

University of Suffolk

General Regulations for Students

2024-25

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SECTION 1 – INTRODUCTION

Scope

1. The purpose of the General Regulations is to provide a general framework of regulations for students during their period of study with the University of Suffolk. The Regulations also highlight and signpost students to more specific policies, procedures and regulations. These Regulations are approved by the University of Suffolk Senate.
2. The Regulations apply for the academic year 2024/25 to:
 - all students who are enrolled on courses offered by the University of Suffolk including those studying at any of the partner institutions; and
 - any prospective students who have accepted an offer of a place at the University of Suffolk.
3. The Regulations apply equally to full and part time students, those attending short courses, and those enrolled on undergraduate, taught postgraduate and postgraduate research degree programmes, including apprentices and international/sponsored visa students. Where there are additional regulations relevant to a particular group of students (for example apprentices, sponsored visa students, or postgraduate research students), this will be indicated.
4. University of Suffolk students studying at any of the partner institutions are bound in full by these Regulations except where indicated that local campus rules and regulations shall apply.
5. Questions arising on the interpretation of any statement within these Regulations shall be resolved by the Academic Registrar. In the event of a conflict between the information provided within the Regulations and other information given to students, the Regulations shall prevail. However, nothing in the Regulations should be read as undermining or conflicting with the [Free Speech Code of Practice](#).
6. In the exceptional case of any major changes to the Regulations made after the start of the academic year, such changes will be communicated to students formally in writing by the Academic Registrar providing as much notice as possible.
7. Circumstances under which the University may make such changes to the Regulations include those required by law, our regulatory bodies, sector-specific guidance, court decisions, Office for Students (OfS) requirements, or in order to clarify specific terms. This is not an

exhaustive list and there may be other circumstances which constitute a major change to the Regulations.

The University's contract with a student

8. A contractual relationship between an applicant and the University is formed upon acceptance of an offer to study at the University of Suffolk. These Regulations and the Relevant Policies and Procedures (see Appendix 5: Relevant Policies and Procedures) set out the next phase of the contract between a student and the University in relation to the provision of

9. The Regulations form part of the terms of the contract between applicants, enrolled students and the University of Suffolk. Upon accepting their offer, applicants agree to abide by the [Terms and Conditions of Offer](#). Upon completing their enrolment, they signify their consent to the incorporation of these Regulations as part of the terms of that contract and as such agree to abide by them.

10. In order to cancel an offer of a place at the University of Suffolk prior to enrolment:
Prospective students must inform the Admissions Department in writing by emailing admissions@uos.ac.uk

In order to cancel the enrolment of a place at the University of Suffolk:

Enrolled students must inform the University in writing by emailing withdrawals@uos.ac.uk within 14 working days.

Prospective and enrolled students should be mindful of the implications of cancelling their offer or enrolment and are advised to seek advice at the earliest opportunity. Prospective and enrolled students who require a UKVI Student Route visa should be aware that cancellation of their offer or enrolment will result in the withdrawal of their visa sponsorship, which may have consequences for their immigration status. The International Student Support team (see Appendix 2 for contact details) are available to provide advice and guidance if required.

Where students can find the General Regulations and relevant policies

11. Students are required to abide by all University of Suffolk relevant policies and procedures including guidelines as required by their individual course of study. These Regulations provide an overview of the main points of the relevant student policies and more detail is available within the separate policies available on the University of Suffolk website.

12. It is the responsibility of students to acquaint themselves with these Regulations. Students are encouraged to familiarise themselves with the relevant sections at the start of their study and

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

specific requirement are required to inform the University of any restrictions or probation orders that may have a direct impact on their studies in order that relevant support can be put in place. Where appropriate, the matter will be referred to the Safeguarding, Suitability and Criminal Convictions Panel for consideration.

38. Students shall promptly inform the University if, after completing their application for admission or when they are a student of the University, they are convicted of any relevant criminal offence or if there are any circumstances which may affect their suitability for their chosen course of study or their ability to participate in their studies. Such disclosures will be referred to the Safeguarding, Suitability and Criminal Convictions Panel for consideration.

39.

enrolment at any time if it determines that an applicant or student has made any misleading, false or fraudulent application or statement to the University, or has produced falsified documents regarding any relevant criminal convictions, whether as part of their application or whilst on their course. Where the student is enrolled on a professional course, it may also be necessary for the matter to be referred to the relevant PSRB.

40. A person who, after their acceptance for admission as a student has be.243(t)-4(h(cou)3(vi)5(ct)-4(i)5

retaken in order to be able to progress to the next year of the course or to complete the course.

Student Details

50. It is the responsibility of the student to ensure that all their details are accurate and that the University is kept informed of any changes to their address, emergency contact details and other information. Students are required to notify the University (using the online enrolment system) of their current home address and local address at the time of commencing a course. Once enrolled, all students are required to inform the University of any change of permanent or temporary contact details without delay via the _____ on the student portal: the Online Administration Services and Integrated Systems (OASIS). Students who cannot access this facility must notify the Student Centre, HE Administration Office or Partnerships Office in writing of any changes. Sponsored visa students are also required to notify the UKVI of any changes to their UK contact details.

51. New students will be required to provide proof of their identity before being issued with their student ID card. Acceptable forms of identity include a current driving licence, valid passport or Biometric Residence Permit (BRP). International and sponsored visa students may be subject to additional requirements before and on arrival in the UK and should refer to Admissions for more

the University if they change nationality, which means they no longer require a visa for the UK.

68.

The

University is required to monitor the progress of the student regularly throughout their period of study. This will occur informally at regular meetings with the supervisory team, and more formally

There is an expectation that students engage with these progress meetings.

sponsorship will be withdrawn.

87. Sponsored visa students taking authorised absence of over 60 days (regardless of the reason for the absence) will be advised to leave the UK, and will be reported to the Home Office. Sponsorship will be withdrawn, and the student would then be required to re-apply for a new Student Route visa, or appropriate visa category which allows them to return to the University. If a student is unable to leave the UK during the period of absence, sponsorship will still be withdrawn and the student advised to seek advice from a qualified Immigration Solicitor.

88. In the event of any conflict or inconsistency between the UKVI requirements for those with a Student Route visa and Student Attendance and Engagement Monitoring Policy and the Admissions Policy, the UKVI requirements shall prevail.

policy.

Fitness to Study and Intercalation

92. Under the [Additional Time due to Extenuating Circumstances Policy](#), students may apply for intercalation where they are not fit or able to study for a prolonged period. Intercalation is defined as an authorised break in studies during a course, but after the course has commenced. The granting of intercalation assumes that the student has been judged to have the potential to continue with their studies after a break, but does not guarantee that there is an automatic right to return or that the course will be available in its present form or at all on return.

93. Students on courses subject to the requirements of PRSBs, Student Route Visa students, and students on apprenticeships should be mindful of the implications of intercalation and seek advice from relevant tutors or Student Services before applying. In accordance with the Higher and Degree Apprenticeship Framework, apprentices will also need the written support of their employer before an application for intercalation can be approved. If a student with a Student Route visa intercalates for more than 60 days, this will be reported to the Home Office within 10 working days of the intercalation period starting. If the intercalation period is 60 days or less, arrangements must be made to ensure that the student can continue to be monitored in order to maintain their visa sponsorship. If monitoring arrangements are unable to be made, then the visa sponsorship will be withdrawn.

94. The University also operates a [Support to Study Procedure](#) that may be used where the University believes that a student requires support or intervention beyond the remit of standard processes (such as [Reasonable Adjustments](#) and [Extenuating Circumstances](#)). The purpose of the procedure is to support the student through to successful completion of their studies where possible. However, under this procedure, the University has the right to:

- i) require a student to undergo a medical examination and for this to be submitted to the University;
- ii) enforce a period of intercalation, with return subject to conditions; or
- iii) terminate a studentship on medical grounds, notwithstanding the provision of the Equality Act and other relevant legislation.

Managing Infectious and Communicable Diseases

95. The [Framework for the Management of Notifiable Communicable Diseases and Other Widespread Infections](#) issues relating to notifiable communicable diseases. The Academic Registrar (academicregistrar@uos.ac.uk) must receive notification in writing within 24 hours of diagnosis of any student (at the point of enrolment and at

Intellectual Property Rights

113. Intellectual Property (IP) is the novel or previously undescribed tangible output of any intellectual activity. A student undertaking undergraduate or taught postgraduate programmes of study at the University of Suffolk will be the owner of any IP created by that student in the course of such academic activity unless otherwise agreed in writing. There are exceptions to this principle as outlined in the University of Suffolk [Intellectual Property Policy](#).

114.

these details are correct. No changes can be made to the HEAR once the final version has been issued on conferral of the award.

118. The HEAR will be available as a formative document from the first year of study on an eligible course, with the final version being issued when the award is conferred. The HEAR will only be issued as an electronic document, and only HEARs viewed online through Gradintelligence can be considered valid and verified. Students will not be provided with a printed copy of the HEAR.

decision-making in relation to allegations of misconduct will be handled in a way that is free from bias or conflict of interest.

125. There is a separate procedure for dealing with allegations of professional misconduct and/or professional unsuitability (the [Fitness to Practise](#)

- (xix) accessing security sensitive materials without gaining appropriate permissions or conducting security sensitive research

This list constitutes guidelines only. It is neither exclusive nor exhaustive, and there may be other offences which will constitute misconduct.

Students on Professional Placements or Study Abroad

manner which will not obstruct the ability of others to exercise their lawful freedom of speech. These rights extend to visitors and attendees to the University community taking part in affiliated events and activities.

143. Staff, students and visitors found to have breached the Free Speech Code of Practice may face action, such as sanction, disciplinary procedures or referral to an appropriate agency e.g. the Police.

Safeguarding and Prevent Duty

144. The University aims to take all reasonable steps in relation to the safety and welfare of anyone who studies, works at or visits the University. Safeguarding and promoting the welfare of

facilities and the inability to record attendance.

149. Students may not pass their card to any other person,

induction and/or training from a competent person;
with the exception of disability assistance dogs, bringing into or keeping animals in any
buildings.

Personal Property

158. It is a student's responsibility to ensure that their property is kept safe and secure at all times (for example a laptop, tablet, mobile phone). Loss of, or damage to work prior to its submission is normally not regarded as an acceptable explanation for the submission of late or partial work for the purpose of formal assessment at the University. Students should take steps to protect their work by taking appropriate precautionary counter-measures.

Visitors

159. Students and staff wishing to invite guests to the University or one of the partner institutions shall do so only in accordance with the relevant policies and procedures of the University, or partner institution. No student (or member of staff) shall knowingly invite

student to ensure that they activate their account. These documents will not be provided in paper format, and only documents shared and viewed via Gradintelligence will be considered valid and verified.

177. Information about how student data is collected and used can be found in the [privacy notices](#) on the website.

Complaints Procedure

178. If a student has a complaint about the University, they should use the [Student Complaints Procedure](#) which is intended to help resolve any complaints by students or applicants as promptly, fairly and amicably as possible. A copy of the policy and form can be found on the University website (www.uos.ac.uk).

179. If, having

Appendix 2: Useful Contacts

		International dialing code: +44 (0)
Academic Registrar	academicregistrar@uos.ac.uk	01473 338679 <i>(PA to Academic Registrar)</i>
Admissions	admissions@uos.ac.uk	01473 338348
Data Governance	datagovernance@uos.ac.uk	

Finance and Planning Depag3(Fina)11(nc

Appendix 4: Definitions and Interpretation

In this policy (except where the context otherwise requires) the following words shall have the meanings respectively ascribed to them:

Academic Appeal

a written request by a student querying a decision on their academic result(s), progression or award.

Academic Misconduct

an unfair advantage gained by a student in their studies/examinations.

Academic Year

normally means the twelve (12) month period from 1 August to 31 July for students starting their studies in September and the twelve (12) month period from 1 February to 31 January for those students starting in the Spring.

Award

the qualification achieved by a student having successfully completed a University of Suffolk programme.

Brightspace

Online Learning Environment (OLE).

BRP

Appendix 5: Relevant Policies and Procedures

In accepting an offer of a place and enrolling at the University of Suffolk, students agree to be bound by the following University-wide [policies](#) and documents, as amended and approved from time to time. Policies marked with an asterisk (*) indicate that there are separate policies in operation for specific partner institutions, as listed in the Partner Institution Specific Policies section.

