film Studies	2i	-
History	2i	A related discipline
History (PG Dip)	2i	An Arts and Humanities related discipline
Language, Linguistics and Translation	2i	A related discipline
Literature	2i	A related discipline
Media & Cultural Studies	2i	A related discipline
Philosophy	2i	A related discipline
Theatre	2i	A related discipline
International Relations & Politics	2i	A related discipline
Chemical Sciences (MSc)	2i	Chemistry or related
Chemical Sciences (PG Dip)	3	Chemistry or related
Computing Science (MSc)	2i	Computer Science or related
Computing Science (PG Dip)	3	-
Ecology and Biology (MSc)	2i	Biology or related
Ecology (PG Dip)	3	-
Environmental Sciences (MSc)	2i	A scientific subject
Energy Engineering (MSc)	2i	Mathematics or related

Clinical Education (MClinEd)	2ii	
Clinical Research	2ii	A health care profession
Mental Health (PG Cert or Dip)	2ii	A health care profession
Midwifery (PG Dip)	2ii	A relevant subject/discipline
Occupational Therapy (Pre-Reg)	2i	Art or Science subject
Physiotherapy (Pre-Reg)	2i	Physiotherapy or related subject e.g. Biology, Sports Science, Psychology or Sociology
Stroke Recovery	2ii	A health care profession
International Development	2i	-
Economics (Academic and Professional)	2i	Economics or related
Economics (Applied Training)	2ii	Economics or related
Education with QTS	PGCE	-
Education (MA)	2i	A related discipline
Law	2ii	A related discipline
Management	2ii	A related discipline
Brand Leadership (MSc)	2i	A related discipline
Advanced Business Management (MSc)	2i	Business or a related discipline
Psychology	2i	A related discipline
Social Work	2i	A related discipline

APL/APEL Policy

Introduction

1 Accreditation of prior learning (APL) is defined as a system whereby academic credits can be awarded for previous learning that has taken place either through formal courses of study (Accreditation of Prior Certificated Learning - APCL) or in other ways (Accreditation of Prior Experiential Learning - APEL).

Credits gained can be:

Accumulated - counted towards an award (for example, a Diploma/Degree);

Transferred - to another course of study or to another institution;

Used to grant exemption from part of a course of study.

A distinction between general and specific credit should be noted as follows:

General credit is awarded by the body which validates a course/qualification and demonstrates for external reference the volume and level of work associated with that course/qualification. The award of general credit makes no commitment about the use of that course/qualification by another body/institution for the award of specific credit via APL towards a subsequent qualification.

It is the responsibility of a receiving institution, i.e. UEA, to decide how much specific credit to award an individual student via APL, based on the level, extent and perceived relevance of the material (both knowledge and skills based) contained within the course/qualification offered by the applicant when compared with his/her intended course of study at UEA.

2 The following guidelines aim to clarify the position concerning cases of APCL/ APEL but additional, more specific guidelines may be used in certain Schools where approved by the University Learning and Teaching Committee.

APCL Principles

3 Specific credit may be awarded for courses which form a substantial part of a degree/higher education qualification, that carry a credit-rating and are clearly comparable in level, academic standard, content and learning outcomes to an equivalent award at UEA.

4 Applicants must note, however, that the award of specific credit via APCL towards their intended course of study at UEA is not guaranteed and may not necessarily directly reflect the value/level of the general credit assigned to their current/previous qualification by the validating body, i.e. it may be less.

5 Exemptions are not awarded for courses/qualifications that were awarded five years ago or longer, prior to the enrolment date for the intended course of study, unless the candidate can provide supporting evidence which gives an account of ways in which learning achieved through the course/qualification

has been applied actively and updated within the past five years.

Exemptions may not normally be granted where a student has previously registered for and failed part of an award and wishes to seek readmission to the same or similar award.

6 Schools may not award exemptions for core or compulsory modules except via a concession approved by the Academic Director of Taught Programmes.

7 Schools may not award exemptions for pre-requisites in certain disciplines at UEA, e.g. where the modules are required for Law Society recognition or are needed for professional practice, unless the applicant can show that the identical modules have been completed elsewhere.

8 For undergraduate Honours degree courses and Integrated Master's degrees, a candidate must normally attain the final 240 credits at UEA (or the final 360 credits in the case of degree courses comprising 480 credits). Under exceptional circumstances, a concession may be granted for a candidate to be admitted to Year 3/the final year of a degree course.

9 Postgraduate taught students may be granted APCL for 50% or less towards the total number of credit points for an award. APCL shall not be granted in respect of the dissertation component of a course.

Application process

10 The applicant's request must be made in writing, enclosing:

- (1) A certified copy of certificate(s) or parchment(s);
- (2) a syllabus;
- (3) a completed application form, which asks for a transcript of the subjects taken, a full record of academic results achieved and contact details of an academic referee at the institution which awarded the qualification.

All applications should be sent to the Recruitment and Admissions Service..

It should be noted that alternative APL application procedures are in place in NSC and EDU, and that these Schools have delegated authority to approve applications on behalf of the University Learning and Teaching Committee.

11 Procedure for the approval of APCL:

For Undergraduate/Integrated Master's Candidates:

**Direct entry to Year I
(Spring Semester) or Year II
(Autumn Semester)**

Delegated to Schools

**Direct entry to Year II (Spring
Semester)**

Learning and Teaching Committee

For Postgraduate Taught Candidates:

**Exemption for 50% or less
towards the total number of
credits for an award**

Delegated to Schools

- 12 Requests for approval/concessions to Learning and Teaching Committee should be sent to the following:

Undergraduate, Integrated Master's and Postgraduate Taught Candidates:

Relevant **Learning and Teaching Service (LTS) Hub**

UEA staff or their immediate Family:

Admissions Recruitment **and Marketing Service (ARM)**

- 13 The University will charge an APCL assessment fee (a flat rate of £60). If the application is successful, the candidate will be charged a fee for the award of exempted credit, i.e. £20 per 20 credit exemption. Therefore:

Total Cost = Tuition fee for the outstanding credits/modules required + Fee for the award of credit + the APCL assessment fee

The APCL assessment fee is not refundable.

- 14 APCL applications may take up to 6 weeks to complete. All applicants should be advised of this, and should be aware of semester restrictions concerning APL for half year arrangements, especially if the intended course of study involves year-long modules.

- 15 ARM will notify the candidate of the outcome in writing, and a copy will be sent to the appropriate LTS Hub. If the application is considered by the Learning and Teaching Committee, the appropriate Hub will write to the student and copy the letter to ARM as appropriate.

APEL Principles

- 16 APEL exemptions are not normally awarded for certain professional disciplines. Applicants should consult the relevant School for further advice.

- 17 APEL applications will be assessed individually. Candidates must demonstrate that relevant, practical experience has been gained, and compile a portfolio of evidence using:

- (1) where applicable, confirmation by line-manager of job responsibilities and job description;
- (2) a record of achievements;
- (3) where applicable, details of specialist training/skills;
- (4) contact details of two referees, who can comment on the candidate's achievements;
- (5) documentation to demonstrate the learning outcomes achieved and the candidate's personal reflection of how the experience has furthered his/her understanding of the relevant subject area;
- (6) a completed application form.

In the first instance, applicants should contact the relevant LTS Hub and obtain the programme specification for the intended course of study. Candidates should indicate the relationship between the programme specification and their portfolio of evidence, and may consult the appropriate Course Director/School/Faculty Admissions Officer for advice.

The responsibility for assessing APEL cases shall be delegated to two members of the academic staff within the relevant School(s), who will interview candidates on the basis of their portfolios. The APEL interview may last up to an hour and may be tape recorded to enable interviewers to check the validity of their eventual assessments. The interview should focus on key, relevant learning experiences and candidates will be invited to give a detailed narrative account of the relationship between their prior learning and their intended course of study. The assessors should forward their joint recommendations to the Head of School.

Records relating to the APEL assessment must be retained. The candidate should also keep the portfolio of evidence for future reference.

The Head of School will consider the evidence put forward by the applicant and the recommendations of the assessors. The Head of School may approve and endorse the APEL exemption on behalf of the School Board, inform the candidate in writing and copy the letter to the relevant personnel:

Undergraduate, Integrated Master's and Postgraduate Taught Candidates:
Relevant LTS Hub
UEA staff or their immediate Family:
ARM

If the Head of School agrees with the assessors' judgement that no exemption should be granted, based on the evidence presented, the School/Faculty shall inform the applicant in writing.

18 For postgraduate taught applicants, APEL exemptions may not be granted for more than 25% of the total number of credit points required for an award.¹

19 For undergraduate/integrated master's applicants, APEL exemptions may not be granted for more than 60 credits of the total number of credit points required for an award.²

20 The University will charge an APEL assessment fee (a flat rate of £120). If the APEL application is successful, the candidate will be charged a fee for the award of exempted credit, e.g. £20 per 20 credit exemption. Therefore:

Total Cost = Tuition fee for the outstanding credits/modules required + Fee for the award of credit + The APEL assessment fee

The APEL assessment fee is not refundable.

21 APEL applications may take up to 10 weeks to complete. All applicants should be advised of this, and should be aware of semester restrictions concerning exemption for half year arrangements, especially if the intended

course of study involves year-long modules.

¹ Postgraduate taught applicants: the maximum APL (i.e. a combination of APCL + APEL) that may be granted is 50% of the total number of credit points required for an award.

² Undergraduate/integrated master's applicants: the maximum APL (i.e. a combination of APCL + APEL) that may be granted is 50% of the total number of credit points required for an award.

Candidates with Criminal Convictions

Any candidate with an unspent criminal conviction (as defined under the terms of the Rehabilitation of Offenders Act) will be required to make a relevant declaration and comply with University procedures in relation to this area. Note that all programmes offered in the Faculty of Medicine and Health Sciences and the BA Social Work are exempt from the Act and *all* convictions must therefore be declared when making an application to these courses.

General Regulations for Students

Preamble

- (1) A student is a person who is currently registered with the University for a programme of study under Regulation 3 below. For the avoidance of doubt, this definition includes:
- (a) 'Registration-only' students, i.e. postgraduate research students who, not having submitted their thesis within their prescribed period of study, remain registered for such further period as may be permitted under Regulations for degrees and awards laid down from time to time by the University;
 - (b) 'Dormant' students, i.e. students registered for a modular programme of study who are not currently enrolled on any module of that programme.
- (2) An intercalating student is a student who has been permitted, in accordance with Regulation 3(4) below, to interrupt for a specified period an otherwise current registration of a programme of study.

Regulations relating to Student Life

1 Obligations

This regulation (1) is currently under review

(1) All students shall be bound by all Statutes, the Student Charter, Regulations, Codes of Practice, Rules and Procedures of the University in force for the time being in so far as they concern students. For the avoidance of doubt, such Statutes, the Student Charter, Regulations, Codes of Practice, Rules and Procedures shall be held:

- (a) not to concern intercalating students except
 - (i) if referring specifically to the latter and/or to the arrangements by which a period of registration may be interrupted;
 - or (ii) as may be stated in a Notice to Intercalating Students as approved and issued from time to time by the University;
- (b) to apply to all Student Officers of the Union of UEA Students, irrespective of registration status (see Regulation 3(4) below).

(2) All students shall be subject to and shall conform to any regulations, rules and procedures set by or pertaining to any other organisation or institution to which they have been granted access by virtue of their status as students of the University; serious breaches may lead to action under the University disciplinary procedures (which will take into account any penalty imposed by the organisation/institution concerned). See 'Disciplinary Procedures'.

(3) All students shall on each occasion of initial or renewed registration with the University for a programme of study under Regulation 3 below agree to a declaration of obedience to the authorities of the University, in the following terms:

“I hereby promise to conform to the discipline of the University, and to all Statutes, the Student Charter, Regulations, Rules and Procedures in force for the time being, in so far as they concern me.”

(4) In providing information requested by the University or by a body acting on its behalf (for example UCAS), both prospective and registered students are required to respond fully, unambiguously and honestly. When inaccurate information has been dishonestly provided to the University or where wilful misrepresentation or omission has occurred, a student may be precluded from further study in the University.

(5) The University has a duty of care to its students and staff and in order to reduce or manage the risk of harm to individuals as well as the University community as a whole the University needs to be informed of any alleged criminal activity by its students.

- a) A student must report immediately to the Dean of Students if at any time during their registration:
 - i. s/he has been charged with a criminal offence, or
 - ii. s/he has accepted a police caution; or
 - iii. s/he has been released from police custody without charge but on conditional bail to University residences.
- b) If a student is sent for trial the Dean of Students must be kept informed at all stages either by the student or their solicitor.
- (c) If a student is convicted of an offence then this must also be reported to the Dean of Students along with details of any sentence imposed.
- (d) If a student is acquitted or no further action is taken then this must also be reported to the Dean of Students along with details of the reasons for the decision.
- (e) If a student is following a course with professionalism requirements s/he must additionally report the matters (a-d) to his/her School of Studies and must comply with any further guidance and procedures relating to professionalism matters from his/her School.

2 Breaches of General Regulations

(1) Students who are alleged to have breached one or more General Regulations may have their case(s) considered under the University's disciplinary procedures. See 'Disciplinary Procedures'.

(2) Disciplinary procedures started prior to a student's registration end date may continue after that date and must normally be concluded prior to any degree or award being conferred.

3 Registration

- (1) Before being allowed to register with the University for a programme of study, a person must have:
 - (a) fulfilled the general entrance requirements and any particular requirements for that programme and/or for that person as laid down from time to time by the University;
 - (b) complied with the requirements of General Regulation 6 below if seeking to make a fresh or renewed registration;
 - (c) provided all information and documentation which the University may require as a pre-requisite to registration.
- (2) All persons wishing to register for a programme of study must do so for such periods, by such means and on such occasions as the University may specify. Persons seeking to register other than on the appointed date may do so only with the special permission of the Registrar and Secretary (or nominee). An additional fee may be charged if the Registrar and Secretary's (or nominees) permission for a later registration has not been obtained in advance or if any documents required for registration have not been produced by the due date.
- (3) A student's registration is effective during all University breaks and vacations falling within the specified periods covered by such registration.
- (4) A student may be permitted to interrupt a programme of study for which he or she is currently registered in accordance with such Regulations for degrees and awards as may be laid down from time to time by the University. If so permitted, the student shall, except in the circumstances described in paragraph 5(a) of this Regulation, be referred to as an 'intercalating student' for the specified period of interruption and shall be subject to such restrictions regarding use of facilities as may be specified in Notices issued from time to time by the University.
- (5) Persons holding full-time office in the Union of UEA Students shall:
 - (a) in cases where they would otherwise have been registered with the University for a programme of study, be permitted to interrupt their programme of study for the period for which they are Full-Time Officers (without being defined as intercalating students);
 - (b) in all other cases, be required to register as full-time Visiting Students, without fee, during the period in which they hold full-time office.
- (6) Any certificate or other document issued by the University as verification that the person named upon it is a student remains the

property of the University and must on request be shown to University staff or surrendered. There will be a charge for the issue of a replacement.

4 Student Health

(1) The following students are required to register either with one of the doctors in the University Medical Centre or with a local medical practitioner:

- (a) a full-time student registered for a period of study exceeding three consecutive months;
- (b) a part-time or registration-only student if intending to reside in University accommodation for a period exceeding three consecutive months.

All such students must either register with or give their doctor's name and address to the University Medical Centre not later than:

- (a) four weeks after their initial registration for study if in category (a) above;
- (b) the start of their residential licence period if in category (b) above.

The University Medical Centre must also be notified immediately of any change of doctor.

(2) Each student registering for the first time with the University who is normally resident in a country outside the United Kingdom shall be required to undertake a screening for TB unless their country of normal residence is included on the list published by the University. The list of countries not requiring screening includes most of Western Europe, North America and Australasia and is published annually in consultation with the University Medical Centre. Any tests and evaluation shall be carried out at the University Medical Centre at the University's expense soon after arrival at the University. Failure to undertake any necessary tests and evaluation shall render the student liable to suspension from the University until these processes have been completed.

(3) Each student whose programme of study entails any form of clinical placement shall be required to present evidence of a satisfactory standard of health and level of immunisation in accordance with criteria published by the University before being permitted to undertake such a placement. Failure to comply with this requirement shall render the student ineligible to undertake any placement and may result in exclusion from the module of study and/or suspension from the University.

(4) Any student suffering or believing that he or she may be suffering from a notifiable infectious illness or in whose home or lodgings there is or has been such illness, must immediately notify the University Medical Centre, the Dean of Students and the Head of their School. Any such student may be required to be quarantined or to leave University premises. If a student is required to leave University

premises, s/he may not return to the University without permission. Such permission will be granted by the University on the advice of the University Medical Officer of the University Medical Centre following the receipt of a certificate from a medical practitioner stating that there is no longer any danger of infection being conveyed to other persons. The notifiable infectious illnesses concerned are as follows (noting that this list may be subject to amendment from time to time by the University): Chicken Pox, Cholera, Diphtheria, Hepatitis, Influenza A/H1N1, Leptospirosis, Measles, Meningitis, Poliomyelitis, Rubella (German measles), Tuberculosis, Typhoid.

5 Fitness for Study

Students studying for qualifications of the University need to be fit or deemed fit for study throughout their programme of study. Some of the key reasons for this are:

- (a) so that they have the opportunity to benefit from their programme of study and pursue it for the required period with a reasonable chance of successfully obtaining the award for which they are registered;
- (b) so that they shall not in any way prevent, hinder or disrupt the study or assessment of other students at the university, staff in the discharge of their duties or academic pursuits, or visitors to the University from carrying out their lawful business;
- (c) so that they shall not in the context of their study or assessment at the University or of their required or necessary presence on campus, constitute an unacceptable risk to the health or safety of themselves or others;
- (d) so that they are in a position to engage satisfactorily in any elements of study or assessment which take the form of placements, particularly those taking place in a professional and/or work-based setting.

UEA acknowledges that it has both a role and responsibility in ensuring the welfare of its students, staff and the wider community. In most cases, when concerns about the academic engagement or behaviour of a student arise and they cannot be resolved informally, it is appropriate for them to be addressed by reference to the academic or non-academic disciplinary procedures or other regulations, policies and procedures, including those prescribed by professional, statutory and/or regulatory bodies, in these General Regulations and in the Disciplinary Procedures.

However, there are occasions when serious concerns are raised about a student's well-being and need to be addressed, but it is not considered to be appropriate to use the normal disciplinary or academic progress routes. These occasions usually arise when it is suspected that there are underlying medical, behavioural or personal difficulties which have not been recognised and/or appropriately addressed by the student themselves. In such circumstances disciplinary or other action

may be suspended until a formal review of a student's fitness to study has been undertaken. The exceptions to this include:

- students whose behaviour represents an immediate serious risk to self or others, and/or to the university's reputation;
- students on professional courses with fitness to practise requirements, which will normally take precedence over fitness to study proceedings.

Details of the fitness to study process can be found at:

<http://www.uea.ac.uk/learningandteaching/students/appealsandcomplaints/ftp>

At all stages of the fitness to study process, due consideration will be given to matters of confidentiality and data protection. Full consideration shall also be given to any reasonable adjustment(s) that emerge as a result of a better understanding of the student's position. Where possible the aim will be to keep the student at the centre of decision-making, while balancing his or her concerns with those of the wider staff and student body.

6 Payments of Accounts

(1) All fees and other charges must be paid within twenty-eight days from the date of the University's invoice or account. See the separate section of the Regulations headed 'Fees and Charges' for details on the amounts chargeable each year.

(2) Any debts (including fines) that have not been paid by the due date may be subject to a late fee which shall be on the following scale:

Debt	Late Fee
Up to £20	Amount outstanding
£20.01 to £25.99	£20
£26.00 to £100.99	£25
£101.00 to £500.99	£30
£501.00 to £1,000	£40
Over £1,000.	£50

Further late fees are charged after every 28 days for debts which remain outstanding.

(3) A fine imposed by any of the discipline committees is subject to the provisions of the University's Disciplinary Procedures.

(4) Any grant or payment due to be made by the University to a student in debt to the University may be reduced by the amount of the outstanding debt or may be set off against the outstanding debt.

(5) Students are not allowed to make a fresh or renewed registration for a programme of study if they have any academic debts to the University (including, but not limited to, tuition fees, attendance at field courses and other charges in relation to the course of study) outstanding from a

previous course or academic year (including fines and instalments due during a break or vacation).

(6) The University allows students to set up instalment plans to pay Fees and Accommodation invoices. If an instalment is not paid on or before the due date the University may withdraw the right to pay by instalments and the invoice will become payable in full immediately.

(7) A student in debt to the University who does not pay all outstanding fees and charges (including fines and any instalments due) on the due date and has not contacted the University and had an extension of time to pay agreed by the University, may be suspended from the University and will only be re-admitted when the amount has been paid in full and with the permission of the Vice-Chancellor. Where a debt remains outstanding for a period equal to or greater than twelve months a student will be automatically withdrawn from the University, except where this period of delay in payment has been approved.

(8) No degree, diploma or other qualification shall be conferred upon any person who has not fulfilled all academic related financial obligations to the University.

(9) In the event of being unable to make any payment due to the University a student should make contact with the Finance Division as soon as possible to discuss payment options. Action to recover outstanding debts will be taken and this may include legal remedies.

7 Change of Address

Students are required at registration to state their address during a semester as well as their permanent home address. Any change in either address must immediately be notified to the Head of the School via the appropriate University Services Office where relevant. This should either be notified in writing or preferably via the address change facility on the student portal.

8 Student Accommodation Regulations

University Residences

(1) Students living in University residences shall sign Licences or Tenancy Agreements to occupy the accommodation allocated to them. They shall abide by the terms and conditions of the Licences or Tenancy Agreements and by such regulations as may for the time being be in force for those residences.

(2) Students who occupy University residential accommodation shall do so for not less than the period shown on the Licence to Occupy/Tenancy Agreement, unless termination is allowable under the terms of the Licence to Occupy/Tenancy Agreement, or there are circumstances which, in the opinion of the Deputy Dean of Students or the Accommodation Manager warrant a change.

External Accommodation

(3) A full-time student who is **not** living in University accommodation must live within a 50-kilometre radius of the campus in Norwich or the UEA Study Centre in London, depending on where their course is based. If the course requires or approval is obtained for, a placement, year or semester away from the University, the residence requirement does not apply for the duration of time away from the campus or Study Centre (as appropriate). Similarly, if permission is given to intercalate (take time out from studies) the requirement does not apply. If for good reason the requirement cannot be fulfilled, must an exemption must be obtained from the relevant Faculty Associate for your Faculty.

9 Notices and Letters

Students should be in a position to respond to any notice or communication directed to them within forty-eight hours of it being made available to them, i.e. of it being posted on a University, Faculty or School notice board, on their University e-mail account or in their pigeon hole, or being delivered to their contact address. For students who are not required to attend on a daily basis, the forty-eight hour rule shall apply to periods of required attendance only. It is the responsibility of each student to be aware of the following arrangements regarding notices and letters:

- (1) students should refer to the Student Handbook issued by their Faculty or School of Study, which will provide specific guidance on the arrangements regarding notices and letters. It is the responsibility of the student to inform the School (via the appropriate University Service Office where relevant) of changes to their address and contact details;
- (2) it is the responsibility of all students to make arrangements with their School to maintain contact at all times, and to ensure that such arrangements would enable them to respond to messages within forty-eight hours (excluding Saturdays and Sundays and University closure days) of receipt/availability;
- (3) the contents of any notice posted on University notice boards or on official Faculty/School notice boards shall be assumed to be known to students within forty-eight hours (excluding Saturdays and Sundays and University closure days) during their period of required attendance.

If a student has arranged for forwarding of emails from his/her University email account, the University shall not be responsible for non-delivery of University emails forwarded in this way.

Regulations relating to Student Behaviour

10 General Conduct

(1) No student shall intentionally commit or participate in the commission of any act which:

- (a) is detrimental to the University's obligations under its Charter; or
- (b) has the effect of preventing, hindering or disrupting students of the University in their academic pursuits; or
- (c) has the effect of preventing, hindering or disrupting staff or officers of the University in the discharge of their duties or academic pursuits; or
- (d) has the effect of preventing, hindering or disrupting visitors to the University from carrying out their lawful business; or
- (e) has the effect of preventing, hindering or improperly disrupting students or staff or officers of the University or any visiting speakers in the exercise of their right lawfully to express any point of view or opinion or lawfully to meet or assemble; or
- (f) results in damage or loss to funds and/or property of the University or its students, staff officers or visitors; or
- (g) results in damage to the person of students or officers of, or visitors to, the University.

(2) No student shall commit or participate in the commission of any act which:

- (a) is unlawful; or
- (b) constitutes disorderly conduct causing nuisance or distress; or
- (c) constitutes disorderly conduct whose effect is to bring the University into disrepute; or
- (d) constitutes harassment as defined by the University's Policy Statement and Guidelines on Bullying, Harassment and Abuse, Assault and Stalking, and the Use of Social Media.

(3) No student shall:

- (a) behave in a threatening, intimidating or abusive manner to any other student, or staff or officer of, or visitor to, the University; or
- (b) refuse to comply with a reasonable request made by a member of staff or officer of the University in the performance of their duty; or
- (c) refuse to provide University identification when reasonably requested to do so by a member of staff or officer of the University in the performance of their duty in their place of work within the University premises; or
- (d) dishonestly misappropriate any funds, property, goods or services of the University or of its students, or staff, or officers or visitors;
- (e) dishonestly misuse a University identity or access card; or
- (f) interfere with, misuse, or remove without authorisation any University equipment;

- (g) use or occupy any premises or other property of the University except as may be expressly or by implication authorised by the University authorities concerned; or
 - (h) breach any order or condition made by the Vice-Chancellor or his/her nominee relating to the exclusion of a student.
- (4) Students shall be responsible for the behaviour and any consequences thereof of any person not a student or staff member or officer of the University whom they have invited into or given access to University property, services or facilities.
 - (5) Any breach of the University's Code of Practice relating to Freedom of Speech dealing with any or all of the matters referred to in Section 10 (1) (e) above shall be treated as a breach of this General Regulation;
 - (6) Incitement to conduct leading to a breach of any provision of this General Regulation shall itself constitute a breach of the Regulation;
 - (7) The making good of any damage or loss resulting from any contravention of Section 10(1-3) shall be the joint and several liability of the student or students responsible;

11 Statements to the Media

No student may make statements to the press, radio or television on behalf of the University without the prior permission of the Vice-Chancellor through the Student Officers of the Union of UEA Students. Disciplinary action shall be taken against any student who purports to speak on behalf of the University without such permission. This is without prejudice to the right of an individual to make statements on his or her own behalf to the press.

12 Health and Safety

- (1) A student shall exercise reasonable care:
 - (a) for his or her personal safety
 - and (b) for the safety of other persons who may be affected by his or her acts or omissions
 - and (c) for the safety of the property of the University and of its students, staff, officers and visitors.
- (2) Where any duty or requirement under the Health and Safety at Work Act or under any relevant statutory provisions relating to health and safety is imposed on the University, its students, or staff, or officers, or visitors or any other person, a student shall co-operate with that body or person so far as is necessary to enable that duty or requirement to be performed or complied with.

- (3) A student shall comply with the University's Health and Safety policy as published from time to time and with any health and safety procedures relating to the facilities which the student is using.
- (4) It shall be a disciplinary offence for any student to:
 - (a) intentionally or recklessly misuse, tamper, or interfere with any fire fighting equipment, fire prevention equipment, fire doors, fire detection equipment, fire alarm activation points, fire signs; or
 - (b) intentionally or recklessly misuse any equipment provided by the University in the interests of health, safety or welfare in pursuance of the Health and Safety at Work Act or of any relevant statutory provisions relating to health and safety.
 - (c) be in or on the Broad except as may be expressly or by implication authorised by the University authorities concerned.
 - (d) go onto any roof or other raised external area of Norfolk or Suffolk Terrace or any other building or allow access to any unauthorised person enabling them to do so except as may be expressly authorised by the University authorities concerned.
- (5) Incitement to conduct leading to a breach of any provision of this General Regulation shall itself constitute a breach of the Regulation.

Regulations relating to Academic Provision

13 Attendance, Engagement and Progress

(1) A student on a taught programme is required to register/sign in at the beginning of the Autumn Semester and at such other times as required by the University, to attend lectures and other classes as may be prescribed for the programme of study and to be available to undertake such work as prescribed. A student on a research degree programme is likewise required to register/sign in at the beginning of the Autumn Semester and at such other times as required by the University, to attend lectures and other classes, research training and undertake independent research as may be prescribed for the programme of study and to be available to undertake such work as is prescribed.

Students who have been granted a visa under the Points-based Scheme operated by UK Visas and Immigration (UKVI) to study in the UK under the sponsorship of the University should note that failure to comply with some or all the expectations set out in the Student Charter and General Regulations may be deemed an unauthorised absence under UK Law and that the University is required to report such absences to the UKVI and will in addition take any further action(s) required under UK immigration law.

A student who no longer has extant leave to remain and study in the United Kingdom will be suspended from the University. In the event that appropriate leave to remain in the United Kingdom is granted, the

student shall notify the Registrar and Secretary in writing whereupon consideration will be given to the lifting of the suspension. If the student does not contact the University within one month of the suspension, the student will be withdrawn from the University.

(2) All students are required to attend any meeting called by the Head of their School of Studies, the Dean of Students, the University Disciplinary Officer and any Senate Student Disciplinary Panel (if one is called) throughout the academic year.

(3) A student registered on a taught programme is allocated an Academic Adviser who is ready to give advice and help at any mutually convenient time in accordance with the advising policy. A minimum of three individual meetings per year will be offered with a student's Adviser at appropriate times and with the purpose of the meeting made clear at the time they are offered. It is essential that a student attends at least one of these meetings each year.

The policy on the Advising system can be found at:
<https://intranet.uea.ac.uk/services/students/Staff/Advising+Policy>

A student registered on a research degree programme is allocated a supervisory team whose role is to provide academic and pastoral guidance as set out in the Code of Practice: Research Degrees:
<https://www.uea.ac.uk/pgresearch/regsandforms>

A research student is required to attend the initial and formal supervisory team meetings as set out in the Code of Practice for Research Degrees.

(4) A student is required to inform the relevant University Services Office at once of any changes in her/his circumstances. The Office will collect the information on behalf of a student's Academic Adviser or Primary Supervisor (as relevant) and will pass it on to the Academic Adviser or Primary Supervisor and to the Senior Adviser or School Director of Postgraduate Research of the student's School.

(5) A student who is unable to engage with their course of study or research degree programme due to ill health must report this immediately to the relevant University Services Office which will collect the information on behalf of the Head of School and will pass it on to the Head of School, to the student's Academic Adviser or Primary Supervisor and to the Senior Adviser or School Director of Postgraduate Research of the student's School.

(6) A student may be granted a leave of absence (authorised absence) of up to two weeks at any given time during a course of study or research degree programme only with the prior permission of the Head of the relevant School of Study. Such leave will be dependent on the student having good cause for absence and undertaking to fulfil

all obligations to the University. Longer absences will be dealt with under other concessionary procedures.

(7) The University may at any time temporarily exclude or permanently expel from further study:

- (a) any student whose attendance and engagement is deemed to be unsatisfactory;
- (b) any student who fails to make satisfactory progress in the programme of study.

The Statement of Policy and Procedures on Attendance, Engagement and Progress for taught programme students may be consulted at: http://www.uea.ac.uk/learningandteaching/documents/attendance_engagement_progress. Information for research degree programme students will be made available via <http://www.uea.ac.uk/pgresearch>.

(8) If a student has been suspended for financial and/or other reasons (with the exception of temporary exclusions applied by the Senate Student Discipline Committee), consideration may be given by the Vice-Chancellor as to whether the absence from the programme is incompatible with the reasonable expectation that a student will complete the programme within reasonable time, having regard to the University's regulations concerning the duration of courses.

There are separate regulations dealing with other aspects of the academic conduct of students or conduct relating to their studies, for example the regulations dealing with plagiarism and/or collusion; professional misconduct and/or unsuitability or general conduct and behaviour in any form of class and during any individual contact time with (a) member(s) of staff and in any form of work that is submitted for assessment (formative and summative). These are set out in or referred to in these General Regulations.

(9) For the purposes of this regulation the following definitions shall apply:

- a) Attendance – the physical presence on a timely basis of the student at teaching events or other required events as prescribed by the School;
- b) Engagement – the active involvement of the student in their studies as evidenced, for example, by meaningful contributions to teaching events, appropriate preparatory work in advance of teaching events, constructive working with fellow students as required by the structure of the programme of study;
- c) Progress – the achievement of satisfactory academic results, evidence of developing academic skills appropriate to the programme of study, the development of ancillary skills as appropriate to the particular programme of study.

The determination of the extent to which a student is fulfilling the requirement for Engagement and Progress shall be an academic

judgement. It shall normally be within the authority of the Head of School to determine whether the level of Engagement and Progress evidenced constitutes a breach of Regulation 13. This determination shall be made in accordance with the procedure described within the University's Statement of Policy on Attendance Engagement and Progress.

14 Professional Misconduct and/or Unsuitability

(1) A student on a programme of study where a practical professional placement is a required part of the course shall not act or behave in a manner which:

- (a) jeopardises the welfare of the subject (whether patient, pupil or client) (i.e. professional misconduct); and/or
- (b) contravenes the relevant professional code of conduct (i.e. professional misconduct); and/or
- (c) is incompatible with behaviour required by the profession (i.e. professional unsuitability);

and may at any time be temporarily excluded or permanently expelled from further study by the University if in breach of the above

(2) Any allegations against a student of professional misconduct and/or professional unsuitability shall be made in writing to the Head of the School of Studies offering the professional programme of study concerned and shall be dealt with in accordance with procedures approved by the Senate.

15 Conduct of Research

(1) Students conducting research are required to do so with propriety and shall comply with the University Code of Practice Relating to Misconduct in Research, which can be consulted at <https://www.uea.ac.uk/pgresearch> or

<https://www.uea.ac.uk/ren/research-integrity>

Any allegation of misconduct in research against a student will be handled in accordance with Section 5 of the Research Degree Policy Document which can be found at

<https://www.uea.ac.uk/pgresearch/regsandforms>

Where a student commits misconduct in research the issue may be referred to the Senate Student Disciplinary Committee.

(2) In this context, the term 'misconduct in research' means fabrication, falsification, plagiarism, misrepresentation, impersonation, or other practices that seriously deviate from those that are commonly accepted within the academic and scientific communities for proposing, conducting or reporting research. It specifically encompasses the following:

- (a) Piracy - the deliberate exploitation of ideas from others without acknowledgement;
- (b) Plagiarism - the copying of ideas, data or text (or various combinations of the three) without permission or acknowledgement;

- (c) Fraud - deliberate deception, usually involving the invention of data;
- (d) Conducting research in a manner which contravenes the terms of ethical approval granted by the University or by other relevant bodies and accepted by the University as governing the conduct of the research in question;
- (e) Conducting research for which the University requires there to be prior ethical approval whilst having failed to secure those approvals;
- (f) Failure to follow accepted procedures or to exercise due care in carrying out responsibilities for avoiding unreasonable risk of harm to humans, animals or the environment.
- (g) Mismanagement or inadequate preservation of data and/or primary materials
- (h) Misappropriation of data
- (i) Improper conduct in peer review
- (j) Failure to declare conflicts of interest
- (k) Misrepresentation of involvement of authorship
- (l) improper dealing with allegations of misconduct

It does not include honest error or honest differences in interpretations or judgments of data.

16 University Research Ethics Policy

All students shall comply with the University Research Ethics Policy, which can be found at

<https://intranet.uea.ac.uk/ren/research-integrity/research-ethics>

17 University Assessments

The Learning and Teaching Committee of Senate has approved the following regulations for the conduct of University assessments. This regulation is intended to provide a suitable working environment for candidates and to maintain the security of University assessments. Candidates should adhere to the regulation and should be aware that a breach of the regulation may result in disciplinary procedures.

(1) General

(a) No student shall be eligible for assessment unless the appropriate fee has been paid to the University at the due time;

(b) Assessment fees are normally included in the annual tuition fee. Reassessment fees are charged in addition to the tuition fee;

(c) If a candidate withdraws from an assessment, or does not submit an assessment item, or leaves the University without undertaking an assessment, the candidate is not entitled to recover any proportion of the tuition fee paid and no proportion of the fee is transferable to a later assessment. The refund of any fee shall be made only in exceptional circumstances.

(2) Conduct in Examinations, Course Tests and Coursework

(a) Candidates for examinations, course tests and coursework are responsible for noting correctly the times and places of examinations and course tests and the submission dates of coursework. No special arrangements can be made for candidates who fail to attend an examination or course test at the proper time, or who fail to submit coursework by the deadline.

(b) In the event of illness or other extenuating circumstances on the day of the examination or course test, candidates are advised to report the circumstances to their Learning and Teaching Hub. Candidates too ill to attend an examination must go to the University Medical Centre or their GP on the day of the examination or, if too ill to do so, immediately inform the Medical Centre or their GP. Candidates absent from an examination will need evidence from the Medical Centre or a GP, obtained on the day of the examination. Candidates prevented from attending an examination by circumstances other than illness must immediately inform their Learning and Teaching Hub.

(c) Candidates are responsible for maintaining their own good order during examinations and course tests and are required to obey all instructions given to them by Invigilators concerning each examination and course test. Invigilators may take appropriate action to ensure that the examination or course test is conducted under proper examination conditions;

(d) Candidates are not permitted to enter the examination/course test room more than thirty minutes after the scheduled start time of the examination or course test, or leave the examination/course test room until thirty minutes have elapsed. During the examination or course test, candidates may leave the examination/course test room only under supervision and, if visiting the toilet, must sign out and in again;

(e) Candidates may not leave the examination/course test room during the last fifteen minutes of the examination or course test;

(f) If candidates have to leave their desks for any reason they should move quietly and create as little disturbance as possible;

(g) Smoking is prohibited in the examination/course test rooms;

(h) Coats, jackets and bags may not be taken into the examination/course test room where there is provision for separate storage of these items;

(i) No unauthorised materials such as notes, texts, visual aids or audio equipment may be taken into the examination/course test room unless approved for use in an examination or course test. Where there is reasonable suspicion that a candidate may have brought into an examination or course test any unauthorised material(s), the Invigilator(s) may ask the candidate to empty his/her pockets. Non-compliance by any candidate with such a request

shall be referred to the Director of University Services;

(j) No examination/course test answer booklets or other stationery may be removed from the examination/course test room;

(k) Candidates are not permitted to communicate with anyone except an invigilator during the examination or course test;

(l) Answers to questions must be written legibly in ink unless otherwise specified;

(m) Candidates who do not wish to hand in an answer booklet at the end of the examination/course test must report this to the Invigilator, who will annotate the cover to this effect and ensure that it is retained;

(n) Unless prohibited by the Learning and Teaching Committee of the Senate, on the recommendation of the Board of the School, electronic calculators may be used in examinations and course tests under the following conditions:

(i) the calculator shall be of a non-programmable and non-communicable type, with no text retrieval or graphical capabilities, unless otherwise specified on the front of the examination/course test paper;

(ii) only those models of calculator that appear on the University's list of approved calculators shall be used;

(iii) the calculators shall be subject to checking by the examination/course test invigilators;

(iv) candidates are entirely responsible for the working order of their calculators and batteries;

(v) candidates must show on each answer booklet the type of calculator used, if any;

(o) Candidates whose first language is not English may use a dictionary in any examination or course test except where:

(i) the purpose of the assessment is to test competence in a language (unless the Learning and Teaching Committee has granted permission for the use of a dictionary or dictionaries);

(ii) the Learning and Teaching Committee has prohibited the use of dictionaries except where expressly permitted; Where the use of a dictionary is permitted, it must be paper-based, unless there is an approved educational need. Technical dictionaries and dictionaries where the content includes more information than simple translations are prohibited. English to a foreign language, foreign language to English and foreign language to foreign language dictionaries are permitted unless excluded under (i) or (ii) above.

Candidates must provide their own dictionaries, in accordance with the University's list of approved dictionaries, which will be checked by the

Invigilator in the examination/course test room. Dictionaries should contain no notes or annotations other than the candidate's name. Any notes or annotations discovered in a dictionary will be treated as evidence of an intention to cheat and the circumstances referred to the Director of University Services in accordance with 17 (2) (q) below;

(p) Candidates who are referred to Reassessment or who have been granted a Delayed Assessment or Reassessment, or a Further Reassessment are expected to sit the examinations or course test (as appropriate) at the University of East Anglia. Candidates who have extenuating circumstances which prevent them from returning to the University, may apply to the Learning and Teaching Committee of Senate for permission to sit at an overseas examination/test centre in their country of residence. The overseas examination/test centre will be subject to approval by the Academic Director of Taught Programmes.;

(q) Cheating in an examination, course test or in a coursework assessment is defined as an attempt to gain an advantage by unfair means and includes (but is not limited to):

- communication with another/others in an examination or course test
- commissioning or otherwise allowing another person to pass himself/herself off as the candidate
- impersonating another candidate
- possession of, access to and/or use of any unauthorised materials in examinations and course tests such as, but not restricted to, notes, texts, mobile telephones, visual or audio material
- continuing to write in examinations and course tests after candidates have been instructed to stop
- deception in research encompassing the falsifying, fabricating, or misrepresentation of data.

Where there is reasonable suspicion of cheating in a course test or examination, a candidate may be required to one or more of the following:

- (i) empty pockets of all contents and turn pockets inside out;
- (ii) remove outer items of clothing;
- (iii) pull back long hair to reveal ears and/or neck;
- (iv) roll up sleeves or trousers;
- (v) remove socks and shoes.

Cheating is a serious offence. If a student is suspected of cheating or fails to comply with a requirement as set out above, University Assessments staff will, for those students suspected of cheating in a course test or examination, immediately inform the candidate of the fact, confiscate any unauthorised materials, mark the answer booklet with the time at which the suspicion occurred and allow the candidate to continue with the examination or course test;

In all cases of suspected cheating the University Assessments Office will:

- (ii) inform the Head of Learning and Teaching, who will act in accordance with (r) below;
- (r) The Head of Learning and Teaching shall consider the evidence and

determine the seriousness of the offence, classifying it as a low level (Level 1), medium level (Level 2) or high level offence (Level 3) using the grid below.

Criteria	Low Level (1)	Medium Level (2)	High Level (3)
<p>Experience of Student</p> <p><i>Relates to the expectation that the student should be aware of the seriousness of their actions</i></p>	<p>For example:</p> <p>First year student or first semester of course</p> <p>Cultural considerations and/or extenuating circumstances</p> <p>No previous disciplinary record of cheating</p>	<p>For example:</p> <p>Student after first semester of course</p> <p>Previous disciplinary record of cheating in examination/course test (Level 1 offence)</p>	<p>For example:</p> <p>Experienced student</p> <p>May have previous disciplinary record of cheating in examination or course test (level 2 or level 3)</p>
<p>Nature and extent of the breach</p>	<p>For example:</p> <p>Breach regarded as 'technical' judged to have led to no or negligible advantage to the student (eg irrelevant annotation in dictionary)</p>	<p>For example:</p> <p>Breach results in some advantage to the student and is more than a 'technical' breach. May be evidenced by possession of or access to and/or use of any unauthorised materials. Student fails to comply with instruction where there is reasonable suspicion.</p>	<p>For example;</p> <p>Breach results in significant advantage to the student and may be evidenced by possession of or access to and/or substantial use of unauthorised materials or by commissioning/allowing another person to pass himself/herself off as the student or by impersonating another student</p>
<p>Intention</p> <p><i>Relates to the intentionality of the act of cheating and the intent to cheat by way of use of</i></p>	<p>For example:</p> <p>Technical breach without intention</p>	<p>For example:</p> <p>There is evidence that there was use of unfair means but the evidence suggests that the act was not substantially pre-mediated or was</p>	<p>For example:</p> <p>There is evidence that there was significant use of unfair means and that the evidence suggests that this was pre-meditated.</p>

<i>unfair means in the assessment</i>		an unsophisticated and naïve attempt to gain advantage	
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Having classified the level of offence, the relevant Director of University Services shall take action as follows:

(1) Level 1 Offence

The relevant Director of University Services shall determine that the student receive a warning letter which will remain on the student's file for the duration of his/her studies at the University of East Anglia and which shall indicate that in the event of a further offence in an examination or course test this offence will be classified as a Level Two offence.

(2) Level 2 Offence

The relevant Director of University Services shall refer the student's case to the Chair of the Senate Discipline Committee for consideration as to a penalty in accordance with the penalties available to the Senate Student Discipline Committee as set out in Appendix 3 of the *Disciplinary Procedures*. In these circumstances a student may appeal to the Senate Student Discipline Appeals Committee against the finding and /or the penalty.

(3) Level 3 Offence

The relevant Director of University Services shall refer the student's case to a Senate Student Discipline Committee as set out in the *Disciplinary Procedures*.

(s) Illegibility of Examination/Course Test Scripts and Gratuitously Offensive Material in Work Submitted for Assessment

Students are expected to present examination or course test scripts in legible handwriting (unless individual arrangements are approved by the Learning and Teaching Committee of Senate for the use of a computer) and should not include gratuitously offensive material in any work (including coursework) submitted for assessment.

(i) Where a marker finds a section of an examination or course test script is illegible or contains what is considered to be gratuitously offensive material in an examination or course test script or other form of assessed work, they shall mark the parts of the script that are legible or do not contain gratuitously offensive material and refer the whole script to the Chair of the Board of Examiners responsible for the module concerned.

(ii) In the light of (s) (i), the Chair shall:

either

(a) confirm that the section of the script is illegible or that the work submitted for assessment is gratuitously offensive

or

(b) decide that the script is legible that the material is not gratuitously offensive and ask a second marker to mark the script or work in question

(iii) In the event that the Chair confirms that a section of a script is illegible or that the work submitted for assessment is gratuitously offensive, the Chair, informed by the marker, shall:

(a) decide whether the illegible or gratuitously offensive part of the script or work submitted for assessment represents a minor or major proportion of the whole and whether any marks derived from this part would have a material impact on the module mark.

(b) If it is decided that the illegible section of a script or the gratuitously offensive part of the work submitted for assessment represents a minor proportion of the script and would not have a material impact on the module mark, a mark of zero shall be awarded for this section.

(c) If it is decided that the illegible section of a script represents a substantial proportion of the whole and/or would have a material impact on the module mark, the student will be invited to report to their School of Studies so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions);

(d) if it is decided that the gratuitously offensive section of work submitted for assessment represents a substantial portion of the whole and/or would have a material impact on the module mark, a mark of zero shall be awarded for this section and a report made to the Head of the relevant School for consideration for disciplinary action under General Regulation 13 (Attendance, engagement and progress) of the General Regulations for Students.

(iv) Where a marker finds that the *whole* of an examination or course test script is illegible (or such a substantial part that there is little material that can be marked) or contains gratuitously offensive material in work submitted for assessment, they shall refer the script or the work submitted for assessment to the Chair of the Module Assessment Board of Examiners responsible for the module concerned.

(v) In the light of (r) (iv) above, the Chair, informed by the marker shall:

either

(a) confirm that the whole script is illegible or that all the work submitted for assessment is gratuitously offensive

or

(b) decide that the script is legible or that the material is not gratuitously offensive.

(vi) In the event that the Chair confirms that:

(a) the script is illegible, the student will be invited to report to their School of Studies so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions);

(b) work submitted for assessment is gratuitously offensive, a mark of zero shall be awarded for the whole of the work in question and a report made to the Head of the relevant School with a recommendation that

disciplinary action be taken under General Regulation 13 (Attendance, engagement and progress) of the General Regulations for Students.

- (vii) Where an opportunity is provided to have an illegible script or part of a script legibly transcribed a student may:
 - (a) accept the offer and make arrangements with the School of Studies; or
 - (b) accept a mark of zero for the script or part of the script which has been deemed to be illegible.
- (viii) In all cases where part or the whole of a script has been deemed to be illegible, or where a marker has concerns about the legibility of a script, the student shall be referred to the Academic Adviser for appropriate guidance and advice.

Procedure for marking offensive material

If offensive material is found in a student's assessed work and it is considered by the marker that disciplinary action should be taken, the matter will be referred to the Head of School for action under General Regulation 13.

- (a) Regardless of any disciplinary action, the following process should apply when marking offensive material:

A marker should award the work a mark worthy of its academic merit and notwithstanding the inclusion of offensive material. If the work submitted has no academic merit and has not met the learning outcomes of the task set, a marker may award 0%.

- (b) Where a marker is concerned that the offensive material causes him/her undue stress and may influence the marking, the matter shall be referred to the Chair of the Board of Examiners who will review the material and decide whether the material is such that the work should not be marked or that another marker should be asked to mark the work as much as possible. If the alternative marker declines to mark the work on the basis that the work, or part of the work contains gratuitously offensive material, the work or the relevant part(s) of the work shall be deemed unmarkable and a provisional mark of 0% recorded for those parts of the work that are deemed unmarkable.

- (c) If disciplinary action has been taken as part of the procedure for marking offensive material, marks awarded for assessments containing offensive material should be confirmed by the Board of Examiners once the disciplinary investigation/action has been concluded.

18. Plagiarism and/or Collusion

All students shall abide by the University's policy on plagiarism and/or collusion in coursework assessments (including, but not confined to: essays, reports, presentations, dissertations and projects) and in 'open-book' examinations. A student who is alleged to have committed plagiarism and/or collusion shall be dealt with in accordance with the policy (see the relevant section of the Calendar at: <https://www.uea.ac.uk/calendar>) and/or, if registered for a research degree programme, in accordance with the policy on Misconduct in Research which can be consulted at:

19. Students' Religious Beliefs and the Organisation of University Work

The University recognises that many faiths are practised within the student population and the University provides a range of practical facilities for observance of faith. Wherever possible, the University will arrange learning, teaching and assessment with minimal impact on religious practice and within the following guidelines:

- a. a student who for religious reasons is unable to carry out University work or examinations on Saturdays or on certain other days during the year is requested to give notice of this fact in writing to the relevant University Services Office on first registering at the University;
- b. it is the responsibility of such students to inform themselves concerning the work which has been done in classes from which they have been absent;
- c. students who feel they may be adversely affected by assessment or examination/course test arrangements should advise the relevant University Services Office in writing as soon as possible on receipt of notice of the relevant assessment or examination/course test arrangements;
- d. the relevant University Services Office will then make such reasonable adjustments as possible where these fall within the remit of the Office subject to (e) below and shall also advise the University Assessments Office of any students requesting special arrangements on religious grounds, where central timetabling processes are involved;
- e. the University will endeavour to make reasonable adjustments (which may be, for example and where practicable, avoiding holding examinations on those days for which students concerned have given notice in writing as described above) but University reserves the right to hold examinations/course tests on those days if no alternative time is practicable.

20. Conferment of Qualifications

- (1) No persons shall be entitled to describe themselves as holding a degree or other qualification granted by the University unless the qualification has been awarded in Congregation or by special resolution of the Senate.
- (2) Candidates for a degree, postgraduate certificate or diploma, Diploma or Certificate of Higher Education, or Higher National Diploma or Certificate may either present themselves in person at Congregation or elect to have the qualification conferred *in absentia*.
- (3) Other diplomas or certificates shall be conferred *in absentia*.

- (4) Congregation shall be held at such times and places and in such manner as the Senate may from time to time prescribe.
- (5) Candidates who wish for a qualification to be awarded in Congregation either in person or *in absentia* must enter their names in the form and at the time prescribed by the Registrar and Secretary (or nominee).

Regulations relating to University Property

21. Library Rules

All students shall comply with the Library Rules currently in force. See the section of the Calendar headed 'Library Rules'.

22. Computing Facilities

All students shall comply with the Conditions of Computer Use currently in force. These can be found at <http://www.uea.ac.uk/is/itregs/usepols>.

23. Electronic Resources, Databases and Electronic Journals

In order that the University may comply with its Licences for access to electronic resources, students shall ensure the security and confidentiality of the electronic resources made available to them, whether accessed via University-provided PCs, or via their personally owned PC connected to the network. In addition, students shall ensure that any information derived from these resources is used only for the purpose defined in the Licences. Copies of these Licences, which include details of copyright restrictions, are available for inspection on application to the Main Library.

24. Intellectual Property

A student shall comply with the University's Intellectual Property Regulations. See the section of the Calendar headed 'Intellectual Property Regulations'.

25. Copyright

In order that the University may comply with the law relating to copyright, students may not make copies of copyright-protected work beyond the limits set by statute, by such licences as the University holds or by guidelines published by the University. Copying is defined as reproducing the work in any material form, including storage in any medium by electronic means.

26. Data Protection

In order that the University may comply with the law relating to Data Protection:

- (1) students may not construct, maintain or use computer or manual files of personal data relating to living individuals for use in connection with their study or research without the written authorisation of their Adviser or Supervisor, who will send a copy of that authorisation to the University's Information Policy and Compliance Managers

- (2) when giving such authority the Adviser or Supervisor will make the student aware of the requirements of the Data Protection Act 1998 and the appropriate security arrangements which should apply;
- (3) students must abide by the Data Protection Principles whenever they use personal data held by the University.
- (4) under the Data Protection Act 1998 students have a right of access to their own personal data held by the University. Students wishing to exercise this right should contact the Information Policy & Compliance Managers

The University may share some student information with external bodies as required, and in accordance with the Data Protection Act 1998. A list of third parties with whom we share information can be found at https://intranet.uea.ac.uk/is/strategies/infregs/dp/student_dpa

27. Car Parking

No student shall drive or park a motor vehicle on premises owned, controlled or managed by the University except as permitted by the University's Vehicle Regulations, copies of which are obtainable from The Lodge or on-line at <https://www.uea.ac.uk/Estates/transport>.

Fees and Charges

- 1 The attention of students is drawn to the General Regulations of the University concerning the payment of fees.
- 2 Cheques, postal orders and money orders should be made payable to "The University of East Anglia".
- 3 The University reserves the right to revise fees and charges at any time.
- 4 There shall not normally be any refund of fees in respect of periods of absence.
- 5 Fee liability for withdrawals and intercalations (an approved interruption to the period of study):

Full-time Undergraduate and Postgraduate Taught Programmes

Students who withdraw from the University or who begin a period of intercalation on or before 31 October in an academic year will not be required to pay fees for that academic year. Those who withdraw or intercalate after that date will be charged fees on a pro rata basis for the period of their attendance based on 'cut-off' dates published by the University for the relevant academic year.

For courses commencing other than at the start of the academic year, students who withdraw from the University or who begin a period of intercalation within the first five weeks of the course will not be liable for fees. Those who withdraw or intercalate after that date will be charged fees on a pro rata basis for the period of their attendance based on 'cut-off' dates published by the University for the relevant academic year.

Visiting Students who withdraw from the University will have their fee liability assessed on a case by case basis.

Repeat Periods of Study

Full-time undergraduate and taught postgraduate students undertaking a repeat period of study of 6 weeks or more will be charged an additional 25% of the annual fee. This fee may be waived at the request of the school.

Part-time Undergraduate Taught Programmes (excluding the Centre for Continuing Education)

Single Semester Modules – students who withdraw from a module before the end of Week 5 of the semester will not be liable for fees. Those who withdraw from the module from Week 6 onwards will be charged for 50% the module fee.

Year Long Modules – students who withdraw from a module on or before 31 October in an academic year will not be liable for fees. Those who withdraw after that date will be charged fees on a pro rata basis for the period of their attendance based on 'cut-off' dates published by the University for the relevant academic year.

Part-time Postgraduate Taught Programmes

Students who withdraw from the University or who begin a period of intercalation on or before 31 October in an academic year will not be required to pay fees for that academic year. Those who withdraw or intercalate after that date will be charged fees on a pro rata basis for the period of their attendance based on 'cut-off' dates published by the University for the relevant academic year.

In some schools of study fees are charged by the module. Where this is the case the following will apply for students who withdraw from a module:

Single Semester Modules – students who withdraw from a module prior to completing 50% of the module, will not be liable for fees. Those who complete 50% or more before withdrawing from the module will be charged half of the module fee.

Year Long Modules – students who withdraw from a module will be charged fees on a pro rata basis for the period of their attendance based on 'cut-off' dates published by the University for the relevant academic year.

Research Postgraduate Programmes

Students who withdraw from the University or who begin a period of intercalation within the first five weeks of the course will not be liable for fees. Those who withdraw or intercalate after that date will be charged fees based on each month (or part thereof) that has been completed.

- 6 Except where otherwise stated all fees are payable annually and are inclusive fees covering all charges for registration, tuition, examination, graduation, and membership of the Union of Students, but not fees for late registration, late or change to module enrolment, re-examination fees, nor fees for examinations taken overseas (where permission has been granted). Certain courses incur additional expenses (for example,

for field work or field courses). These additional fees and charges are listed in paragraphs 16, 17 and 18 below.

- 7 Fee levels and payment arrangements for online courses or other services related to and arising from online provision will be specific to that course and/or service. Full details regarding fee levels and any payment requirements (such as payment in advance of registration) will be provided to applicants in advance of any decision to register.
- 8 For students spending a required intercalated year of study abroad or industry placement, fees are payable as follows:

For Old-Scheme students, who started their course prior to September 2012:

- (a) for Home/EU students: 50% of the normal annual composite fee.
- (b) for Home/EU students eligible for financial support on a full year ERASMUS exchange: no fee (provided that the full year is spent with an ERASMUS partner in the EU; for further details of institutions to which this arrangement applies please check with the Teaching Hubs or the Study Abroad Office).
- (c) for Home/EU students spending one semester abroad and the other at UEA tuition fees are payable in full.
- (d) for international students: 25% of the normal annual composite fee for international students is payable. In the case of a semester abroad, then 25% fees are payable for the semester abroad and fees at the full rate for the semester at UEA.

For New-Scheme students, who started their course on or after September 2012:

- (a) for Home/EU students: 15% of the normal annual composite fee.
- (b) for Home/EU students eligible for financial support on a full year ERASMUS exchange: 15% of the normal annual composite fee (provided that the full year is spent with an ERASMUS partner in the EU; for further details of institutions to which this arrangement applies please check with the Teaching Hubs or the Study Abroad Office).
- (c) for Home/EU students spending one semester abroad and the other at UEA tuition fees are payable in full.
- (d) for international students: 25% of the normal annual composite fee for international students is payable. In the case of a

semester abroad, then 25% fees are payable for the semester abroad and fees at the full rate for the semester at UEA.

(The University will meet tuition fees charged by approved institutions abroad attended in accordance with the Regulations of the School of Study concerned.)

- 9 Fieldwork: For full-time research students spending an approved period of study abroad in excess of three months in a continuous period, fees are payable as follows for the period of fieldwork:

- (1) for those continuing to be supervised from UEA: one-third the normal annual composite fee;
- (2) for those being supervised locally: one twelfth the normal annual composite fee.

- 10 Every student following a full or part-time course of study for a degree, diploma or certificate of the University is required to be a member of the Union of Students, the charge for which is contained within the inclusive fee.

- 11 Students registered for Research degrees who are allowed extensions to the period of advanced study and research in accordance with the University Regulations shall pay fees for each month or part month of the period of extension, as appropriate.

- 12 Students who complete the approved period of advanced study and research shall be liable to pay continuation fees at the rates shown below until such time as they present a thesis or withdraw their candidature:

First year of registration-only period	£250
<i>(Payable at the end of 12 months but waived if submission made before the end of this period)</i>	
Second Year (or part year) of registration-only period:	£500
All subsequent years or part years:	£1000

In cases where extensions to the period of registration within which a thesis is to be submitted are granted on the grounds of prolonged serious illness or supervisory issues beyond the student's control the period of such extension shall not count towards the calculation of continuation fees.

- 13 In most cases full-time students not registered for a qualification of the University shall pay the same fees as full-time students registered for a qualification.

14 The Registrar and Secretary (or nominee) in consultation with the Head of the School concerned shall determine the fees for any courses or periods of study not provided for in these Regulations, for example when students undertake part of their period of study at another approved location.

15 Where special rates of fees for international students are not given, such students shall pay the same fees as home students.

16 The following additional fees shall be payable:

(1) Registration

(a) **New Students**

An additional fee of £15 shall be charged to all new full-time or part time students who do not register with the University within 7 calendar days of the registration date advised to them by the Learning and Teaching Service.

(b) **Returning Students**

An additional fee of £15 shall be charged to all returning full time or part time students who do not register with the University within 7 calendar days of the registration date advised to them by the Learning and Teaching Service.

Beyond Late Registration, a further fee of £5 per day shall be charged until such time as the student registers.

(2) **Late Module Enrolment**

An additional fee of £10 shall be charged for making or changing a module enrolment after the enrolment deadline.

(3) **Accounts**

Fees and charges which have not been paid by the due date may be subject to a late fee which shall be on the following scale:

Debt	Late Fee
< = £20	Amount outstanding
£20.01 to £25.99	£20
£26 to £100.99	£25
£101 to £500.99	£30
£501 to £1,000	£40
> £1,000.01	£50

(4) **Extension Fee**

Students who are granted an extension to the time allowed for payment of fees and charges shall pay an additional fee of £10 per invoice.

(5) **Campus Card**

All users who require a replacement card shall pay a fee of £10.

(6) Payment Method

An administration charge of £10.00 will be made for any change requested and made to the method of payment.

(7) Unpaid Cheque/Direct Debit

There will be an administration charge made of £15.00 for any unpaid cheque(s)/direct debit.

17 The following re-examination/reassessment fees shall be payable:

Undergraduate Reassessment £70 per module or part thereof

Postgraduate Reassessment £70 per module or part thereof

On resubmitting a thesis £110

For second oral examination or written Examination £110

Other re-examination/reassessment fees are available on application to the Fees Officer.

Delayed first sit examinations at an overseas centre: £100.

Reassessment at an overseas centre: £175 for the first module and £70 for each additional module.

18 Charges

(1) Breakage and other deposits and charges

(a) Undergraduate and graduate students in any School or Centre may, at the end of any course, be charged for breakages, loss or damage of apparatus or equipment due to negligence or carelessness, and for keys issued to them which have not been returned.

(b) The following specific deposits and charges are required by the Schools of Study:

(i) *School of Biological Sciences*: breakage and key deposit (undergraduate students) £10

(ii) *School of Chemistry and the School of Pharmacy*: graduate students and other research workers on receipt of locker or laboratory keys £10, breakage and key deposits (undergraduate students) £25

(iii) *School of International Development Studies*: undergraduate students taking laboratory courses £12

(iv) *School of Literature and Creative Writing*: students taking the MA in Creative Writing - for photocopying up to £25

(c) If at any time before the completion of the programme of study a breakage

deposit has been fully committed the student may be required to make a further payment of the sum originally required.

(d) Deposits paid on receipt of keys shall be refunded on return of the key and the balance of breakage or other deposits at the end of the period of study.

(2) Transcripts

Charges are payable in advance and additional delivery charges may apply.

(a) For students graduating or leaving UEA for other reasons from 2005-06 onwards, one transcript (EU Diploma supplement) shall be made available, free of charge, to each student.

(b) Additional copies shall be charged at £8.00 per copy.

(c) An administration charge of £4.00 shall be payable for the provision of each signed and sealed envelope.

(d) Up to five Transcript Request Forms from other institutions will be completed free of charge. A charge of £2.00 shall be made for each additional form.

(3) “To Whom It May Concern” letters

Charges are payable in advance and additional delivery charges may apply.

Up to five “To Whom It May Concern” letters will be provided free of charge. A charge of £3.00 shall be made for each additional letter.

(4) Replacement and Certified Photocopies of Parchments

Charges are payable in advance and additional delivery charges may apply.

(a) A charge of £30.00 shall be made for providing a replacement parchment which is identical to that originally produced. In the case of a student who subsequently to registration for, and conferment of, their award requests a name change a replacement parchment a charge of £120 will be made

(b) Up to five photocopies of parchments will be certified free of charge. A charge of £3.00 shall be made for the certification of each additional photocopy.

(5) Faxed Transcripts, “To Whom It May Concern” letters and Parchments

Faxed copies of documents, undertaken in addition to postal delivery, shall be charged at £6.00 per fax.

(6) Scanned and emailed Transcripts, “To Whom It May Concern” letters and Parchments

Scanned and emailed copies of documents, undertaken in addition to postal delivery, shall be charged at £6.00 per email address.

(7) Residences

There are University residences on University Plain, University Village and Mary Chapman Court, Norwich. Accommodation is allotted on the basis of an agreement between the student and the University, subject to the terms and conditions of a Licence to Occupy or Assured Tenancy Agreement and subject to the availability of any particular type of accommodation.

The charges for 2014-15 are available at:

<http://www.uea.ac.uk/accommodation/accommodation-options>

(8) Additional Expenses

Students are advised that, where they are obliged to attend field work or field courses or where there is an optional or required year abroad, they will incur additional expenditure. Postgraduate students in Science Schools may be charged a non-refundable bench fee as a contribution towards the cost of laboratory consumables and running costs, and in the Schools in the Faculty of Medicine and Health Sciences may be charged for clinical supervision.

Students who enrol on field course modules offered in the Faculty of Science are entering into a financial commitment to pay for their travel, accommodation and food costs. Students who are thus enrolled when accommodation and/or flights are booked will be liable to reimburse these costs in full to the School should they decide not to attend the field course.

Further information and advice may be obtained from Schools of Study.

(9) Freedom of Information Act: Fee schedule

The Planning and Resources Committee has approved the following schedule of fees to be charged to people who make requests for information under the Freedom of Information Act:

	From European Union countries	From non-European Union countries
Access to electronic resources on UEA external website	No charge	No charge
Print copy of material available on UEA external website	£15.00 per single document flat fee (black and white, A4, single-sided)	£25.00 per single document flat fee (black and white, A4, single-sided)

Print copy of material which is only available in print form	£15.00 per single document flat fee (black and white, A4, single-sided)	£25.00 per single document flat fee (black and white, A4, single-sided)
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Archived Document

Library Rules

These rules are designed to safeguard the common interests of all Library users.

All users are admitted on the understanding that they have read and will observe Library rules. Infringement of these rules could result in suspension or withdrawal of borrowing privileges, formal disciplinary procedures or other penalties as imposed by the Director of Information Services.

1. Membership

1.1 All staff and registered students of UEA are members of the Library. Other groups eligible to borrow from the Library include:

- Joint students at associate colleges studying on UEA award-bearing courses
- Employees of organisations who are closely associated with the University or whose work is associated with the University, for example Norwich Research Park
- Associate staff teaching on UEA award-bearing courses at designated institutions

1.2 Others wishing to use the Library for study or research purposes may be granted limited borrowing facilities on written application. They may be required to restrict their use of Library materials and to observe any other regulations which may be imposed by the Director of Information Services.

1.3 Visitors should report to the Library Reception and show a form of photographic ID, e.g. Driving Licence, and proof of address to apply for a day pass.

1.4 Unaccompanied children under the age of 16 will not be admitted to the Library. Any children entering the building must be under the direct supervision of an adult at all times.

1.5 Anyone entitled to borrow and wishing to do so must obtain a UEA campus card or Library card. The card is not transferable and must be produced each time items are borrowed.

1.6 Users must produce a valid UEA campus card or Library card each time they wish to enter the Library. Access without a valid card is at the discretion of the Director of Information Services, or their representative.

1.7 Users must produce their campus card or Library card if requested to do so by a member of Library staff. Cards remain the property of the University and can be retained by staff if necessary. Old cards must be returned to the Helpdesk based in the Library prior to a new card being issued; failure to do so will result in a replacement card charge being levied.

1.8 The loss of a campus or Library card should be reported immediately to the Helpdesk based in the Library.

2. General

2.1 We aim to treat all our users with respect and according to their needs. Similarly, all Library users are expected to treat Library staff and other Library users with respect. Any user displaying rude, aggressive or other inappropriate behaviour may be asked to leave and, if appropriate, referred to the University's Disciplinary Officers.

2.2 The Library welcomes comments and constructive criticism of our services and aims to provide an appropriate and timely response. Full details of our complaints procedure are available at our service points and on our website.

2.3 Smoking anywhere in the Library building and the adjacent walkways is prohibited.

2.4 In order to ensure we can maintain a clean and tidy work environment and reduce waste, consumption of cold snacks and non-alcoholic drinks is only allowed on Floor 0 of the Library in the designated food and drink area and the 'noodle bar' area. Bottled water or drinks in 'keep cups' with lids (or other non-disposable containers) may be consumed in other areas but food is not allowed on any other floor.

2.5 In the interests of other Library users, study spaces must be left clean and tidy at all times and all litter placed in the appropriate recycling or general waste (landfill) bins provided. The named individual booking any study facility will be held responsible for ensuring this regulation is adhered to.

2.6 The Library is intended to be a silent space for study. Clearly designated zones for group and social study are provided together with zones where mobile phones can be used for brief conversations. For lengthy phone conversations or Skype calls, users are asked to use spaces outside the library building to avoid disturbing other users or blocking the stairwells. You must not disturb other Library users and should observe the silence rule in designated areas. You may be required to leave if you disturb or cause offence to other Library users.

2.7 All visitors to the Library should make themselves aware of the nearest available fire exits and evacuate the building immediately the fire alarm is activated.

2.8 Use of computer facilities and computer terminals located in the Library is subject to the existing UEA conditions of computer use available on the website at <http://www.uea.ac.uk/is/itregs/cocu-pdf>. Users are reminded that computer facilities are provided primarily for legitimate academic purposes such as learning, research or personal educational development. You may be required to leave if you disturb or cause offence to other Library users.

2.9 In order to ensure fair access to study spaces in the Library, seats may not be reserved for prolonged periods. Library staff may clear away any personal property left on tables or in study rooms in order to make spaces available to other users.

2.10 The Library is a public building. Personal belongings should not be left unattended at any time. If you choose to bring personal possessions into the Library this is at your own risk.

2.11 Animals and pets, with the exception of guide dogs and assistance dogs, are not permitted in the Library building.

3. Borrowing

3.1 No item may be removed from the Library until it has been borrowed. Illicit removal of items from the Library will be treated as a serious disciplinary offence. All items, both Library and private, must be shown on request at the exit.

3.2 Some Library items may not be borrowed and may not be removed from the Library. These include periodicals (journals), theses and reference only items.

3.3 Items must be returned or renewed on or before the due date or a fine will be payable. If items are recalled they must be returned by the new due date. Users are responsible for ensuring they are aware of the due dates of items borrowed, both normal due dates and revised due dates for recalled items. Failure to comply with a recall will incur a fine.

3.4 Library notices will only be sent by email, normally to UEA email addresses (or personal email addresses for external members). Failure to receive notices for whatever reason cannot be accepted as reason for late return. Users are therefore advised to check their Library account regularly.

3.5 Users are responsible for all transactions on their Library account and are advised to ensure they close their Library record at the end of any transactions undertaken on the self-service equipment or computers in the library, or when remotely logging in to their Library account. Library/campus cards are not transferable and must not be used by anyone other than the registered member. If you believe your card has been used fraudulently you must report it to the Library as soon as possible who will advise you on our procedures and our Alleged Misuse of Card policy.

3.6 Fines are charged for the late return of all Library material. Borrowing rights will be suspended when an item becomes overdue or charges accrued reach £10. All fines must be paid within 4 weeks. Where fines remain unpaid for more than 4 weeks or where there are outstanding overdue items an invoice will be raised including a non-refundable handling charge. If an invoiced item is returned the cost of the item will be refunded but fines and the handling charge remain payable.

3.7 Prolonged or wilful failure to return Library material, including items borrowed from other libraries on the user's behalf may result in an invoice being raised for the replacement cost of the material, any outstanding fines and a non-refundable handling charge. It may also be treated as a disciplinary offence and referred to the University's Disciplinary Officers.

3.8 Individuals must return all items and pay any charges before the end of their course or, in the case of staff, before they leave the University or Institute or cease teaching courses franchised or validated by the University. External members must return all items by the expiry date on their campus card.

3.9 Items must be returned via the self-service machines or placed in the designated returns letterbox. Should neither option be available, items must be handed to Library staff at service points. Items remain your responsibility until they appear as returned on the Library system. Users are liable for the cost of repair of any item damaged or any item lost while the loan remains on their account.

3.10 With the exception of High Demand, video and DVD material, items on loan that are not reserved for another user may be renewed. Library staff will confirm how many times different categories of borrower may renew. Postal renewals and e-mail requests cannot be accepted. The renewal limits may vary according to the borrower's status.

3.11 Standard loan items borrowed by UEA students and staff over some vacation periods will be issued for an extended period covering the vacation. Vacation borrowing will normally start 5 working days before the end of each teaching period. The loan lengths of DVDs, Videos, 7 day loan and High Demand items do not change during vacations and are not extended.

3.12 Material in the Library's special collections is subject to special regulations regarding its use.

3.13 Audio Visual material is for academic use only, i.e. not for recreational purposes.

4. Borrowing from other sources

4.1 Inter-library loan facilities are available to UEA staff in academic schools and all registered UEA undergraduate and postgraduate students. All undergraduate students, and postgraduate students in some schools, should have their requests signed by an appropriate member of academic staff. Details of which schools require a signature are here:
<https://www.uea.ac.uk/is/interlending>

4.2 Inter-library loan material is subject to any conditions imposed by the lending library or by the Director of Information Services and failure to comply with such conditions may lead to the suspension of borrowing privileges

Conditions of Computer Use

Policy and guidelines governing use of all University IT and network facilities

Approved by the Information Strategy and Services Committee 10 June 2014

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1. Purpose and Scope

These Conditions of Computer Use are a formal statement of what is acceptable and unacceptable when using the University's IT facilities and network. They aim to encourage responsible behaviour and good practice, thus assisting the University in maintaining a secure, safe and robust IT environment. The conditions detailed here apply to all using the University's IT facilities whether a member of staff, a student, or a person from outside the University who has been authorised to use facilities.

All those using the University's IT facilities and network should be aware of these conditions and abide by them. Contravention of these conditions could lead to loss of access to IT facilities and disciplinary action. If you are unsure about any aspect of these Conditions of Use or your use of UEA's IT facilities, it is your responsibility to seek clarification by contacting the University's IT Helpdesk (see [section 7](#) for contact details).

Information Services will make all users aware of these Conditions of Computer Use when they are issued an IT account. Reminders will also be communicated on a regular basis. It is also the responsibility of each Faculty or Division and their constituent Schools/Departments to ensure that this document is brought to the attention of users within their domain during induction processes for new staff and students and at other times when appropriate.

2. Summary Conditions

- a) Your UEA password is confidential and you must never disclose it to others, or let anyone else access services and systems using your password. Disclosing your password to others contravenes the Conditions of Computer Use and could lead to disciplinary action and loss of access to IT facilities. YOU SHOULD NOT RESPOND TO ANY REQUEST TO DISCLOSE YOUR PASSWORD INCLUDING THOSE PURPORTING TO COME FROM THE UNIVERSITY OR INFORMATION SERVICES. [See 3.4j](#).
- b) Be aware of relevant legislation. In particular, if you work with personal information about individuals, you must be aware of and comply with the Data Protection Act. You should also be aware that University computer communication systems are dependent on the Joint Academic Network (JANET) and all use must comply with JANET's Acceptable Use Policy. See [section 3.2](#)
- c) Computing facilities are provided for University work purposes. Limited personal use is permitted, provided it is not illegal, does not adversely affect other users, does not interfere with work or studies, or in any other way breach the Conditions of Computer Use. Staff should not use the University email service for personal (non-work related) emails. [See section 3.3](#).
- d) Care must be taken to ensure you do not create, transmit or publish any material that is illegal, offensive, abusive, or whose effect is to bring the University into disrepute. [See section 3.4](#).



- e) Files are private. You must not attempt to access files or computer systems which you are not authorised to access. [See 3.4i](#).
- f) Electronic media are subject to copyright. It is illegal to make an electronic copy (e.g. by scanning, downloading, copying from disk etc.) unless you have the appropriate copyright authorisation. [See section 3.7](#).
- g) Software is subject to copyright and licensing restrictions. Software provided by the University should only be used by members of the University for University purposes and in accordance with licence conditions of the software. You should not install, copy or distribute it to others unless authorised to do so. [See section 3.8](#).
- h) Care must be taken when introducing software/data into the University. Only those authorised to do so¹ should install data or software onto University-owned devices and they should ensure it has been checked for viruses or other malware. Where necessary, administrative rights may be granted to permit users to install software on University devices following processes described at <http://www.uea.ac.uk/is/itregs/itcpolicies/PC+and+Laptop+Admin+Rights>. Do not transmit files/data to others without first checking for viruses or other malware. [See section 3.9](#).
- i) If you are responsible for supporting others and the systems and services they use, you have an additional responsibility to ensure that those systems and services are secure, and should encourage good practice in those that use them. Ensure computer systems in your care are secure against unauthorised access, have up to date operating system and application software security patches applied and where feasible anti-virus/anti-malware software is installed and is up to date. [See section 3.14](#).
- j) All personally-owned electronic devices² connected to the network must be registered following processes described at <http://www.uea.ac.uk/is/itregs/equipreg>. Where a device has been registered using an authorised self-registration process (e.g. in student residences) the owner is responsible for security of that system and any activity on it. Should inappropriate activity be detected arising from the device, the registered owner will be held responsible for that activity. The owner should ensure that the system has up to date operating system and application software security patches applied and where feasible up to date anti-virus/anti-malware software is installed. [See section 3.10](#).
- k) Use of University computer systems and the network is monitored. The University has the right to access files, intercept communications, or monitor usage where there are grounds for suspecting mis-use. In cases where illegal activity is involved copies of relevant information may be handed to the Police at their request. [See section 4](#).

¹ Authorised by the IT or information (data) asset owner. See GISP17 for further details.
<https://intranet.uea.ac.uk/is/strategies/infregs/infosec/GISP17>

² In this document, 'device' is used to refer to all equipment which can be connected to the UEA network including PCs, servers, laptops, as well as mobile devices such as phones, tablets and so on. 'Computer' is used to refer to PCs, desktop systems, servers, laptops and notebooks.



3. Conditions of Use

3.1 Access to University IT facilities

Full use of the University's IT facilities and network is restricted to the following registered users authenticating by means of a UEA IT account:

- a) Students registered with the University for a programme of study.
- b) Staff holding a contract of employment with the University.
- c) Other individuals who have been sponsored by the relevant Head of School/Department, or their nominated deputy.

Limited access to the University's IT facilities is available to users authenticating by other means such as Eduroam.

Further information on the above and the facilities and services that they are entitled to use, are detailed in the Information Services Directorate (ISD) User Entitlements Policy which is available at <https://www.uea.ac.uk/is/strategies/User-Entitlements-Policy>.

3.2 Relevant legislation

All users of the University's IT facilities are bound by current relevant legislation and by the JANET (Joint Academic Network) Acceptable Use Policy. Further information is available from <http://www.uea.ac.uk/is/itregs/legislation>.

3.3 Acceptable use

- a) Computing facilities are provided for the pursuit of legitimate University activities:
 - i. Teaching and learning.
 - ii. Research.
 - iii. Personal educational development.
 - iv. Administration and management of University business.
- b) Limited use of the University network and IT facilities for personal purposes other than UEA work or study, for instance access to the internet, is permitted. However such use must not interfere with work or studies, must be legal and must be strictly in accordance with the requirements laid down in these Conditions of Computer Use.
- c) Staff should not use the University e-mail service for sending personal e-mails unrelated to UEA work (see [3.11b](#)).

3.4 Unacceptable use

All of the following are expressly forbidden when using the University's network and IT facilities:



- a) Any illegal purposes. The Police will be informed where there is evidence of illegal activity.
- b) Accessing, creating, storing or transmitting (other than for properly supervised and lawful academic purposes³) offensive, obscene or indecent data or images, or data from which such material could be derived, or material that might be subject to the provisions of counter-terrorism legislation.
- c) Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- d) Creation or transmission of defamatory, discriminatory or libellous material, or material whose effect is to bring the University into disrepute.
- e) Transmission of material that infringes the copyright of another person.
- f) The unauthorised distribution to third parties of any information in which the University and/or partner organisations such as research funders have intellectual property rights.
- g) Unauthorised interception or hacking of communications over the network including but not limited to e-mail and telephone messages.
- h) The transmission of unsolicited commercial or advertising material either within the University or externally, unless authorised to do so on behalf of the University.
- i) Unauthorised access or attempting to gain unauthorised access to IT facilities or services both within and outside the University.
- j) Disclosing your UEA password to others, or letting others use your UEA IT account⁴, irrespective of whether they are members of the University.

Users are responsible for the security of their password and should under no circumstances disclose this to others, whether in response to an e-mail, by visiting a web page, in person, or over the telephone; neither should they allow others to use their IT account (including members of UEA or external parties). Failure to comply with this may result in loss of access to facilities and/or disciplinary action. If a user has previously been detected as having disclosed their password to others and after having been duly warned is discovered to have disclosed their password on a subsequent occasion, they will lose access to IT facilities and the matter will be reported to the appropriate University disciplinary authority for further action.

- k) Deliberate activities with any of the following characteristics:
 - i. Corrupting or destroying others' data.

³ Where academic use is likely to include such material, authorisation should first be sought from the Head of School and the relevant research or ethics committee and the Information Services Assistant Director Strategy, Policy and Compliance made aware. Consultation with external authorities may be required and is advisable under certain circumstances depending on the nature of the activity.

⁴ Where an individual is absent from work for a prolonged period, or leaves the institution without first passing on their digital assets and access to their IT account is required in order to progress University business, access to another authorised individual can be granted if authorised by the relevant Head of School or Department. (When a member of staff leaves, their account is frozen, and deleted 100 days after their contract end date.)



- ii. Violating the privacy of others.
- iii. Disrupting the work of others.
- iv. Bullying or harassing others.
- v. Causing annoyance to others by inappropriate or inconsiderate use of computing facilities (e.g. internet phones in IT areas).
- vi. Using applications for non-academic purposes which are likely to result in excessive network traffic causing disruption to others.
- vii. Continuing to use an item of software/hardware after Information Services has requested that such use cease.
- viii. Misuse of University IT facilities or resources in such a manner that it compromises the security of University systems and the network.

3.5 Data protection and security

The University is required to keep certain personal data about staff and students in order to fulfil its objectives and to meet legal obligations. The law requires that this data must be collected and used in a fair manner, be accurate and up to date, stored securely for no longer than needed to fulfil its stated purpose and not disclosed to any other person unlawfully.

- a) No user may use the University's computer systems to hold or process personal data except in accordance with the provisions of the Data Protection Act (DPA) 1998.
- b) Staff must not construct or maintain computer or manual files of personal data unless required to do so as part of their work responsibilities and as approved by their manager.
- c) Students must not construct or maintain computer or manual files of personal data for use in academic studies or research without the express authority of an appropriate member of staff, normally their supervisor or Head of School.
- d) Those in the University who have data in their care, or who are authorised by the University to process personal data, should ensure that they are aware of their obligations under the Data Protection Act and comply with the Data Protection principles. These principles along with more information about the Act and its applicability at UEA can be found at <http://www.uea.ac.uk/is/strategies/infregs/dp>. In particular, the removal of personal data from the University should be minimised. Encryption must be used when taking personal data off site by any means including use of mobile devices, removable storage or emails to external email addresses to avoid the possibility of inadvertent and unintended disclosure to unauthorised third parties (the seventh data protection principle). Personal data must only be transmitted or transported in an encrypted form.⁵

⁵ Further information on encrypting data sent by email is available at <https://www.uea.ac.uk/is/strategies/infregs/dp/Data+Protection+FAQ+for+staff#Q.18>



- e) Where users have data in their care relating to University research, teaching or administration, they should also be aware of and comply with the following:
 - i. The University's General Information Security Policy - see <http://www.uea.ac.uk/is/strategies/infregs/infosec/gisp>.
 - ii. All data should be assessed on its strategic value and level of confidentiality and stored and handled in accordance with policies and controls detailed in the Information Classification and Data Management Policy. See <http://www.uea.ac.uk/is/strategies/infregs/Information+classification+policy>.
- f) Managers of staff with data responsibilities must ensure that their staff follow University security policies and advice, and in general adopt good practices in this regard.
- g) Users using devices configured to synchronise with or link to any University IT service (such as the Exchange server or filestore) must set security on the device to prevent unauthorised access. Staff using their own personally-owned devices for conducting University business including receipt of emails should ensure that the devices and the data held on them are secured to the same standard as defined in the University's information security policies.
- h) Users should not root or jailbreak (i.e. circumvent the security) any University-owned devices. Devices operated in this state are liable to be more easily compromised. Any attempt to bypass the security built into a device is potentially an offence under the Computer Misuse Act 1990.

3.6 Freedom of information

The Freedom of Information Act (FOIA) 2000 gives everyone both in and outside the University a right of access to any recorded information held by the University. In order to meet its obligations under the Act, the University must respond in an appropriate and professional manner to all FOIA requests. All University staff, particularly those with responsibilities for recorded information, should therefore be aware of and follow the guidelines at <http://www.uea.ac.uk/is/foi/guidance-for-staff>, and note that FOIA applies to all recorded information held electronically or in physical form including documents, records, notebooks, voicemails, videos, photos and emails.

3.7 Copyright

- a) Copyright material may only be copied if the copyright owner has granted permission, either directly or through a licensing scheme. 'Copying' includes scanning, recording and downloading, and covers print, digital and web-based material.
- b) Copyright material should not be networked or otherwise transmitted to multiple recipients without first getting the rights owner's permission or ensuring that such action is covered by an appropriate licence.



For more guidance on copyright see the web page at <http://www.uea.ac.uk/is/strategies/infregs/copyright>.

3.8 Software

- a) Software is subject to copyright and licensing restrictions and persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties.
- b) Software provided by the University should only be used in accordance with licence conditions of the software. You should not copy or distribute it to others unless authorised to do so.
- c) In general, all users are expected to honour any agreements or contracts made by the University concerning any computer software or data that they use and to abide by the general principles as detailed in the Software Copyright Acknowledgement document which is available at <http://www.uea.ac.uk/is/itregs/softwarecopyright>.
- d) Software Licence Agreements vary. The principal user of a single user system or the manager of a multi-user or networked system is responsible for the software loaded on that system and ensuring that it is used in accordance with the licence agreement.
- e) Software provided by the University should not be deleted, disabled or altered, other than by authorised personnel.
- f) Users must co-operate with persons employed by the University to carry out software and data audits, and where required follow software registration procedures.
- g) Schools /Departments must keep an up-to-date inventory of all software installed on their computer systems and ensure that no software is installed for which the University does not have a current licence.
- h) Schools/Departments must also ensure that any University licensed software is returned by leaving members of staff or students and any copies are removed from computers within their care, prior to leaving the University.

3.9 Computer security

- a) All access to computers and the network should be authenticated by means of a Username and Password.
- b) Strong passwords should be used following advice published at <http://www.uea.ac.uk/password> and complying with the University's password policies as defined in GISP5 of the General Information Security Policy at <https://intranet.uea.ac.uk/is/strategies/infregs/infosec/GISP5>. Passwords must be changed at least every 12 months to maintain security.
- c) All IT equipment under the University's care should be maintained in a secure manner in accordance with the [General Information Security Policy and Security Manual](#). IT support personnel have a particular responsibility in this regard.



- d) All devices connected to the University's campus wired network should run a currently supported operating system. "Currently supported" means within the product lifecycle, i.e. the operating system must have been released, not preview or beta, and still be in receipt of security patches from the software vendor. All devices should have up to date operating system and application software security patches applied and where feasible anti-virus/anti-malware software installed, irrespective of whether they are owned by the University, or personally owned. For University-owned systems, these should be installed and configured according to Information Services' recommendations with auto updating enabled and following guidelines and policies defined in the General Information Security Policy.
- e) Only those authorised to do so⁶ should install data or software onto University-owned devices and they should ensure it has been checked for viruses or other malware. Where necessary, administrative rights may be granted to permit users to install software on University devices following processes described at <http://www.uea.ac.uk/is/itregs/ictpolicies/PC+and+Laptop+Admin+Rights>. Users should not transmit files/data to others, without first checking for viruses or other malware.
- f) Information Services reserves the right to disconnect any computer from the network that is discovered to be infected with malware (e.g. viruses, trojans), or does not have adequate virus-checking software installed. The associated password should be reset on an uninfected machine. Once cleaned, the device can be reconnected to the network.

3.10 Connecting equipment to the network

- a) All devices connected to the University's network must follow the University approved policies and processes detailed at <http://www.uea.ac.uk/is/itregs/equipreg>.
- b) No equipment (whether University or user owned) should be used to extend or provide additional connections, for example via wireless transmitters or routers, unless approved for this purpose by Information Services.
- c) User-owned computers which have been authorised or registered using self registration processes detailed at <http://www.uea.ac.uk/is/itregs/equipreg> must also comply with the additional Self-registered Equipment Terms and Conditions detailed at <http://www.uea.ac.uk/is/itregs/selfregtc>.
- d) The University reserves the right to prohibit the use of equipment which is likely to cause interference on frequency ranges used by the University's wireless network.

⁶ Authorised by the IT or information (data) asset owner. See GISP17 for further details.
<https://intranet.uea.ac.uk/is/strategies/infregs/infosec/GISP17>



- e) The registered owner of a device will be held responsible for any inappropriate activity arising from that device⁷. In the case of personally-owned systems the owner is responsible for ensuring that the device has up to date operating system and application software security patches applied, and where feasible up to date anti-virus/anti-malware software is installed.

3.11 Electronic mail

- a) Only Information Service's approved and provided systems should be used by staff for e-mail communications concerning University matters⁸. For a list of approved systems see <https://intranet.uea.ac.uk/is/itregs/ictpolicies/staffemail>.
- b) Where practical, staff should not use University e-mail systems for sending personal messages unrelated to University matters⁹.
- c) E-mail systems provide a written record and care should be taken when composing and sending messages to ensure that the intended meaning is conveyed and the message is delivered to the intended recipients. Good practice guidelines on using e-mail are published at <https://intranet.uea.ac.uk/is/itregs/userguide/emailguide>.
- d) The Data Protection and Freedom of Information Acts also apply to e-mails. Such e-mails must be stored and processed in accordance with the Data Protection Act and may have to be released in response to Freedom of Information Act requests. For more information on these Acts see [sections 3.5 and 3.6](#).
- e) E-mails which infringe the copyright of another person should not be passed on.
- f) Anything sent electronically, including e-mail, is susceptible to interception. Users should whenever possible avoid sending highly confidential or sensitive information by e-mail. If it is essential to do so, the information should be contained within a password protected file attached to the message. The password should conform to the University's password policies and guidelines detailed at <http://www.uea.ac.uk/password> and should be communicated to the intended recipient by other means.
- g) Users should never send their UEA password in an e-mail. Any e-mail which asks for your password is a hoax.
- h) Before sending an e-mail users should assess whether the message is representing University views and whether the information is confidential, and make this clear within the message. A liability disclaimer and confidentiality

⁷ For University owned/managed desktop computers where more than one user shares the system and the computer is registered with an IT support manager or deputy, the system must be set up in such a manner any user responsible for inappropriate activity can be identified.

⁸ In cases where a member of UEA staff is working in another associated or affiliated institution for a significant period of time, and where they wish to have access to their UEA emails from within their mailbox provided by that institution, requests for automatic forwarding of UEA emails will be considered by Information Services.

⁹ Staff wishing to send or receive personal e-mail messages whilst at work should use a web-based external email service such as those provided by Google, Yahoo, or Microsoft etc.



statement should be added to the message if appropriate; links to recommended text for these are provided at <http://www.uea.ac.uk/is/email>.

- i) Only a user's UEA assigned e-mail address will be used to send e-mail messages from the University to the user. Undergraduate and post graduate (PGT and PGR) students wishing to read their e-mails from the University using an external service provider's e-mail system are responsible for changing the settings on their UEA e-mail account so that messages are automatically forwarded to the external service provider's system. Staff should also be aware of 3.11a above. Students are reminded that the University's General Regulations for Students require them to be in a position to respond to any notice or communication directed to them within 48 hours of it being made available to them i.e. of it being posted on a notice board, on their University e-mail account or in their pigeonhole.
- j) Users should note that their use of the University e-mail system is not private and that whilst continuing to maintain the privacy of personal mail, the University reserves the right to inspect and disclose the contents of e-mails under special circumstances as declared in [section 4 'Monitoring and Privacy'](#).
- k) Files downloaded from the internet, including mobile code¹⁰ and files attached to electronic mail, must be treated with the utmost care to safeguard against both malicious code and inappropriate material. Such files, or any others not known to come from a trusted source, must be scanned for possible malicious code before being opened.

3.12 Internet publishing

The University adheres to principles of academic freedom of expression. However, those publishing information via the internet should note the following.

- a) Users should be aware that sending electronic mail to any extended group including but not limited to social networking sites and blogs, or even to a list of recipients, is considered to constitute its publication. Likewise, placing information onto a computing system in such a way as to make it accessible via the World Wide Web is considered to constitute its publication.
- b) No item should be published using the University's facilities that could be considered to be defamatory, discreditable or injurious to the University's reputation, that in any way contravenes current legislation, or that could result in any violation of the JANET Acceptable Use Policy. The University reserves the right to remove any such material and to remove access rights in order to prevent further publishing of such material.
- c) The University may allow users to publish information over which it does not exercise any specific editorial control. However, unless the user has been duly authorised to act officially on behalf of the University, it disclaims all responsibility for such publications and asserts that the user will be held responsible for any infringements of law or applicable regulation, and for any consequent claims.

¹⁰ Programs, often in the form of scripts or applets, that are downloaded across the network and run on a local machine are often referred to as mobile code.



- d) Where the University has not duly authorised the user to act officially on its behalf, the user must make it clear that the views they express are their own and do not reflect those of the University or their individual School/Department. An explicit disclaimer should be included unless it is clear from the context that the author is representing the University or their School/Department. A standard disclaimer for addition to e-mails sent to external parties is available from <https://intranet.uea.ac.uk/is/itregs/userguide/emaildisclaim>.
- e) Users should ensure that any information that is posted on a University website is accurate and reviewed regularly (at least on an annual basis).

3.13 Use of services provided by others

- a) If a service provided from outside the University is accessed by means of University facilities then users must also abide by that provider's conditions of use, code of conduct, policies or rules relating to the use of that service.
- b) In order that the University may comply with its licences for access to electronic resources (including databases and electronic journals), users shall ensure the security and confidentiality of the electronic resources made available to them. In addition, users shall ensure that any information derived from these resources is used only for the purpose defined in the licences which includes non-commercial use only. Copies of these licences, which include full details of copyright restrictions, are available for inspection on application to the Main Library.
- c) If a user connects to external services using the University network and internet connection in order to carry out personal transactions such as purchase of goods or banking transactions, the University accepts no liability for those transactions, or for the security of any personal data transmitted.

3.14 Staff providing IT and service support

It is recognised that in the course of their duties University staff providing IT support, or support for University provided services, may have access to confidential information stored on computer systems. IT support staff also have special responsibilities in regard to ensuring security of computer systems within their care. The conditions detailed below apply to all staff that provide IT support, or support for IT based services and are in addition to those conditions listed elsewhere in this document:

- a) Support staff will only actively seek information on a computer that is relevant to the work being carried out. Specifically they will not open files or e-mails on a user's computer, or in a user's computer account, unless necessary to solve the problem being investigated.
- b) Support staff will maintain strictest confidence and will not divulge confidential information stored on a computer or in a computer account to others unless they suspect that illegal activity or activity that contravenes the Conditions of Computer Use has occurred. Note, monitoring of access to UEA centrally provided services such as e-mail and the network is undertaken by IT support staff in order to maintain service efficiency and prevent problems. Such monitoring will not involve



access to a user's computer account/resources unless authorised by the Assistant Director Strategy, Policy and Compliance or a member of the ISD Management Team who will be responsible for overseeing such activity.

- c) When a computer system is temporarily removed from a user's office in order to carry out work on it, IT support staff will ensure that the equipment is housed in a secure environment so as to prevent unauthorised access or theft.
- d) Users' passwords will not be re-set or divulged to others, except:
 - i. Where a re-set is required for security reasons.
 - ii. Where the user is unable to access their account because they have forgotten their password. In this case their password will be re-set and communicated to them
 - iii. Where a member of staff is absent and the Head of School or Department, or their deputy, requests access to the user's account in order to carry out the business of that Department. In this case the password will be reset and this conveyed to the appropriate person requiring access.
- e) Support staff should not expect or request that a user should disclose their password.
- f) 'Administrator' passwords should not be divulged to anyone except authorised staff engaged in support work where that work cannot be done without such access. Additionally, administrator privileges should not be assigned to any individual's IT account unless they are authorised to undertake work which requires this. An auditable log should be maintained of those issued with Administrative passwords and the password reset whenever a person is taken off this list or leaves the University.
- g) Permissions and privileges giving access to a user's computer, IT account, e-mail account, or stored files and data should not be altered unless for good reason and with the knowledge and agreement of the user, except where requested to do so for investigative purposes and with approval of the appropriate persons (see section 4 'Monitoring and Privacy').
- h) IT support staff will not make a connection to a computer over the network without the prior agreement of the system owner or, in their absence and for operational reasons, the Head of the Department concerned or their deputy. This includes mapping network drives with Administrator passwords and connection to PCs using remote desktop tools. If such a connection is required for investigative purposes, this must be authorised by the Assistant Director Strategy, Policy and Compliance or a member of the ISD Management Team.
- i) IT support staff will only dispose of unwanted computers or data storage devices using the disposal service included within the University's Managed Service for PC Procurement contract. This service will guarantee that all data is deleted in such a manner that it cannot be recovered. Details about the service will be published on the Purchasing Office web pages (<https://www.uea.ac.uk/fin/purchasing>).
- j) If a computer or data storage device is transferred within UEA for use by another user or department, any data stored on the system should be erased in



accordance with HMG Infosec Standard 5 Enhanced¹¹ criteria to ensure any previous owner's information cannot be recovered.

- k) IT support staff are responsible for the good security of systems within their care and for encouraging where possible the good security practice of individuals using those systems. Policies and controls as detailed in the General Information Security Policy and in the Security Manual should be adhered to. If requested by a user to undertake work which they feel would compromise security, they should advise against this and if appropriate discuss with their line manager and/or the user's line manager.

3.15 Visitors

The Conditions of Computer Use as they apply to visitors to the University may be summarised as follows:

- a) Visitors must not intentionally contravene these University Conditions of Computer Use in any way.
- b) If residing in University residences, visitors must not contravene the Self-Registered Equipment Terms and Conditions at <http://www.uea.ac.uk/is/itregs/selfregtc>
- c) No visitor's IT equipment should be used on the University network without having been registered for such or authenticated via Eduroam.
- d) No visitor's computer should be connected to the University network without up-to-date anti-virus/anti-malware software being installed and operational.
- e) Visitors should not attempt to run any software whose use is prohibited by the University, either on their own system connected to the University network, or on University-owned systems.
- f) Visitors must not disclose to anyone else passwords which have been allocated to them for the purpose of authorised access to University IT and computer systems.
- g) Visitors must not take any action to circumvent any University security control that is in place.

4. Monitoring and Privacy

- a) The University reserves the right to monitor use of the University network, associated telecommunication systems and the Internet by users and, if necessary, to withdraw access if it is felt that it is being used excessively for purposes unconnected with and/or to the detriment of work/studies.

¹¹ A standard for erasure of data determined by the Computer-Electronics Security Group (CESG) which is part of the UK Government Communications Headquarters (GCHQ).



- b) Routine monitoring takes place for maintenance, fault-finding purposes and enforcement of these Conditions of Computer Use, which may reveal unencrypted data and sites visited by users to operational staff. More detailed monitoring may also be undertaken if there are reasonable grounds to believe that a user has committed a criminal offence or is otherwise in breach of the Conditions of Computer Use.
- c) Users should note that University facilities are provided primarily for University work, study and business purposes and that whilst continuing to maintain the privacy of personal information, the University reserves the right to process information stored on University IT systems, including the content of e-mails, web pages and files under the following circumstances:
 - i. To locate substantive information that is required for University, School or Department business.
 - ii. To set up an automatic reply or forward mail if members of staff are unexpectedly absent or have gone on leave without making forwarding arrangements.
 - iii. In the course of an investigation triggered by indications or allegations of misconduct, misuse, or illegal use.
 - iv. To respond to legal processes, or to fulfil the University's obligations to third parties or in other exceptional circumstances, e.g. medical emergency.

5. Breaches of these Conditions of Use

- a) If there are reasonable grounds for suspecting that a user is engaging in activities which are in breach of the Conditions of Computer Use, the University reserves the right to investigate fully, including directly monitoring use of the network and computing facilities by the user. The University also reserves the right to withdraw (either temporarily or permanently) the authority of any user to use any system in such circumstances. Direct monitoring of individual use and/or withdrawal of services in such circumstances may be authorised only by the Director of Information Services, or their authorised deputies, in consultation with the Human Resources Division (or the Dean of Students' Office in the case of student users).
- b) A breach of these conditions of use may lead to disciplinary proceedings and, in serious cases, dismissal for staff and exclusion for students. (A significant breach of these conditions of use is likely to be regarded as serious or gross misconduct.) A breach of these conditions of use may also constitute a criminal offence and the University will report the matter to the Police where appropriate.
- c) The University reserves the right to charge users for the restitution costs, as determined by the University, in relation to any damage they wilfully cause to any IT facilities.
- d) The University also reserves the right to seek reimbursement of any costs arising from legal actions taken against the University caused by any failure of a user to



comply with the requirements of these Conditions of Computer Use, where this has been due to wilful neglect, deliberate avoidance or criminal act.

6. Reporting Computer Misuse

Computer misuse is any activity involving the University's computing resources which is illegal, contravenes these Conditions of Computer Use, or has any of the following characteristics:

- Compromises the security of the University's IT systems or its data.
- Breaches the [University's Information Security Policies](#).
- Results in a formal complaint from a member of the public or another member of the University.
- Is part of a Police enquiry.

If a member of the University becomes aware of such activity, they have a responsibility to report this to either the Information Service's Assistant Director Strategy, Policy and Compliance, or in their absence the Director of Information Services¹². If appropriate, they will initiate any investigative action and will inform and engage with the Human Resources Division, Dean of Students' Office and/or Head of Department as appropriate. All information received will be treated in a confidential manner, only involving other individuals where strictly necessary to any investigation.

A form has been setup on the University's website for reporting misuse:

<http://www.uea.ac.uk/is/itregs/misuse>.

7. Advice and Clarification

Information Services are responsible for ensuring regular monitoring and updating of these Conditions of Computer Use on behalf of the University.

Should you need any advice and/ or clarification of these Conditions of Computer Use then please contact the IT Helpdesk in the first instance:

- Tel. 01603 59 2345 or e-mail it.helpdesk@uea.ac.uk

8. Document Review and Communication

Information Services is responsible for the review and communication of these Conditions of Computer Use. There will be an annual mini-review in order to keep up to date with changes in legislation and technology, and a major review every five

¹² Contact information for these people can be found at <http://www.uea.ac.uk/is/contacts>



years¹³. The review will be overseen by a team consisting of representatives from Information Services, the Human Resources Division and the Dean of Students' Office. The IT and Computing Forum, IT support managers, student representatives and staff trade unions will also be consulted as necessary. Revisions to the Conditions of Computer Use will be submitted to the Information Strategy and Services Committee for their consideration and approval as a University policy prior to the start of each academic year.

The Conditions of Computer Use will be published on ISD's website at <http://www.uea.ac.uk/is/itregs/usepols> and all registered IT account holders will receive an e-mail at the start of the academic year reminding them of the Conditions of Computer Use and their obligations.

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¹³ Last major review was in 2010.



Submission of Work for Assessment (Taught Programmes): Submission of Anonymised Work for Assessment, Word Limits and Penalties, Extensions and Penalties for Unauthorised Late Submission, Provisional Marks and Feedback, and Retention of Coursework

*Summative coursework is defined as work that is taken into account by a Board of Examiners for the purposes of progression and/or for an award. Formative coursework is defined as work that is not taken into account by a Board of Examiners for the purposes of progression and/or for an award.

Submission of Anonymised Work for Assessment

- 1 All written coursework, project reports and dissertations submitted by undergraduate and taught postgraduate students for assessments that have a summative component should be identified by a student's registration number and not by their name.
- 2 Coursework which is entirely formative – i.e. is to help the development of a student and which does not count towards decisions regarding progression or the conferment of an award – need not be anonymised.
- 3 In some circumstances, even though a piece of coursework is identified only by a student registration number, the first marker may know the identity of the student because of the nature of the assessment - e.g. because of the personalised form of teaching, or because a student has been given specific advice by a marker on a reassessment, and because supervisors will know the real identities of their project and dissertation students. It is also possible in these circumstances that a second marker may know the identity of the student. External examiners or moderators will not, however, be aware of the identity of the student.
- 4 If a marker considers that a written assignment should not be anonymised, s/he should consult the appropriate Faculty Associate Dean (Learning, Teaching and Quality), who may discuss the circumstances with the Academic Director of Taught Programmes.
- 5 Markers are reminded that they should not break trust with students by seeking to identify them from their registration number at the point of marking coursework.

Word Limits

- 6 Information on the word limit of each item of coursework (whether formative or summative) shall be published to students. The word limit will be clearly stated in the title of the written assignment, project, report and dissertation. For example, an essay may have the title ' Essay 1 (2500 words)', where the number in brackets indicates the word limit. (There will be obvious exceptions, for example, where the assignment requires formulae or computer code rather than text).

7 The word count for coursework, written assignments, projects, reports and dissertations shall include: Footnotes and endnotes, references (in the main text), tables and illustrations and if applicable the abstract, title page and contents page. Any appendicised material and the bibliography or reference list shall be excluded from the word count. Where it is agreed that bibliographic referencing will take the form of footnotes and/or endnotes this will not be included in the word count - any additional notes within the body of the text will be counted.

8 Students should declare the word count of the text of their assignment on the coversheet (electronic or hard copy) submitted with their piece of work.

9 Markers who suspect an assignment is over the word limit should assign it an un-penalised mark, and return it to the Learning and Teaching Hub, flagged appropriately, for investigation and application of any resulting penalty. Penalties will be applied if work exceeds the word limit, with a 10% tolerance allowance.

10 Students are required to submit an electronic version of the originally-submitted work in a format which can be checked for word count (for example Word or Excel) when requested by Learning and Teaching Service staff to do so, when the marker has raised a suspicion that the student has exceeded the word count.

11 Failure to submit an electronic version of the work for checking will result in the mark for the assignment being capped at the pass mark.

12 Cases of intentional misrepresentation of the word count will result in the mark being capped at the pass mark.

13 When an assignment is excessively over the word limit, the marker is obliged to read up to the limit but is not obliged to read beyond it. It is recommended that a 10% allowance is made in determining the cut-off point, which should be clearly identified on the script by the marker. The awarded mark will reflect the assignment content up to that cut-off point. In addition, this awarded mark will have a 10 mark deduction penalty applied by Learning and Teaching Service staff. For Pass/Fail assignments where the word count is found to exceed the word limit plus 10%, the judgement on whether the grade is a pass or a fail should be made only on the text up to the word limit plus 10%.

Penalties for exceeding the word limit

14 The penalties for exceeding the word limit are:

Up to 10% over word limit	No Penalty
10% or more over the word limit	Deduction of 10 marks off original mark
Failure to provide an electronic copy when requested	Mark capped to the pass mark
Intentional misrepresentation of the word count on the coversheet	Mark capped to the pass mark

NOTE:

1. When the original mark is within 10 marks of the pass mark, the penalty will be capped at the pass mark
2. Original marks below the pass mark will not be penalised

Arrangements for Submission of Work for Assessment

15 The method of submission for assignments will be published to students, for example through the Student Information System's web interface.

16 For the majority of assignments, students will submit their work electronically. Where electronic submission is set up for a module assignment it will be the *only* method to submit the assignment; hard copies will not be accepted.

17 For some modules electronic submission is not appropriate, and the work should be submitted to the relevant Learning and Teaching Service Hub.

18 Students will only be required to submit one copy of their coursework for assessment, although two copies may be required for projects and dissertations.

19 The deadline for submission will be 15.00 on the specified date.

20 Students should be reminded, when work for assessment is set, that the deadline for a piece of work is the last possible time for the work to be submitted without penalty for late submission (in the absence of extenuating circumstances) and not the preferred time for the work to be submitted, the earliest time for submission being one week ahead of the deadline

21 The specified date for submitting work for assessment should be a Monday, Tuesday, Wednesday or Thursday and may include vacations. ..

22 Work submitted after the published deadline may be submitted up to 20 days after the published deadline. The method of submission will be the same as for pre-deadline submission. Late submission in the absence of acceptable extenuating circumstances will be subject to a penalty as set out below.

Confirmation of Submission

23 Submission confirmation details will be published to students (through the Student Information System's web interface) at the point of uploading, for electronic submissions, and on the day after the deadline, for hard copy submissions that have been submitted by the deadline.

Extensions for Late Submission of Work for Assessment

24 Each Semester, submission and return deadlines should be published to students, for example through the Student Information System's web interface

25 Students who have a valid reason for needing an extension may self-certify on one occasion per year, subject to certain conditions as detailed in the Extenuating Circumstances Regulations:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/Extenuating+Circumstances+\(Taught+Programmes\)](http://www.uea.ac.uk/calendar/section3/regs(gen)/Extenuating+Circumstances+(Taught+Programmes))

26 A request for an extension to a deadline for the submission of work for assessment should be submitted by the student in accordance with the regulations covering Extenuating Circumstances

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/Extenuating+Circumstances+\(Taught+Programmes\)](http://www.uea.ac.uk/calendar/section3/regs(gen)/Extenuating+Circumstances+(Taught+Programmes))

27 Where extenuating circumstances prevented the student from applying for an extension in advance of the submission deadline, work submitted after the deadline should be accompanied by a completed University Extension Request Form. Allowance will be given for acceptable extenuating circumstances and in such cases penalties for late submission will not be applied.

Penalties for Unauthorised Late Submission of Work for Assessment

28 The penalties for **late submission of numerically marked work for assessment** in the absence of acceptable extenuating circumstances are:

<i>Work submitted</i>	<i>Marks deducted</i>
After 15:00 on the due date and before 15:00 on the day following the due date	10 marks
After 15:00 on the second day after the due date and before 15:00 on the third day after the due date	20 marks
After 15:00 on the third day after the due date and before 15:00 on the 20 th day after the due date.	all the marks the work merits if submitted on time (i.e. no marks awarded)
After 20 working days	work will not be marked and a mark of zero will be entered.

Saturdays and Sundays will **NOT** be taken into account for the purposes of calculation of marks deducted.

Note

The penalties assume the work will have a maximum of 100 possible marks. The penalties should be adjusted pro-rata for any other (numerical) marking scheme.

29 **Late submission of pass/fail marked work for assessment** in the absence of acceptable extenuating circumstances will be awarded a fail mark.

30 All submitted work for assessment up to 20 working days after the published deadline will be marked normally and a non-penalised mark recorded on the script/coversheet. The Learning and Teaching Service staff will deduct any penalty for late submission where there are no accepted extenuating circumstances and record this on the coversheet. Any work submitted for assessment more than 20 working days after the published deadline (where there are no extenuating circumstances and where an extension has not been approved) will not be marked and will receive an automatic mark of zero / fail. This will apply to work submitted beyond an approved extension date, if the submission date is more than 20 working days after the published deadline.

31 The Academic Appeals Procedure may be used where a request for an extension to a deadline has been denied. However penalties are not open to appeal. Further information about the Academic Appeals Procedure is available at:

[https://intranet.uea.ac.uk/calendar/section3/regs\(gen\)/academic-appeals-and-complaints-procedure](https://intranet.uea.ac.uk/calendar/section3/regs(gen)/academic-appeals-and-complaints-procedure)

32 The unauthorised late submission of work or exceeding the word limit are the only circumstances in which marks may be deducted from the merit mark. Where medium level plagiarism or collusion is detected an adjusted mark reflecting the merit of the work actually undertaken by a student will be awarded. Where a student does not achieve an intended learning or assessment outcome the marks awarded or withheld will reflect this. Negative marking is not permitted.

Provisional Marks and Feedback

33 Feedback on assessed work will cover essays, reports, exercises, presentations, performance and practice placements. It will take account of the learning outcomes of the assignment and the relevant marking criteria. Comments may be subject specific and/or generic, and will include the relevant feedback form where appropriate.

34 The deadline for return of feedback and provisional marks on larger pieces of work, notably essays, will where possible be set sufficiently in advance of the deadline for handing in a further piece of work of the same kind to ensure students can benefit appropriately from the feedback.

35 The University norm is that feedback and provisional marks on summative coursework are returned to students no later than 20 working days after the published deadline for submission. Normally this is the return of the marked and annotated submitted coursework. Provisional marks will also be published on the Students' eVision pages, normally up to a week after the return of the paper copy of the feedback and provisional mark, to encourage students to pick up their feedback in a timely manner.

36 Because of their nature, Dissertations, Placement Reports, Projects, and Portfolios at undergraduate and at Master's level, are not covered by the 20-working day turnaround guidelines.

37 The norm applies to all Faculties, with the exception of specifically-identified modules.

38 Where, exceptionally, turnaround times for specifically-identified pieces of work cannot meet the 20 day norm, a full explanation of the reason for this will be provided to students by the relevant School Director of Learning, Teaching and Quality, endorsed by the Faculty Associate Dean (LTQ), at the start of each academic year. In such circumstances, collective feedback, verbal or otherwise, must be provided within 20 working days.

39 It is recognised that illness or other unforeseen circumstances may delay turnaround time beyond the 20 working days deadline: where this occurs students affected by the delay should be informed.

40 Where the 20 working day deadline for feedback and provisional marks falls in a University Vacation Period, the work should normally be returned during week 1 of the following Teaching Period.

41 Where a student, under the informal stage of the academic appeals procedures, requests that a single-marked piece of summative coursework be second marked, the outcome should normally be available within a further 10 working days.

42 Where a student has been given an extension to submit coursework after the deadline, feedback and provisional marks will normally be provided to that individual within 20 working days of the new submission date. Where an approved extension to the deadline exceeds the published deadline for feedback and provisional marks, a module organiser or teacher who has set the original piece of work will set an alternative assignment (consistent with the learning outcomes for the original piece of work) so as not to compromise a fair assessment opportunity.

43 Feedback in the form of basic statistics (e.g. average marks and standard deviations) will be made available to student cohorts, where appropriate, so that students may gauge their performance against that of their peers (no individual will be identified).

44 Students will be given advice on the academic support available to them in the event of feedback indicating areas for improvement and enhancement.

45 Students are expected to retain a copy of all their summative coursework in all years of their course in case this needs to be recalled for scrutiny by Boards of Examiners as part of their decision-making processes for progression to the next Stage and/or degree classification and for moderation purposes with regard to academic standards of awards.

46 Marks for summative coursework remain provisional and subject to change until confirmed by the relevant Board of Examiners.

Return and Retention of Coursework

47 The method of return of coursework will be published to students.
Methods include collection from designated coursework boxes in the Hub, and from Module Organisers in class.

48 Work returned via the Hub will be available for one week, after which time it will be sent to the students' advisers to return to their advisees.

49 Uncollected work and electronic copies of work will be disposed of after the end of the academic year the work was completed in.

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UEA Policy on Internal Moderation and Double Marking

1 Moderation of Assessed Work

- 1.1 Moderation is important in assuring that examiners apply marking criteria consistently, and that there is a shared understanding of the academic standards students are expected to achieve.
- 1.2 It is essential that marked coursework and exam scripts are properly scrutinised in order to ensure that staff, students, external reviewers, external partners and stakeholders (and the wider public) can have faith and confidence in the marks awarded and the awards conferred on students.
- 1.3 The aims of moderation are to:
 - provide a reliable check that assessment has been marked in accordance with the aims and learning outcomes of the assignment, and according to marking criteria;
 - ensure that teaching and marking standards have been applied consistently within and across modules, programmes, Schools and Faculties across the whole University;
 - ensure equality and thus fairness of treatment for students.
- 1.4 Moderation should be constructive and developmental. Besides being an element of assurance of standards and quality, it may also provide peer support and staff development for academic staff.
- 1.5 Moderation can take place in a number of ways and at UEA two major ways of dealing with moderation have been identified as set out below. The directions below represent a minimum requirement and Schools are free to carry out additional moderation if they wish.
- 1.6 Marking takes place before moderation, i.e. each submission is considered and a mark is awarded based on the marking criteria.

2 Blind/unseen double marking

- 2.1 Definition: Two examiners/assessors mark the assignment independently and subsequently agree a mark.
- 2.2 Blind/unseen double marking should be used for supervised projects or dissertations worth at least 40 credits.
- 2.3 Blind/unseen double marking should also take place where an assignment is the sole summative assessment for a module worth at least 40 credits.
- 2.4 Summative presentations/oral examinations which are worth more than 10% of the module assessment weighting should be double marked (by

- means of two markers attending the presentation/oral examination) or recorded¹ for purposes of moderation and/or remarking as necessary.
- 2.5 Where a station/item for an assessment by an Objective Structured Clinical Examination (OSCE) or Objective Structured Practical Examination (OSPE) is double marked (i.e. two assessors are present at the station), further moderation is not required.
- 2.6 Where a station/item for an assessment by an Objective Structured Clinical Examination (OSCE) or Objective Structured Practical Examination (OSPE) is assessed by a single marker, a suitable moderation process should be in place; for example:
- identified individuals appointed to oversee and observe the assessment practice across a sample of stations and assessors;
 - video or sound recording² of a sample of stations for later review;
 - post-assessment analysis of assessor behaviour using relevant data.
- 2.7 Summative assessment of Work-based learning (practice assessment): Where student performance is measured in the workplace, assessor behaviour will be triangulated using a range of methods of data capture.
- 2.8 Copies of each submission are marked 'blind' or 'unseen' by two or more independent markers. If markers disagree, they can change/alter marks on an individual submission. If the markers cannot agree, an appropriate third party will adjudicate.
- 2.9 The adjudicator should be an appropriate office holder within the School, for example:
- Chair of the Board of Examiners
 - School Director of Learning and Teaching
 - Assessment coordinator/lead or equivalent position
- 2.10 Adjudication duties may be shared so that the same person does not have to oversee every case within a School or within a module. The adjudicator considers the 'case', rather than the script. The adjudicator should consider the marks and comments of the two markers, and take advice from a third party as needed in order to determine the final mark for the assignment.
- 2.11 The method by which an agreed mark is arrived at should be recorded and should be transparent.
- 2.12 Where work has been double marked as set out above further moderation is not required.
- 2.13 Where work has been double marked as set out above a student is not eligible to apply for a remark or to appeal the mark (though a student may be eligible to submit an appeal relating to the assignment on other grounds, for example, inadequate supervision of a project).

¹ Please note: students must consent to any recording.

² Please note: students must consent to any recording.

3 Examinations

3.1 Schools must choose how to manage the marking process with regard to examinations by adopting A or B below:

A Blind double mark scripts where a sufficient marking resource is available

B Moderate a sample of scripts in line with the Moderation Policy

3.2 Schools should communicate to students the method pertaining to the Exam(s) in question.

4 Internal moderation

4.1 The module organiser shall be responsible for ensuring that moderation is carried out.³

4.2 Assessed work (including reassessed work) at levels 3 (Foundation year level), 4, 5, 6 and 7 that has not been double marked should be moderated (i.e. should have the marking process checked) by means of reviewing samples as follows:

- at least one item of assessment for each module
- any assignment which contributes at least 30% to the overall module mark
- if there are a large number of markers in the pool (4 or more) then moderation should be required regardless of the percentage weighting of the assessment item
- assessment tasks marked by new or less experienced markers (i.e., those with less than 2 years' experience of marking in HE setting)
- where concerns or issues have been raised through quality assurance processes or professional body requirements. Issues may include, but are not restricted to:
 - high failure rates or otherwise poor performance
 - an unusual distribution of marks, e.g. a large number of extreme marks
 - concerns raised by student evaluation
 - concerns raised by External Examiners

4.3 For any given assignment, where no sample of work is selected for moderation, the assignment is deemed to be single marked, but where a sample of work is reviewed, the assignment is deemed to be moderated.

4.4 The sample of work taken for moderation will take account of the following:

- submissions across the full range of marks

³ In other circumstances a suitable alternative person shall be responsible (for example, in the Norwich Medical School this may be the assessment lead). Depending on circumstances, the module organiser or other responsible person may not be directly involved in the sampling or moderation process, but shall be responsible for ensuring that it is done.

- all submissions with a fail mark
 - submissions marked by each marker
 - for modules with 10 students or fewer, all submissions should be moderated
 - for modules with more than 10 students, at least 10% of all work submitted or 10 submissions, whichever is the higher number.
- 4.5 The internal moderator should be an experienced marker (i.e. have at least 2 years' experience of marking work at HE level, or other relevant experience or training).
- 4.6 In some circumstances, because the School does not have the relevant subject or language expertise, it may not be possible to double mark or moderate assignments internally. In such cases, the School should make a case to the relevant Faculty Associate Dean for Teaching and Learning for the assignment to be reviewed externally. Where approval has been granted by the Associate Dean, the School will appoint an external moderator/assessor with the relevant expertise. The marked work should be returned to the Hub/students but the marks are provisional. Copies of the work and the distribution of marks will be sent to the external moderator for review.
- 4.7 The moderator will check the application of marking criteria (The UEA Senate Scale/s or bespoke criteria relating to the exercise, specifically devised/set by the tutor) by each marker and consider the overall distribution of marks and complete a Moderator's report.
- 4.8 If the moderator identifies significant inconsistencies (i.e. where there is a variation of 10% or more between the original mark and the mark the moderator would award in at least 10% of the moderated submissions, or where there is a discrepancy in the means of the two markers which is greater than 5%) or an anomalous distribution of marks, s/he can suggest remarking or a suitable adjustment of marks:
- for all submissions, i.e. not for individual submissions (except where a pass is felt by the moderator to be a fail and there are implications for a student's fitness to practise);
 - for all of the work marked by individual markers, but not individual submissions;
 - for sections within a submission for all submissions (for example, where a problem is identified relating to one question on an examination paper).
- Any adjustment of marks should be recorded on the Moderator's report.
- 4.9 If the concerns relate to one submission only or to particular parts of the distribution or where there is disagreement between the moderator and the marker, an appropriate third party will adjudicate.
- 4.10 The adjudicator should be an appropriate office holder within the School, for example:

- Chair of the Board of Examiners
 - School Director of Learning and Teaching
 - Assessment coordinator/lead or equivalent position
- 4.11 The adjudicator should consider the Moderator's report and may consult the External Examiners. The adjudicator shall be responsible for making the final judgement.
- 4.12 Internal moderation must be completed before marked work is returned to the Hubs/students.
- 4.13 Where work has been single marked or moderated as set out above a student may be eligible to apply for a remark or to appeal the mark, see 8 below.

5 External examiners and external moderation

- 5.1 An external examiner has the right to see the assessed work of all students on any of the modules/programmes for which they are responsible. However, Schools will normally make available a sample of assessed work, sufficient to ensure that an external examiner can reach a judgement on the appropriateness of marking and other academic standards.

(<https://www.uea.ac.uk/learningandteaching/documents/assessment/CoPEExternalExaminerSystem2012-13>).

6 Module Assessment Board

- 6.1 All marks are provisional until these have been confirmed by the Board of Examiners or appropriate sub-group at a Module Assessment Board.
- 6.2 The Board of Examiners or appropriate sub-group shall receive the marks presented for each module, and contributing components, which is being assessed and for which it is responsible.
- 6.3 It is the role of the Board of Examiners or appropriate sub-group to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

[http://www.uea.ac.uk/calendar/section3/regs\(awards\)/Regulations+for+Bachelors+and+Integrated+Masters+Awards+2013/Regulations+for+Bachelors+and+Integrated+Masters+Awards+2013](http://www.uea.ac.uk/calendar/section3/regs(awards)/Regulations+for+Bachelors+and+Integrated+Masters+Awards+2013/Regulations+for+Bachelors+and+Integrated+Masters+Awards+2013)

7 School review of assessment and moderation

- 7.1 Schools shall review their assessment strategies, and review and analyse information relating to module assessment with a view to:
- ensuring a coherent approach (i.e. avoiding bunching of deadlines, an appropriate mix of assignments, meeting programme as well as module level learning objectives)
 - identifying and addressing (via adjustments in assignment types or changed marking criteria) any anomalous module marks or variations

in marking levels across programmes that might result in inequalities in the treatment of students

- ensuring that the assessment strategy ensures that the programme meets external expectations (QAA benchmarks, professional body requirements)

This review should form part of the School's Quality Assurance processes.

- 7.2 Schools may use their existing structures to support this review process (i.e. Boards of Examiners, Teaching Committees/Executives), or they may convene a dedicated 'Assessment Group', the composition of which should reflect the structure/diversity of the subjects and programmes offered by School.
- 7.3 The Assessment Group or an equivalent body shall receive and consider moderators' reports and external examiners' reports.
- 7.4 The Assessment Group or its equivalent shall usually hold a main annual meeting after the stage and Final Examination Boards. LTS staff shall support and assist Schools in convening such reviews and shall provide information that enables anomalies and variations to be identified and discussed in order to be addressed for the following year. (https://www.uea.ac.uk/learningandteaching/staff/courses_modules/modulemonitoring)

8 Student requests for a remark and student appeals

- 8.1 Where assignment has been blind/unseen double marked (unseen), a student cannot request a remark or appeal the mark. However, a student with concerns about the conduct of the marking process may submit an Academic Complaint setting out those concerns.
- 8.2 Where an assignment has been single marked (where no sample is reviewed) a student may request a remark within **10 working days** of publication of the mark on eVision.
- 8.3 Where an assignment has been moderated (where a sample has been reviewed, whether or not the student's submission was part of the moderation sample) a student may request a remark within **10 working days** of publication of the mark on eVision (except in the case of OSCEs and OSPEs; see 8.7 below and examinations; see 8.8 below).
- 8.4 Where a summative presentation/oral examination has been double marked, students may not apply for a remark. Otherwise a student may request a remark within **10 working days** of publication of the mark on eVision, and the recording of the presentation/oral examination will be used to remark the presentation/oral examination.
- 8.5 A student requesting a remark will need to provide justification (evidence is required):
- the mark is significantly at odds with the student's past marks

- the mark is not consistent with the feedback given
 - feedback suggests that part of the students submission has not been considered
 - other
- 8.6 Students are expected to discuss their mark with the relevant marker or with their academic advisor before asking for a remark.
- 8.7 Where an Objective Structured Clinical Examination (OSCE) or Objective Structured Practical Examination (OSPE) has been double marked, or has been moderated in accordance with 2.6 above, students may not apply for a remark, but may submit an Academic Appeal.
- 8.8 Where an examination assignment has been moderated (where a sample has been reviewed, whether or not the student's submission was part of the moderation sample) a student may not request a remark, but may submit an Academic Appeal.
- 8.9 Where an assignment has been double marked (either originally or as the result of a remark request) the student cannot appeal the mark. However, a student with concerns about the conduct of the marking process may submit an Academic Complaint setting out those concerns.

(<https://www.uea.ac.uk/learningandteaching/students/appealsandcomplaints/postsep12>)

Appendix One

1. The internal moderation policy is published in the Calendar, available at [http://www.uea.ac.uk/calendar/section3/regs\(gen\)/Internal+Moderation+Policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/Internal+Moderation+Policy)
2. Where there is a requirement to moderate assessed work, as stated in 4.2 of the Policy, the sample of work taken for moderation will take account of the following:
 - a. Submission across the full range of marks
 - b. All submissions with a fail mark
 - c. Submissions marked by each marker
 - d. For modules with 10 students or fewer, all submissions should be moderated
 - e. For modules with more than 10 students, at least 10% of all work submitted or 10 submissions, whichever is the higher number.
3. Where at least 10% of all work, or 10 submissions, whichever is the higher number, **has** been submitted by the deadline, moderation of these submissions is sufficient and no moderation of late work need be undertaken. The sample size must be 10% of the expected total

number of pieces of work, not 10% of those pieces submitted by the deadline. The exception to this is where all the work assigned to a particular marker or markers has been submitted late and is not included in the moderated sample of work submitted on time. (In this case, the work of the marker(s) should be moderated in addition to the initially-submitted work, but this can be after the on-time work has been returned to students, if necessary).

4. Where at least 10% of all work, or 10 submissions, whichever is the higher number, **has not** been submitted by the deadline, moderation cannot take place until enough pieces of work submitted after the deadline have been marked to increase the sample size for moderation to the required level. In this unlikely event, there will be a necessary delay in the return of work to students who submitted on time. Students should be informed of the delay with an indication of when they can expect the work.

Extenuating Circumstances (Research Programme Assessment)

1 Purpose

1.1 The Regulations provide a definition of extenuating circumstances, the guiding principles on which the regulations are based and the procedural framework within which extenuating circumstances which relate to Research Degree Programmes shall be managed, where those extenuating circumstances relate to assessment components managed by a Board of Examiners or by a course team on behalf of the Board of Examiners. Research degrees in this category are currently the Doctorate in Clinical Psychology (ClinPsyD) and the Doctorate in Education (EdD, MEd). All other extenuating circumstances (i.e. affecting the student's general registration and/or thesis element) should be handled via the postgraduate research student concessions process.

2. Definition of Extenuating Circumstances

2.1 An extenuating circumstance is:

2.1.1 An acute factor or an acute expression of a chronic condition that can be evidenced, is outside the student's control and which affects performance in and/or engagement with assessment;

2.1.2 Normally, a set of circumstances, the effect of which will impact the student within 3 weeks of the relevant assessment event;

2.1.3 Certain other circumstances that are explicitly referenced within the Extenuating Circumstances Regulations.

3. Principles

3.1 The University shall apply the following principles:

3.1.1 The minimisation of bureaucracy and assurance of timely consideration of cases;

3.1.2 The regulations have been designed to be reasonable, sensible, fair and student-focused;

3.1.3 The University shall adopt the extant list of extenuating circumstances provided by the Academic Registrars' Council (ARC). This list shall serve as a formal guide to the range of acceptable extenuating circumstances and can be found at:

<http://www.arc.ac.uk/uploadedfiles/documents/ARCAppealsExtCircs.pdf>

4 Extenuating Circumstances

4.1 Extenuating circumstances may be considered for assessment components managed by or on behalf of a Board of Examiners in relation to:

4.1.1 Extension requests for those items of assessment classified as 'Deadline' (Coursework, Written Assignment, Dissertation, Project, Presentation);

4.1.2 Requests for Delayed Assessment for those items of assessment classified as 'Event' (Examination, Course Test, Objective Structured

Clinical Examination, Objective Structured Pharmacy Examination, Practical);

4.1.3 Decisions about progression and/or final classification

4.2 There shall be an Extenuating Circumstances Panel (ECP) for each Board of Examiners covering research degree programmes in the School of Study.

4.3 Each ECP shall consist of a pool of 4 academic members (one of whom will act as Chair) appointed by the Head of School.

4.4 The Chair of the ECP shall be a member of the relevant Board of Examiners within the School of Study.

4.5 Chairs of Boards of Examiners shall not be permitted to act as the ECP Chair for the Board of Examiners of which they are the Chair, but may be a member of the ECP.

4.6 A minimum of 2 members of the ECP are required to engage in the consideration of cases, with the exception of the pre-Board ECP meeting, where at least 3 members must be in attendance.

4.7 The consideration of extenuating circumstances need not involve a physical meeting of members of the ECP if alternative methods of discussion and mutual deliberation are available.

4.8 There shall be time limits for the reporting of extenuating circumstances by students that will vary according to the type of adjustment being sought.

4.9 Students should report any circumstances affecting their study as soon as possible and no later than the deadlines detailed below.

4.10 Students must report any circumstances that they wish to be considered to the PGR Service.

4.11 Where a student is unable to supply all relevant evidence at the point of reporting the extenuating circumstances, the student shall normally provide any outstanding evidence within 10 days of application.

4.12 The Chair of the relevant ECP may grant further time (beyond 10 days) to obtain evidence where good reasons for needing the additional time are provided.

4.13 Notwithstanding the requirement detailed at 4.10 above, where a student believes that the relevant circumstances are of a highly confidential nature, s/he may report the circumstances to the Dean of Students.

4.14 Where a student reports circumstances as permitted under 4.13 above, the Dean of Students shall either:

Confirm the confidential nature of the circumstance and provide the ECP with a statement of its severity. The substantive detail of the circumstances shall remain confidential to the Dean of Students.

OR

Determine that the nature of the circumstances does not merit the confidentiality of treatment detailed at 4.13 above and advise the student that they should report their extenuating circumstances to the PGR Service, in accordance with 4.9-4.11 above.

5 Consideration of Extenuating Circumstances

5.1 Extension Requests (deadline assessments)

5.1.1 Extensions of 7 working days shall be approved automatically on receipt of a self-certification form on one occasion per semester (assignment for ClinPsyD/EdD) per student. There shall be no requirement for supporting

evidence and the student may treat the request as approved on submission of the form.

5.1.2 The restriction to one occasion per semester/assignment may include a single request relating to a single extension period of 7 days but applying to more than one item of assessment, where a student has multiple coincident submission deadlines.

5.1.3 Where students request more than one extension within one semester/assignment, any additional applications must be supported by acceptable evidence.

5.1.4 Additional applications that meet the ARC criteria may be approved by the member of PGR Service staff acting as Secretary to the Board of Examiners.

5.1.5 Additional applications that cannot be mapped to the ARC criteria or do not have clear evidence shall be considered by the relevant EC Panel.

5.1.6 Consideration may be undertaken by an ECP Panel comprising a minimum of 2 members.

5.1.7 ECPs shall reach a decision and advise the student of the outcome, normally within 3 working days of the request being received by the PGR Service.

5.1.8 Where an extension will impact on the dates of period of study/registration or the order in which placements are taken, the ECP may need to additionally recommend that the student applies for a concession and follows the postgraduate research student concessions process.

5.2 Delayed Assessment/Reassessment (DA/R) Requests (event assessments)

5.2.1 Students may be permitted to repeat an 'event' assessment due to circumstances beyond their control that affect performance or attendance at the event.

5.2.2 Students may be offered a Delayed Assessment (where circumstances affected the initial assessment), Delayed Reassessment (where circumstances affected the reassessment attempt) or Further Reassessment (where circumstances affected the assessment or reassessment but are not deemed sufficient for a Delayed Reassessment).

5.2.3 A Delayed Assessment cancels the assessment that it replaces. A Further Reassessment provides an additional opportunity without cancelling the original assessment attempt.

5.2.4 Where an application for a DA/R is approved, s/he may choose whether or not to take the new assessment and replace their existing mark, which shall be voided.

5.2.5 Where a student does take the new assessment, the recorded mark shall be the mark received for the new assessment and not the better of the 2 marks achieved.

5.2.6 A DA/R may be considered where:

- the student failed to attend;
- the student attended the assessment but believes that s/he did not have a fair attempt due to extenuating circumstances
- the delivery of the programme has hampered the ability of students to be assessed fairly.

5.2.7 Where the request for DA/R rests on medical circumstances, students must seek medical evidence on the day of the assessment, unless prevented from doing so.

5.2.8 A request for a DA/R must be submitted within 48 hours of the assessment.

5.2.9 All relevant supporting evidence, including, where appropriate, explanations of any failure to obtain medical evidence in accordance with 5.2.7 above, must normally be submitted not later than 10 working days after the request for DA/R is received by the PGR Service.

5.2.10 The Chair of the ECP may approve a later deadline for the provision of supporting evidence.

5.2.11 Bad weather conditions are acceptable for DA/R only where advice to the public has been to avoid unnecessary journeys and where public transport is not running.

5.2.12 DA/R requests shall be considered by the member of PGR Service staff acting as Secretary to the Board of Examiners in the first instance with reference to the ARC guidance noted above.

5.2.13 Cases which do not meet the ARC criteria, are complex or where rejection is recommended shall be referred to the relevant ECP.

5.2.14 Where an extension will impact on the dates of period of study/registration or the order in which placements are taken, the ECP may need to additionally recommend that the student applies for a concession and follows the postgraduate research student concessions process.

5.3 Pre-Board ECP Meetings

5.3.1 The purpose of a Pre-Board ECP meeting is to consider extenuating circumstances that may impact on decisions about progression or classification.

5.3.2 All extenuating circumstances and associated adjustments shall be reported to the Pre-Board ECP.

5.3.3 Where extenuating circumstances have already been considered and adjustments made (previous extension and/or DA/R requests), the ECP shall consider whether any additional adjustments may be appropriate.

5.3.4 Students must report extenuating circumstances to the PGR Service not later than 10 days prior to the meeting of the Pre-Board ECP.

5.3.5 Date of Pre-Board ECP meetings will be publicised to students.

5.3.6 ECPs shall determine the severity of impact and make a recommendation to the Board of Examiners on how the impact of the extenuating circumstances should be accommodated.

5.3.7 Recommendations may include:

- Award of a higher classification;
- Permission to progress within the constraints of the relevant regulations for the award;
- Where progression requirements have not been met, permission to retake the year or a part of the year, with or without a period of intercalation;
- Assessment, reassessment or further assessment;
- That a student applies for a concession following the postgraduate research student concessions process;
- That a student be transferred to an alternative course.

5.3.8 The actual adjustment shall be determined by the Board of Examiners.

5.3.9 When making decisions regarding appropriate adjustments, the Board of Examiners shall demonstrate that it has fully considered the recommendations of the Pre-Board ECP.

5.3.10 Adjustments must comply with PSRB requirements (e.g. maximum length of registration), where applicable.

Archived Document

Extenuating Circumstances for Taught Programmes

1 Purpose

- 1.1 The Regulations provide a definition of extenuating circumstances, the guiding principles on which the regulations are based and the procedural framework within which extenuating circumstances in relation to Taught Programmes shall be managed.

2 Definition of Extenuating Circumstances

- 2.1 An extenuating circumstance is:
 - 2.1.1 An acute factor or an acute expression of a chronic condition that can be evidenced, is outside the student's control and which affects performance in and/or engagement with assessment
 - 2.1.2 Normally, a set of circumstances, the effect of which will impact the student within 3 weeks of the relevant assessment event
 - 2.1.3 Certain other circumstances that are explicitly referenced within the Extenuating Circumstances Regulations

3 Principles

- 3.1 The University shall apply the following principles:
 - 3.1.1 The minimisation of bureaucracy and ensure timely consideration of cases;
 - 3.1.2 The regulations have been designed to be reasonable, sensible, fair and student-focused;
 - 3.1.3 The University shall adopt the extant list of extenuating circumstances provided by the Academic Registrars' Council (ARC). This list shall serve as a formal guide to the range of acceptable extenuating circumstances and can be found at:
<http://www.arc.ac.uk/uploadedfiles/documents/ARCAppealsExtCircs.pdf>

4 Extenuating Circumstances

- 4.1 Extenuating circumstances may be considered in relation to:
 - 4.1.1 Extension requests for those items of assessment classified as 'Deadline' (Coursework, Written Assignment, Dissertation, Project, Presentation);

- 4.1.2 Requests for Delayed Assessment for those items of assessment classified as 'Event' (Examination, Course Test, Objective Structured Clinical Examination, Objective Structured Pharmacy Examination, Practical);
- 4.1.3 Decisions about progression and/or final classification
- 4.2 There shall be an Extenuating Circumstances Panel (ECP) in each School of Study.
- 4.3 Each ECP shall consist of a pool of 4 academic members (one of whom will act as Chair) appointed by the Head of School.
- 4.4 The Chair of the ECP shall be a member of a Board of Examiners within the School of Study.
- 4.5 Chairs of Boards of Examiners shall not be permitted to act as the ECP Chair for the Board of Examiners of which they are the Chair, but may be a member of the ECP.
- 4.6 A minimum of 2 members of the ECP are required to engage in the consideration of cases, with the exception of the pre-Board ECP meeting, where at least 3 members must be in attendance.
- 4.7 The consideration of extenuating circumstances need not involve a physical meeting of members of the ECP if alternative methods of discussion and mutual deliberation are available.
- 4.8 There shall be time limits for the reporting of extenuating circumstances by students that will vary according to the type of adjustment being sought.
- 4.9 Students should report any circumstances affecting their study as soon as possible and no later than the deadlines detailed below.
- 4.10 Students must report any circumstances that they wish to be considered to their Learning and Teaching (LTS) Hub.
- 4.11 Where a student is unable to supply all relevant evidence at the point of reporting the extenuating circumstances, the student shall normally provide any outstanding evidence within 10 working days of application.
- 4.12 The Chair of the relevant ECP may grant further time (beyond 10 working days) to obtain evidence where good reasons for needing the additional time are provided.
- 4.13 Notwithstanding the requirement detailed at 4.10 above, where a student believes that the relevant circumstances are of a highly confidential nature, s/he may report the circumstances to the Dean of Students.
- 4.14 Where a student reports circumstances as permitted under 4.13 above, the Dean of Students shall either:

Confirm the confidential nature of the circumstance and provide the ECP with a statement of its severity. The substantive detail of the circumstances shall remain confidential to the Dean of Students.

OR

Determine that the nature of the circumstances does not merit the confidentiality of treatment detailed at 4.13 above and advise the student that they should report their extenuating circumstances to their LTS Hub, in accordance with 4.9-4.11 above.

5 Consideration of Extenuating Circumstances

5.1 Extension Requests (deadline assessments)

Extensions of five working days shall be approved automatically on receipt of a Extenuating Circumstances form on one occasion in an academic year per student. There shall be no requirement for supporting evidence and the student may treat the request as approved on submission of the form. (A request must be submitted to the relevant hub in advance of the submission deadline in order to be treated by way of automatic approval.) The restriction to one occasion in each academic year may include a single request relating to a single period of five working days extension but applying to more than one item of assessment where a student has multiple co-incident submission deadlines. Students may only use self-certification in support of the first extension request in any academic year. Where students request more than one extension within an academic year, any additional applications must be supported by acceptable evidence.

5.1.4 Additional applications that meet the ARC criteria may be approved by LTS Co-ordinators.

5.1.5 Additional applications that cannot be mapped to the ARC criteria or do not have clear evidence shall be considered by the relevant EC Panel.

5.1.6 Consideration may be undertaken by an ECP Panel comprising a minimum of 2 members.

5.1.7 ECPs shall reach a decision and advise the student of the outcome within 3 working days of the request being received in the LTS Hub.

5.1.8 Where extension requests are supported by a medical certificate they shall be approved by the relevant LTS Coordinator. This

includes retrospective requests where the medical certificate clearly covers the period to which the extension request relates.

5.2 Delayed Assessment/Reassessment (DA/R) Requests (event assessments)

5.2.1 Students may be permitted to repeat an 'event' assessment due to circumstances beyond their control that affect performance or attendance at the event.

5.2.2 Students may be offered a Delayed Assessment (where circumstances affected the initial assessment), Delayed Reassessment (where circumstances affected the reassessment attempt) or Further Reassessment (where circumstances affected the assessment or reassessment but are not deemed sufficient for a Delayed Reassessment).

5.2.3 A Delayed Assessment cancels the assessment that it replaces. A Further Reassessment provides an additional opportunity without cancelling the original assessment attempt.

5.2.4 Where an application for a DA/R is approved, s/he may choose whether or not to take the new assessment and replace their existing mark, which shall be voided.

5.2.5 Where a student does take the new assessment, the recorded mark shall be the mark received for the new assessment and not the better of the 2 marks achieved.

5.2.6 A DA/R may be considered where:

- the student failed to attend;
- the student attended the assessment but believes that s/he did not have a fair attempt due to extenuating circumstances
- the delivery of the programme has hampered the ability of students to be assessed fairly

5.2.7 Where the request for DA/R rests on medical circumstances, students must seek medical evidence on the day of the assessment, unless prevented from doing so.

5.2.8 A request for a DA/R must be submitted within 48 hours of the assessment.

5.2.9 All relevant supporting evidence, including, where appropriate, explanations of any failure to obtain medical evidence in accordance with 5.2.7 above, must normally be submitted not later than 10 working days after the request for DA/R is received in the LTS Hub.

5.2.10 The Chair of the ECP may approve a later deadline for the provision of supporting evidence.

- 5.2.11 Bad weather conditions are acceptable for DA/R only where advice to the public has been to avoid unnecessary journeys and where public transport is not running.
- 5.2.12 DA/R requests shall be considered by LTS co-ordinators in the first instance with reference to the ARC guidance noted above.
- 5.2.13 Cases which do not meet the ARC criteria, are complex or where rejection is recommended shall be referred to the relevant ECP.

5.3 Pre-Board ECP Meetings

- 5.3.1 The purpose of a Pre-Board ECP meeting is to consider extenuating circumstances that may impact on decisions about progression or classification.
- 5.3.2 All extenuating circumstances and associated adjustments shall be reported to the Pre-Board ECP.
- 5.3.3 Where extenuating circumstances have already been considered and adjustments made (previous extension and/or DA/R requests), the ECP shall consider whether any additional adjustments may be appropriate.
- 5.3.4 Students must report extenuating circumstances to their LTS Hub not later than 10 working days prior to the meeting of the Pre-Board ECP.
- 5.3.5 Date of Pre-Board ECP meetings will be publicised to students.
- 5.3.6 ECPs shall determine the severity of impact and make a recommendation to the Board of Examiners on how the impact of the extenuating circumstances should be accommodated.
- 5.3.7 Recommendations may include:
- Award of a higher classification;
 - Permission to progress within the constraints of the relevant regulations for the award;
 - Where progression requirements have not been met, permission to retake the year or a part of the year, with or without a period of intercalation;
 - Assessment, reassessment or further assessment;
 - For students in Stage 0 or Stage 1, provisional progression pending the successful outcome of the delayed assessment. This adjustment is available only where a student has failed only one module and has approval for a delayed sit for the failed item(s). Assessment must be completed by the deadline set annually by LTS;
 - That a student be transferred to an alternative course

- 5.3.8 The actual adjustment shall be determined by the Board of Examiners.
- 5.3.9 When making decisions regarding appropriate adjustments, the Board of Examiners shall demonstrate that it has fully considered the recommendations of the Pre-Board ECP.
- 5.3.10 Adjustments must comply with PSRB requirements (eg maximum length of registration), where applicable.

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BURSARIES, PRIZES, SCHOLARSHIPS AND STUDENTSHIPS

The University has a wide range of bursaries, prizes, scholarships and studentships available to students.

For details about these awards, please consult the following websites:

<http://www.uea.ac.uk/prizesandscholarships> .

Students starting from September 2014

<http://www.uea.ac.uk/planning/nsp+bursaries>

Continuing students

<http://www.uea.ac.uk/planning/hebss>

Prospective Students please look at:

www.uea.ac.uk/finance

Courses Validated by UEA

For details of courses (including regulations) validated by the University of East Anglia at Partner Colleges, please refer to the Partnerships Office at the following web address:

<http://www.uea.ac.uk/partnerships>

A list of Partner Colleges at the University can be found under the Addresses and Telephone Numbers section of this Calendar.

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