

**UNIVERSITY OF BATH
REGULATIONS FOR STUDENT APPRENTICES 2023/24**

An apprentice is a ‘Student’ as described in the University’s Statutes and is a member of the University. This Regulation Booklet sets out the Regulations for Students 2023/24, the Student Complaints Procedure, Health, Wellbeing and Support for Study Policy, Student Appeals Policy and Precautionary Measures Policy as they apply to an apprentice.

<u>Regulation</u>	<u>Page</u>	
1	Registration	2
2	Fees	3
3	Attendance and Progress	4
4	Conferment of Qualifications	6
5	Rescinded	7
6	Accommodation	8
7	Disciplinary Regulations for Students	9
8	Rescinded	17
9*	Reservation of Areas	18
10*	Use of Facilities	19
11*	Dogs and other Pet Animals	22
12*	Use of Motor Vehicles on the University Site	23
13	Admissions Regulations for First Degrees <i>By Degree Apprenticeship</i>	24
14	Admissions Regulations for Diploma and Certificate Programmes	

1. REGISTRATION

- 1.1** All students, both undergraduate and graduate, are required to register at the beginning of each academic year. The days on which students shall register will be announced by the University. Only those who have registered shall have the rights and privileges of students and members of the University.

All persons entering the University as students shall, at the time of registration, sign a declaration in the following terms:

2. FEES

General

2.1 The responsibility for payment of fees rests with *the student apprentice's employer*.

Tuition Fees (*Fees for apprenticeship training and assessment*)

2.2 *[Removed and replaced with the following]*

All tuition fees are payable *by the employer, according to the payment schedule agreed between the University and the employer and any such requirements as stated in the Education and Skills Funding Agency's Funding Rules.*

2.3 *[This regulation does not apply to apprentices]*

2.4 *[Removed and replaced with the following]*

If a student *apprentice's employer* does not pay the *appropriate fee* by such time as agreed either under instalment or other special Universn[TJjf Tji9ngepayms

Academic Integrity: Mandatory Skills Training and Test

- 3.7** (a) All students registering for the first time for a taught or research programme leading to an award of the University of Bath are required to undertake mandatory academic training and a test of understanding within a defined period. The skills training session and test will be those as defined in the Quality Assurance Code of Practice.

The defined period starts with first registration upon entry and ends at the first progression point encountered thereafter.

(b) Students who fail to pass the test by their next progression point will not be permitted to progress to the next stage of their programme of study or, in the case of students in their final year or on a one year or shorter programme, to receive their award.

- 3.8** The University will do all that it reasonably can to provide educational services as described on its website or in the prospectus or in other contractual documents issued by it to appropriately enrolled students. Sometimes circumstances beyond its control mean that at times it may not be able to provide such educational services. This might be because of, for example but not limited to, industrial action by University staff or third parties, acts of terrorism, the acts of any governmental or local authority, technical or power failure and/or bad weather conditions. In any of these circumstances, the University will take reasonable steps to minimise the resultant disruption to those services and to affected students, by for example, delivering a modified version of the same course or offering affected students the chance to move to another course or institution, but to the full extent that is possible under the law the University and students/applicants exclude liability to each other for any resultant loss and/or damage suffered. This does not affect any statutory rights of students/applicants that cannot be varied. The modifications that the University make may be to the content and syllabus of programmes, including in relation to placements, the timetable, location and number of classes, the content or method of delivery of programmes of study and/or the assessment and examination process. In making any changes, it will aim to keep the changes to the minimum necessary and will notify and consult where appropriate with students in advance about any changes that are required. If students are not satisfied with the changes, they may have the opportunity to withdraw from the course, move to another course and, if required, reasonable support to transfer to another provider.

4. CONFERMENT OF QUALIFICATIONS

- 4.1** No person shall be entitled to describe themselves as holding any Degree or other qualification conferred or granted by the University unless the award of such qualification has been approved by Senate.
- 4.2** Students are required to respond within the specified deadline to invitations to attend the Congregations which are held for the presentation of certificates for Degrees or other qualifications of the University.
- 4.3** Congregations shall be held at such times and places and in such manner as the Senate may from time to time prescribe.
- 4.4** Senate may at its discretion appoint for periods of three years a Marshal and a Deputy Marshal of the University, who shall be eligible for re-appointment.
- 4.6** The Deputy Marshal shall, in the absence of the Marshal, carry out the Marshal's functions and shall otherwise carry out such duties as the Marshal shall direct.

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: 1 August 2023

5. RESCINDED

7. DISCIPLINARY REGULATIONS FOR STUDENTS
REGULATIONS FOR STUDENT APPRENTICES VARIANT

If you require this document in an alternative format, such as large print or a coloured background please contact: student-discipline@bath.ac.uk

7.8

Categories of severity of misconduct

- 7.17** The University will categorise the severity of misconduct according to that misconduct meeting one or more of the criteria in the categories listed below.

Category A

No or minimal harm or disruption caused, or a limited impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community, or an accidental or inadvertent breach.

Category B

Moderate harm or disruption caused, or a moderate impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community.

Category C

Significant harm or disruption caused, or a severe impact (or risk thereof) on the proper functioning or activities of the University, or to a member or members of the University Community or sustained or repeated misconduct.

- 7.18** Sanctions will be proportionate to the proven misconduct and mitigating, aggravating, and compounding factors will be taken into account.

Right of Appeal

- 7.19** A Respondent can use the [Student Appeals Policy](#) to submit an appeal (within the bounds of that policy) following notification of the outcome of a Student Disciplinary case.
- 7.20** A Reporting Party cannot normally appeal the outcome of a Student Disciplinary case, but they are able to request a review of the process, based on specific grounds.
- 7.21** Once all stages of the University's Student Disciplinary process have been completed, if a student is not satisfied with the resolution of their appeal or review, they have 12 months to make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA). If the complaint is eligible to be considered by the OIA they will independently review the matter.

Procedural Fairness

- 7.22** The Student Discipline Procedure will follow the principles of natural justice. For this policy, this means the student and the person bringing the allegation will both have fair opportunity to present their case and respond to what the other has said. Normally, the identity of the person bringing the allegation and details of their allegation will need to be shared with the student who is responding. In some circumstances, sensitive and confidential information may be redacted.
- 7.23** In Student Discipline cases the standard of proof is the civil standard, or "the balance of probabilities". This means it must be proved that something is more likely to have

happened than not, and this is supported by evidence. The burden of proof sits with the University. This means that it is their responsibility to prove the case being considered.

- 7.24** No person with a conflict of interest will be asked to investigate or make a decision relating to the case. A conflict of interest occurs when an individual's professional or personal interests – family, friendships, financial, or social factors – could compromise their ability to apply judgement or act fairly and objectively. A conflict of interest can be actual or perceived.

Support for Students

- 7.25** We understand that disciplinary matters can be very stressful for students and are committed to the process being as empathetic and supportive as possible. All students (including reporting parties, respondents, and witnesses) will be made aware of, and actively encouraged to engage with, the support options that are available to them throughout the process.
- 7.26** We understand that some students may need additional arrangements to fully access this process. Any reasonable adjustments will be considered and put in place where possible.

Roles & Responsibilities

- 7.27** Senate is responsible for:
- The Student Discipline Policy (Regulation 7) and approving any amendments to it. The maintenance of discipline and good conduct as this policy outlines
 - Ratifying the Student Discipline Procedure at appropriate stages
 - The appointment of Chairs of the Student Disciplinary and Misconduct Panel
- 7.28** Deputy Director, Student Policy and Safeguarding is responsible for:

7.31 Security Services are responsible for:

Responding to incidences of Category A misconduct that can be dealt with through a fixed penalty notice.

Appendix A

7.38 The following is a non-exhaustive list of examples of misconduct:

a) Health and Safety Misconduct:

Action likely to cause injury or impair health or safety including:

(i) smoking and vaping in areas not designated for this purpose including the Underdeck, the Library Balcony or on the Parade (you should be at least 4 metres away from any building when you smoke).

(ii) parking motor vehicles or bicycles in any place not specifically authorised for that purpose

(iii) the driving of motor vehicles on campus in a dangerous, reckless, or careless manner

(iv) the use of any mode of personal transport in pedestrian areas other than where duly authorised

- (iv) failure to disclose name and other relevant details, or to provide your library card to an officer or employee of the University in circumstances when it is reasonable to require that such information be given
- c) Regulatory breaches
 - (i) breach of any other University Code, rule or regulation which provides for breaches to constitute misconduct under these Regulations
 - (ii) failure to comply with a previously imposed penalty under these Regulations
- d) Damage to property
 - (i) damage, misuse, unauthorised use or taking of items of property, including technology misuse
- e) Reputational Damage
 - (i) behaviour that brings the University into disrepute (excluding legitimate complaints against the university, formal representations by the SU or whistleblowing)
- f) Criminal offences
 - (i) fraud: deceit, deception or dishonesty
 - (ii) supply of any drug or drugs which, unless prescribed for the student by a registered medical practitioner, would mean that the student could be prosecuted.
 - (iii) Spiking and related offences.
 - (iv) unless duly authorised, possession or use of firearms, imitation firearms, fireworks, explosives or any highly combustible materials or any article which is made, adapted, or intended to be used as an offensive weapon.
 - (v) possession of a bladed article, an offensive weapon or weapon of offence
 - (vi) theft
 - (vii) any other behaviour which could constitute a criminal offence
- h) Offensive or abusive behaviour
 - (i) disorderly, indecent, violent, threatening, or offensive behaviour or language, either under the influence of intoxicating substances or otherwise
 - (ii) taking or sharing audio, video, or photographic recordings of others (including teaching activities) without their express consent
 - (iii) unless duly authorised, using, permitting, or causing to be used any means of sound reproduction or amplifying device so as to cause offence or inconvenience to others
 - (iv) organising, leading or otherwise encouraging dangerous or coercive initiation-type behaviours

- i) Breach of Dignity and Respect policy (which has not or cannot be resolved by informal means):
 - (i) discrimination
 - (ii) bullying
 - (iii) harassment
 - (iv) sexual misconduct
 - (v) hate motivated misconduct

8. RESCINDED

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from time to time in accordance with the needs of the University. Within these hours, use may be restricted to consultation at certain times of the day.

(h) Smoking, vaping and eating are not permitted within the Library, including the Library balcony.

(i) Silence must be maintained in the silent study areas of the Library.

10.3 Computing Facilities

Definitions:

(i) Computing facilities: any facility which is directly or indirectly linked through a computer processor (including the use of authorised software) whether or not all or part of the process lies under the jurisdiction and ownership of the University of Bath.

(ii) Head of Department: Heads of Departments, the Deans, the Heads of School, the Librarian, the Chief Digital and Information Officer, or the Heads of such other units as Senate may determine.

(iii) IT Acceptable Use Policy <https://www.bath.ac.uk/corporate-information/it-acceptable-use-policy/>

(iv) eduserv chest - software and information negotiation and licensing services for education and the public sector

(v) JANET/SuperJANET - Joint Academic Network

(a) All users of computing facilities are bound by general law, this Regulation, the Code of Practice, together with any specific rules that a Head of Department may from time to time introduce which apply to specific facilities within the appropriate department or to specific users.

(b) Computer facilities shall be used for approved purposes and by approved users only. If a person appears to be using computing facilities for other purposes which are in breach of the Code of Practice, that person shall be subject to the regulatory disciplines laid down in the Code of Practice.

(c) All users must respect the rights of others including those in proprietary software and datasets. The University subscribes to the eduserv Users

(g) Where a breach of the Regulation, or the Code of Practice, occurs or is alleged, the user in breach shall be subject to the procedures laid down in the Code of Practice.

(h) Breaches of any rules relating to a computing facility will be regarded as a prima facie evidence of a breach of discipline. If the user in breach is a student, disciplinary measures may be taken under the appropriate Regulation or Statute, regardless of the academic consequences.

If the user in breach is a member of staff, disciplinary measures may be taken through the Director of Human Resources.

(i) Potentially criminal behaviour may be reported by the University directly to the police. A note of current relevant law is appended to the Code of Practice. (Regulations 7 and 8 also refer).

10.4 Sports Facilities

(a) The Director of Sport may from time to time make such rules and regulations as

11. DOGS AND OTHER PET ANIMALS

- 11.1 Dogs and other pet animals may not be brought into University buildings or on to the playing fields, with the exception of assistance dogs for people who require it.
- 11.2 Approved assistance dogs (guide dogs, hearing dogs, service dogs) are allowed into University accommodation under the control of their owner and the owner must refer to the Student Living Code of Conduct <https://www.bath.ac.uk/corporate-information/student-living-code-of-conduct/> when bringing an assistance dog into university accommodation.

Amendments to these Regulations are approved by Senate. Any such amendments are identified above

12. USE OF MOTOR VEHICLES ON THE UNIVERSITY SITE

- 12.1** No motor vehicle may be driven or parked within the University grounds unless it is licensed, insured, roadworthy and registered with the University through Parking Services. Learner drivers are not permitted to drive within the University grounds whether accompanied by a qualified driver or not. The use of privately owned e-scooters is not permitted in the University grounds.
- 12.2** A vehicle will not be eligible for a parking permit unless the person wishing to register it possesses a full driving licence.
- 12.3** If a parking permit is granted, a physical permit will be issued. This must be displayed in the vehicle so that it is clearly visible.
- 12.4** A permit is issued subject to the conditions notified at the time of issue, and will be cancelled if the conditions are not complied with.
- 12.5** Undergraduate students living in non-University accommodation in postal districts BA1 and BA2 will not be granted a permit except in exceptional circumstances.
- 12.6** Students living in University accommodation on or off campus may not park motor vehicles on University property, unless granted a permit, or on public roads within the City of Bath boundaries. Permits will only be issued in exceptional circumstances.
- 12.7** When a registered driver disposes of their vehicle Parking Services must be notified and the permit returned to the Security Desk in the Library. If the registered driver wishes to bring a different vehicle into use a fresh permit must be obtained before doing so.
- 12.8** Drivers must refer to the University enforcement procedure, details of which can be found at <https://www.bath.ac.uk/corporate-information/parking-regulations/>. Security Officers and Parking Wardens are authorised to take appropriate action under this procedure to deal with vehicles which they consider to be improperly parked; action could include the issue of a warning or parking charge notice.
- 12.9** Drivers must observe the speed limits in force on roads within the University site, and drivers must observe the road signs for the safety of all road users. Drivers must stop when requested to do so by the Security Staff.
- 12.10** The University reserves the right to remove unauthorised vehicles and to dispose of them. The vehicle owner shall have no claim against the University if it exercises this right.

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: 1 August 2023

14. ADMISSIONS REGULATIONS FOR DIPLOMA AND CERTIFICATE PROGRAMMES

[This regulation does not apply to apprentices]

15. ASSESSMENT OF UNDERGRADUATE AND TAUGHT POSTGRADUATE PROGRAMMES

15.1 Scope

(a) These regulations apply to all summative assessments, i.e. assessments used to determine progression or eligibility of an award, approved by Senate, or by any formally-constituted body receiving delegated authority from Senate to undertake such approval.

(b) These regulations do not apply to formative assessment, ie. assessment not defined in approved schemes of studies but contributing to the student's learning experience. Such formative assessment shall be entirely at the discretion of the appropriate academic Department.

(c) *[Removed and replaced with the following]*

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provisions of approved schemes. Supplementary assessments are regarded as 'final' or 'progress' in accordance with the provision of the individual scheme of study.

(g) **Formative Assessments** are those assessments not defined in approved schemes of studies but contributing to the student's learning experience.

(h) **Summative Assessments** are those assessments defined within approved schemes of studies to test the achievement of learning outcomes. Summative assessments can be either 'final' or 'progress' according to the individual scheme of study.

15.3 Assessment Procedure

(a) Each unit within the University's modularised academic framework has its own assessment requirements which enable a Board of Examiners for Units to determine whether or not a candidate has achieved the intended learning outcomes. A Board of Examiners for Units will be responsible for determining the marks achieved by students taking units under its academic authority. External examiners will be involved in agreeing the marks for any final assessment.

(b) Examinations will be conducted by a Board of Examiners for Units and will be subject to the provisions of Ordinance 15. All examinations will be conducted in English, unless the scheme of study otherwise requires. All other forms of assessment will be submitted in English unless the Board of Studies approves a presentation in another specified language.

(c) Unit results will be forwarded to the appropriate Board(s) of Examiners for Programmes. A Board of Examiners for Programmes will be responsible for determining award classifications and for considering the progression of students registered on programmes of study under its academic authority, taking account of individual mitigating circumstances as it deems appropriate. External examiners will be involved in reaching all decisions relating to the conferment of awards and the determination of final degree classifications.

(d) A student who wishes any individual mitigating circumstances to be taken into account by the 8866 0 54 reW* nBT/F1 12 Tf1 0 0 1 319.87 384.41 Tm0 g0 G()JTJvy-ve5g9t012 Tf1

15.5 Use of Calculators in Examinations

1. Candidates are not permitted to bring calculators into examinations unless the rubric of the examination specifically permits it. In such cases, only calculators approved by the Board of Studies under approved procedures will be permitted.
2. Where the rubric specifies the use of University-supplied calculators, candidates should on no account be allowed to use their own calculators even though the model be alleged to be identical to those supplied by the University.
3. No power supply will be made available to candidates.
4. Calculators must operate quietly and cause no disturbance to other candidates; invigilators are empowered to remove offending machines.
5. All forms of instruction manual, operating guide or aide memoire, and written or printed program record or listing, are prohibited.

Note: In rare instances, where students are permitted to use their own calculators, they use them at their own risk, and no account can be taken by the Examiners of any malfunction.

15.6 Use of Dictionaries in Examinations

1. Dictionary provision may be made as follows:

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16. ADMISSIONS REGULATIONS AND CONDITIONS FOR THE AWARD OF HIGHER DEGREES BY DEGREE APPRENTICESHIP

These Regulations shall apply to the following higher degrees awarded by the University *as part of a Degree Apprenticeship*:

Master of Arts (MA)

Master of Business Administration (MBA)

Master of Research (MRes)

Master of Science (MSc)

[The rest of this list has been removed as it does not apply to apprentices]

16.1 General Provisions applying to Higher Degrees

(a) ADMISSIONS PROVISIONS FOR ALL HIGHER DEGREES OTHER THAN DSc AND DLitt

Applicants must provide full and accurate information in relation to all the qualifications and personal information contained on a University application form. The University may withdraw the applications of candidates failing to do this.

No applicant shall be admitted to a programme leading to a higher degree in the University, except by special permission, unless:

(i) they have provided the University with satisfactory evidence of their standard of English language and *mathematics* ability. This evidence will normally comprise a formal recognised test. Minimum standards for entry to higher degrees, together with a list of recognised tests, will be approved by the Senate. *[The remainder of this paragraph has been removed as it does not apply to apprentices].*

and

- (ii) they have a first degree from a recognised higher education institution, normally at honours (or equivalent) level. Applicants who have an ordinary degree (or equivalent) may be admitted provided this is consistent with the department or school's approved admissions criteria. Applicants who do not have a degree but who may be qualified for admission through the assessment of Accreditation of Prior (Experiential) Learning must be considered under specific procedures in place in Departments and Schools and approved by the Board of Studies and
- (iii) they have satisfied any additional specific requirements for the programme to which admission is sought and
- (iv) they have accurately informed the University of any relevant criminal convictions as directed during the application process and has complied with the University's requirements in relation to the further scrutiny of any criminal convictions and
- (v) they have completed the application process for any checks and/or Disclosures required by the University from the Disclosure and Barring Service.
- (vi) *[This regulation does not apply to apprentices]*

Unless otherwise stipulated by the Funding Rules of the Education and Skills Funding Agency, or by agreement between the University and the employer, no fees shall be charged during a period of approved suspension of studies. Suspension of registration should not be sought in cases where an extension of registration or re-registration is more appropriate.

(e) EXTENSION OF REGISTRATION FOR ALL HIGHER DEGREES

The Regulation for each particular Degree sets out the scope for extension of registration for that degree. Significant data loss or unforeseeable difficulties with data gathering which have not completely prevented the student from preparing a ***project***, and which were beyond their control, will normally be acceptable as a basis for an extension. These may include, but not be limited to, difficulties in conducting fieldwork, or equipment failure. ***[The remainder of this paragraph has been removed]***

The following will not normally be acceptable as grounds for permitting an extension of registration:

- i) Conduct of research, such as fieldwork, away from the University.
- ii) Issues more properly addressed by means of suspension (see Regulation 16.1(d)).
- iii) Lack of progress/attendance on the part of the student.
- iv) ***[This regulation does not apply to apprentices]***

(f) CHANGE OF MODE OF STUDY

Where the particular Degree Programme Regulations permit both full-time and part-time study, candidates will normally be permitted to seek change from full-time to part-time registration or vice-versa on only one occasion during their registration for the particular Degree. ***[The remainder of this paragraph has been removed]***

- (g) ***[This regulation does not apply to apprentices]***

(h) TERMINATION OF REGISTRATION

In addition to the provisions of Regulations 3.1 and 3.2, a student's registration may be terminated by the Board of Studies on one or more of the following grounds:

- i) The wish of the student, ***and with the agreement of the employer***, with or without the agreement of the supervisor or Director of Studies, to withdraw from the University.
- ii) Failure by the student to make progress considered by the Board of Studies to be satisfactory where the cause of the failure is beyond the University's control.
- iii) ***[This regulation does not apply to apprentices]***

deputy) as to their fitness to pursue the programme of study.

Persons who are not graduates of a University may be admitted as candidates for the Degree by the appropriate Board of Studies provided they hold qualifications which are approved by the Board of Studies for this purpose and provided they have satisfied the Board of Studies as to their fitness to pursue the programme of study. The current minimum non-graduate qualifications acceptable to individual Departments for registration for higher degrees are published in the Postgraduate

Every *student* shall be assigned to an internal supervisor or supervisors, by the Board of Studies. In the case of distance-learning students and for other students where necessary, an external supervisor shall in addition be assigned *such as an employer mentor*.

(j) BOARD OF EXAMINERS

See Regulation 16.1 (l).

(k) AWARD OF THE

17. CONDUCT OF STUDENT ACADEMIC APPEALS AND REVIEWS

INTRODUCTION

Scope

17.1 This Regulation applies to all programmes of study leading to an award of the University. It provides the means whereby individual students may appeal against decisions made by a Board of Studies relating to their academic progress, the marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to them. Dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an Academic Appeal. The procedure for submitting complaints about other matters is set out in Appendix 1 to the Regulations* nBT/F9 9.96 Tf1 0 0 1 87.024 680.02 Tm0 C

so. In such cases, consideration of the individual cases will follow the normal processes described here.

- 17.6** Both students and staff may seek guidance in relation to student Academic Appeals and Reviews as appropriate. For example, a student may seek guidance on drafting the appeal or request for review from an appropriate source such as the Postgraduate Association or the Students' Union. Guidance on the University's Student Academic Appeals and Reviews procedure, and about the Complaints procedure, is available at <http://www.bath.ac.uk/students/support/complaints/index.html>

Disclosure

- 17.7** In accordance with the provisions of Statute 28, no papers, minutes or other records which relate to reserved areas of business shall at any time be made available to a student, except insofar as the papers, minutes or other records constitute the student's own personal data. Reserved areas of business include those concerning decisions on the academic assessment of individual students; in any case of doubt, the Chair of the Board of Studies shall decide whether a matter is a reserved area of business or not, and the Chair's decision shall be final.
- 17.8** Guidance on the disclosure of papers relating to an Academic Appeal is available on the University's Data Protection Website (<https://www.bath.ac.uk/guides/data-protection/>). Further advice is also available from the University's Legal Adviser. *Details of an academic appeal may be shared with the student apprentice's employer.*

OVERVIEW OF PROCESS

Preparatory appointment of Board of Studies Appeal Hearing panel members

- 17.9** At the start of the academic year, each Faculty will appoint two members of academic staff from each Department within the Faculty who are not members of the Board of Studies and have experience of student matters (for example, as a Director of Studies) to serve as Board of Studies Appeal Hearing panel members. The membership of any Board of Studies Appeal Sub-Committee will include members drawn from this panel,

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- i. the student's suitability to progress from one stage of the programme of studies to the next;
 - ii. the student's suitability to remain on the programme of study;
 - iii. the marks/grades, degrees, certificates or diplomas, and the classifications/grades awarded to the student.
- b) It must be submitted, in writing, no more than fourteen calendar days after notification of the decision of the Board of Studies.
- c) It must be based on one or more of the following grounds:

For both taught and research degrees

- i. that there exist circumstances affecting the performance of the student of which the Board of Examiners have not been made aware and which the student could not reasonably have been expected to have disclosed to the Director of Studies in accordance with Regulation 15.3 (d);
- ii. that there were procedural irregularities in the conduct of the examinations or formal course assessments (including administrative error) of such a nature as to cause reasonable doubt whether the Board of Examiners would have reached its decision had the irregularities not occurred;
- iii. that there is positive evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners;
- iv. *[this regulation does not apply to apprentices]*

d) It must include:

- i. a completed University Academic Appeal form, indicating the outcome(s) against which the student is appealing, the ground(s) on which the Appeal is based, and the student's desired action following consideration of the Appeal;
- ii. all documentary evidence available to the student in support of the case;
- iii. where relevant, a detailed explanation and documentary evidence if available as to why the student was previously unable to provide any new information now disclosed about the circumstances affecting her/his performance in accordance with the requirements of Regulation 15.3 (d).

17.17 Where it is expected that consideration of a Stage 1 Academic Appeal will be completed after the start of the next stage of the programme, the Chair of the Board of Studies, in consultation with the Director of Academic Registry, will determine whether the student should be permitted to attend classes *or suspended for a period, and in agreement with their employer.*

Consideration of an Academic Appeal

17.18 An Academic Appeal will be acknowledged in writing by the Chair. The Appeal will initially be considered by the Chair of the appropriate Board of Studies in consultation with the Head of the student's Department or, in the case of the School of Management, the relevant Associate Dean, or, in the case of the Natural Sciences programmes, the

APPEAL HEARINGS

Membership of the Board of Studies Appeal Sub-Committee

17.23 Membership of a Faculty Board of Studies Appeal Sub-Committee will normally include:

- a) The Chair of the Board of Studies or alternate if necessary (Sub-Committee Chair);
- b) Two nominated members of the Board of Studies from a Department other than that of the student;
- c) Two members of the Appeal Hearing panel described in Regulation 17.9 from a Department other than that of the student.

17.24 Membership of the School of Management Board of Studies Appeal Sub-Committee and the Board of Studies (Doctoral) Appeal Sub-Committee will normally include:

- a) The Chair of the Board of Studies or alternate if necessary (Sub-Committee Chair, who should not have been the Chair of the Board of Examiners for Programmes that made the relevant recommendation to the Board of Studies);
- b) One nominated member of the Board of Studies;
- c) Three members of the Appeal Hearing panel described in Regulation 17.9.

17.25 No member, other than the Chair, should have had a previous involvement with the case. If the Chair of the Board of Studies has had substantial previous involvement with the case which could be perceived as a conflict of interest, they will appoint an alternate as Chair of the Board of Studies Appeal Sub-Committee. If the Appeal Hearing takes place at the request of the Director of Academic Registry in accordance with Regulation 17.40, the Director of Academic Registry will have sole discretion to determine whether the Chair of the Sub-Committee will be the Chair of the student's Board of Studies, or the Chair of another Board of Studies.

Convening an Appeal Hearing

17.26 The student (and any friend or advisor specified in the original appeal application) should normally receive at least seven calendar days' written notice of the Appeal Hearing but, where it would be of benefit to the student, and the student is in agreement, the notification of an Appeal Hearing may be given at less than seven calendar days' notice subject to any reasonable constraining factors including the availability of members of the Board of Studies Appeal Sub-Committee.

17.27 The notification will inform the student of the time and place of the Hearing and of the student's right:

17.35 The outcome of the Board of Studies Appeal Sub-Committee's deliberations will normally be communicated to the student immediately after the Appeal Hearing and will be confirmed in writing within five working days.

17.36 Where the outcome is that action should be taken, this will be implemented at the earliest opportunity in favour of the student. The decision of the Board of Studies Appeal Sub-Committee will be reported to the Board of Studies and noted in the minutes of the Board of Studies for report to Senate.

Record of an Appeal Hearing

17.37 The formal record of an Appeal Hearing should include a summary of the arguments put forward by all parties, a summary of the Board of Studies Appeal Sub-Committee's discussion including any counter arguments, and a record of the Sub-Committee's findings and decisions.

- d) It must include a clear statement of the grounds and a brief description of any new evidence.

Consideration by the Secretary to Senate

17.44 The Secretary to Senate will determine whether a Student Academic Appeals Committee should be convened. This decision will normally be notified to the student within twenty-eight calendar days of receipt by the Secretary to Senate of the request. The Secretary to Senate's decision concerning the need to convene a Student Academic Appeals Committee will be final.

17.45 Where it is the Secretary to Senate's decision that there are not grounds for a Student Academic Appeals Committee to be convened, a letter of completion of internal procedures will be issued. A student who is of the opinion that the case is unresolved may apply to the Office of the Independent Adjudicator.

Hearing by a Student Academic Appeals Committee

17.46 The procedures and timescales governing the Hearing by a Student Academic Appeals Committee are set out in its terms of reference (see: [Student Academic Appeals Committee Terms of Reference \(bath.ac.uk\)](https://www.bath.ac.uk/students/academic-appeals-committee/terms-of-reference/)). Where a Student Academic Appeals Committee has been convened, its decision will be deemed to be final, except where it adjudicates that a student's degree classification should be altered, in which case this would form a recommendation to Senate for approval. In all cases, the decision of the Student Academic Appeals Committee will be reported to Senate. A letter of completion of internal procedures will be issued when the decision has been taken by the Student Academic Appeals Committee/Senate. A student who is of the opinion that the case is unresolved may apply to the Office of the Independent Adjudicator *or to the Education and Skills Funding Agency, where applicable*.

MONITORING ACADEMIC APPEALS AND REVIEWS

An annual report of the number of Academic Appeals for each Faculty/School will be made to the relevant Board of Studies. An annual report of the number of Academic Appeals and Reviews will be made to Senate.

(Further guidance regarding the University's Student Academic Appeals and Reviews Procedure is available at: <https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/>)

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: 1 August 2023

18. FREEDOM OF EXPRESSION

This Code of Practice describes the framework within which staff and students of the University and visitors enjoy the right to freedom of expression.

- ~~Neither the views nor~~ ideas to be Counter
- 18.1** As an institution of higher education, which values academic freedom, the University is committed to promoting and positively encouraging free debate and enquiry. This means that it accommodates a wide range of views, political as well as academic, even when they are unpopular, controversial or provocative.
- 18.2** In any event, the University has an explicit duty in law¹ to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students, employees and visiting speakers. This duty includes a responsibility to ensure that the use of University premises is not denied to any individual or group on the grounds of the belief or views of that individual or any member of that group or on the grounds of the policy or objectives of the group. The University is, however, under no legal obligation to allow meetings to be open to members of the public.
- 18.3** This does not mean that the right to freedom of expression is unfettered. It is limited, for example, by laws to protect national security and public safety, for the prevention of disorder or crime, for the protection of the reputation or rights of others, and to prevent the disclosure of information received in confidence. A speaker from an organisation proscribed by law would therefore not be allowed. A significant strand in the regulatory framework is the duty (under the Race Relations (Amendment) Act 2000) to promote good relations between persons of different racial groups.
- 18.4** The Counter-Terrorism and Security Act 2015 also imposes a duty on the University to have due regard to the need to prevent people from being drawn into terrorism. This Code of Practice fulfils the requirement in the Prevent Duty for Universities to have policies and procedures in place for the management of events on Campus and use of the University's premises.
- 18.5** Freedom of expression also has to be set in the context of the University's values, and the values of a civilised, democratic, inclusive society. The University expects speakers and those taking part in protest activities to respect those values, to be sensitive to the diversity of its inclusive community, and to show respect to all sections of that community. These precepts include the way in which views are expressed and the form of any protest activities.
- 18.6** In considering whether or not to permit its premises to be used for a particular event, the University has to consider:-

whether the views or ideas to be put forward (000085 230.78 Tm0 g0 G{)JTJETQq0.000008866 0 59

- (d) as to the admission or exclusion of press, television or broadcasting personnel, and, subject to licensing law, the sale or consumption of alcohol within the premises;
- (e) as to the arrangements for chairing the meeting, and as to the circumstances in which the meeting may or must be terminated prematurely;
- (f) that a speaker be balanced by one or more speakers with opposing views;
- (g) that the designated meeting or activity be restricted to staff and students of the University;
- (h) that University staff be responsible for all security arrangements connected with the meeting.

18.12 It shall in all cases be open to the Deputy Vice-Chancellor to invite the Police to be present at any meeting on University premises. It shall also be open to the Deputy Vice-Chancellor to withdraw permission for a meeting if, having originally granted permission, they judge that the meeting will not in fact conform to University policy (as outlined in 6 above) or that safety or public order cannot be guaranteed or if the Principal Organiser cannot or will not ensure compliance with any conditions set by the Deputy Vice-Chancellor.

18.13

UNIVERSITY OF BATH

STUDENT COMPLAINTS POLICY

STUDENT APPRENTICES COMPLAINTS POLICY VARIANT

If you require this document in an alternative format, such as large print or a coloured background, please contact: student-complaints@bath.ac.uk

1. Purpose

1.1 The purpose of this policy is:

To ensure there is a clear, fair, and effective process for the University of Bath to handle student complaints, in line with our responsibilities under Consumer Protection Law.

1.2 This policy aims to:

Ensure that where issues arise resolution is sought promptly and to the satisfaction of all parties, whenever possible or appropriate.

Ensure the University of Bath is a responsive organisation that welcomes feedback and learns from complaints to improve our academic provision, service standards and the student experience.

2. Scope

2.1 A student complaint is an expression of dissatisfaction raised by a student (or group of students) about:

Something the University has done or has not done or

The standard of service provided by the University (or on our behalf)

A student can raise a complaint under this policy if they are:

An applicant who has been accepted to study at the University or

A registered student at the University or

A former registered student whose leaving date is within the last six months.

2.2 Normally, a complaint should be raised no later than six months after the date the initial issue occurred. In exceptional circumstances, we may accept a complaint outside the normal time limit, if there is evidence to support a reason for the extension of the deadline.

2.3 Anonymous complaints will not usually be accepted. In exceptional cases anonymous complaints may be considered if there is a compelling case supported by considerable evidence.

2.4 The University will not penalise any student for raising a complaint they are genuinely concerned about, even if the concerns turn out to be misplaced. However, if a complaint is shown to be vexatious, disciplinary action may be taken. A vexatious complaint is a

complaint that is made with the purpose of causing disruption, or distress or detriment to the subject of the complaint. A complaint may also be rejected if it is deemed to be trivial, or where the student is looking for a resolution that lacks any serious purpose or value.

2.5 In some instances, an issue raised may be covered by another specific University

6. Procedural Fairness

- 6.1 The Student Complaints Procedure will follow the principles of natural justice. For this policy, this means that both the complainant and any persons responding to the complaint will have fair opportunity to present their case and respond to what the other has said. Normally, the identity of the complainant and details of their complaint will need to be shared with those involved with responding to the complaint. In some circumstances,

Coming forward if they believe their involvement constitutes a conflict of interest

8.6 A Pro-Vice Chancellor is responsible for:

Investigating complaints that relate to the Deputy Director (Student Policy & Safeguarding) or the Head of Governance

8.7 The Complainant (the student/s making the complaint) is responsible for:

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: 31 January 2024

UNIVERSITY OF BATH

HEALTH, WELLBEING AND SUPPORT FOR STUDY (HWSS) POLICY

If you require this document in an alternative format, such as large print or a coloured background, please contact hwss@bath.ac.uk.

1. Purpose

- 1.1 The University of Bath recognises the fundamental importance of student wellbeing and aims to provide a learning environment where every student can succeed.
- 1.2 The purpose of this policy is to ensure the University has an effective, coordinated, and supportive response when:

A student's health, wellbeing or behaviour is impacting on their ability to engage with the requirements, regulations, and responsibilities of university life as a whole;

A student's health, wellbeing or behaviour is impacting on their ability to progress academically;

- 2.4 There are occasions where all options of support have been explored and the student is not well enough to continue their studies. In such instances the procedure may recommend suspension from studies or expulsion from the University as the best support outcome for the circumstances.
- 2.5 This policy will also be applied if there were concerns raised under this policy and students are returning to study after any of the following:
- Emergency suspension (precautionary measures)
 - Voluntary suspension
 - Suspension as an outcome from application of this policy

3. Policy Interactions

6. Support for Students

- 6.1 We understand that involvement in a HWSS process can be very stressful for students and are committed to the process being as empathetic and supportive as possible, and taking all possible steps to minimise additional concerns and anxieties experienced by the student. All students will be made aware of, and actively encouraged to engage with, the support options that are available to them throughout the process.
- 6.2 We understand that some students may need additional arrangements to fully access this process. Any reasonable adjustments will be considered and put in place where possible.

7. Procedural Fairness

- 7.1 No person with a conflict of interest will be asked to investigate or make a decision relating to a student's case. A conflict of interest occurs when an individual's professional or personal interests – family, friendships, financial, or social factors – could compromise their ability to apply judgement or act fairly and objectively. A conflict of interest can be actual or perceived.

8. Roles and Responsibilities

- 8.1

Monitoring the progression of a student's case and being a central point of contact for students being supported through HWSS
Coordinating information sharing between academic registry and academic departments

8.5 Case Management Team (Student Support and Safeguarding Department) are responsible for:

Referring students for consideration under the HWSS policy from other Student Support services
Preparing the Case Report for, and attending, Stage 2 and Stage 3 meetings as advisors to the panel

8.6 Deputy Director (Student Policy & Safeguarding) is responsible for:

Overseeing the effective implementation of the HWSS policy and procedure, and their interaction with other safeguarding policies
Making decisions about what stage a student's case should be considered at
Chairing Stage 2 meetings, including referral on to another stage
Providing procedural and case advice at Stage 3 meetings
Reporting to Senate annually on numbers of student cases supported through the HWSS process, outcomes, common themes and recommendations to improve service standards and academic provision

Any of the functions of the Deputy Director (Student Policy & Safeguarding) under this policy may be delegated to a member of the Student Support & Safeguarding Leadership Team.

8.7 The Chair of Panel for Stage 3 meetings is responsible for:

Overseeing the attendance at and proceedings of the Stage 3 Panel meetings
Decisions and outcomes of the Stage 3 Panel meetings

8.8 The Vice Chancellor is responsible for:

Approval of any recommendation referred to them by a Stage 3 Panel

8.9 Senate is responsible for:

The HWSS policy and approving any amendments to it
The ratification of the HWSS procedure at appropriate stages
Attend Stage 3 panel meetings
The appointment of Stage 3 meeting Chairs

9. Monitoring and Record Keeping

9.1 Cases handled under HWSS, including decisions made, outcomes and common themes will be recorded and an annual report provided to Senate and its relevant committees.

9.2 All records taken under this policy will be held for the recommended period of time for which records should be retained to comply with legal requirements and meet operational needs as defined with the [University Records Retention Schedule](#).

9.3 If you have any feedback on this policy, or on your experience of this policy or process, please email studentpolicy@bath.ac.uk.

10. Document Control Information

10.1 Any such amendments are identified above and will take effect from the date shown.

Owner	Pro-Vice-Chancellor for Student Experience
Version Number	1.0
Approval Date	January 2024
Approved by	Senate
Date of Last Review	July 2023
Date of Next Review	April 2026

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: 31 January 2024

STUDENT APPEALS POLICY (HEALTH, WELLBEING AND SUPPORT TO STUDY, ~~FITNESS TO STUDY~~, FITNESS TO PRACTISE, STUDENT DISCIPLINE, STUDENT COMPLAINTS)

1. Purpose of Policy

1.1

Procedures letter.

6. Support for students:

- 6.1 We strongly recommend that all students seek advice from the SU Advice centre, which is independent of the University. The SU Advisors can assist with completing an appeals form, preparing for the appeal and can attend the appeal as an advisor. Students can arrange a meeting with an advisor by emailing suadvice@bath.ac.uk
- 6.2 The appeals process can be difficult, and we strongly recommend that students seek emotional support from the University's **Student Support Service** ~~Student Wellbeing service or the SU Advice centre~~ before, during or after their appeal.
- 6.3 Any student who has been party to the appeals procedure, and would like to raise a concern about the service they received, can do so using the Student Complaints policy *for Apprentices (Appendix 1)*.

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: December 2023

APPENDIX 4

- 2.4 In cases where a student is also an employee or casual member of staff, advice will be sought from the Deputy Director (HR Services) or Director of HR and due process will be followed in applying any precautionary measures.
- 2.5 Full consideration will be given to the possible implications of any precautionary measures applied; however, the overriding objective of the Precautionary Measures Policy and process is to mitigate risk.
- 2.6 In order to allow the processes to take place under the policies outlined above with due regard to best protecting the parties involved and the university community, an appeal may not be made against precautionary measures.
- 2.7 Any student who has been party to any of the above procedures can raise a concern about their application using the **Student Complaints Policy *for Apprentices (Appendix 1)***. The SU (Students' Union) Advice and Support Centre offer independent guidance on how to raise a concern.
- 2.8 Parties to this process are encouraged to provide feedback on any aspect of it any stage by emailing studentpolicy@bath.ac.uk

3. Roles and responsibilities

- 3.1 Responsibilities of the Chair of the Precautionary Measures Panel may be delegated to a nominee. The Chair will be responsible for decisions made under Precautionary Measures, informed by a panel of advisors.
- 3.2 Where suspension or exclusion is a proposed precautionary measure resulting from a panel meeting, the Chair of the Panel will make a recommendation to a Pro-Vice-Chancellor (PVC) who will review the case and either uphold, amend, or dismiss the proposal.
- 3.3 The secretary to the panel is responsible for convening panel meetings, liaising with the Chair, panel advisors, and compiling reports resulting from the panel meetings.

4. Definitions:

4.1 Student:

The term 'student' applies to any registered student at the University of Bath.

4.2 Party:

The term 'party' applies to any party involved in one of the identified policies or processes who may be at risk as a result.

4.3 Reporting Party:

The person affected or impacted by the alleged misconduct (for example in a Student Disciplinary process).

4.4 Respondent:

The person against whom the allegation is made (for example in a Student Disciplinary process).

Student Regulation 8 – Disciplinary procedures for Students
The Health, Wellbeing and Support for Study Policy
The Fitness to Practise Policy
The Dignity and Respect Policy – Student Respondents only

9. Document Control Information

Owner	Cassie Wilson, Pro-Vice-Chancellor for Student Experience.
Version number	1.1
Approval Date	8 June 2022
Approved By	Senate
Date of last review	June 2022
Date of next review	April 2025

STUDENT PRECAUTIONARY MEASURES PROCEDURE (HEALTH, WELLBEING AND SUPPORT FOR STUDY, FITNESS TO PRACTISE AND STUDENT DISCIPLINE)

1. Notification of the need for a Precautionary Measures Panel Meeting

- 1.1 If a risk to a member or members of the University community is identified within the scope of this policy (see section 2 above), it may be necessary to convene a Precautionary Measures Panel meeting. The following staff may contact the Head of Student Policy & Safeguarding to advise this:
 - Senior Case Manager
 - Head of Security Services
 - Student Discipline Manager
 - Student Casework Manager
- 1.2. Upon receipt of the information related to the risk, the Head of Student Policy & Safeguarding will determine whether a Precautionary Measures Panel meeting is necessary, and convene the meeting as required. In the case of a student being arrested, the Chair of the Panel will inform the Pro-Vice-Chancellor.
- 1.3

2. Presentation of relevant information that has come to light since papers were circulated	Members
3. Risks to the/each student party	All
5. Risks to other stakeholders	All

panel meeting. In the case of a police investigation, the point of contact for any developments in the case will be confirmed. All cases will be monitored on at least a monthly basis. The panel will be reminded that it is the responsibility of students to keep the panel informed of any developments. Students will have an identified single point of contact with whom to communicate. Following the Precautionary Measures Panel meeting, a report will be written by the Secretary to record the decisions of the panel. This report will be shared with the Pro-Vice-Chancellor and all related documents made available to them.

3. Appeal process

A student may appeal against the decision to suspend them from study, using the Student Appeals Policy and Procedure.

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: 1 August 2023