



## **Student Policies Handbook 2016/17**

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# UNIVERSITY OF ROEHAMPTON

## ADMISSIONS POLICY FOR TAUGHT DEGREE PROGRAMMES

### 1. Introduction

This policy sets out the principles and processes applied by the University of Roehampton (the “University”) in the selection and admission of students to postgraduate and undergraduate taught courses at the University. Information on admission to Research Degrees can be found under Regulation 4 of the [Research Degree Regulations](#) and in the [Research Degrees Handbook](#), available online and in print from the Graduate School.

This policy is reviewed annually by the Curriculum Strategy Committee, which reports to Senate, the body within the University with responsibility for approving policy and regulations governing student admissions.

### 2. Principles

The University believes that education can fundamentally transform lives and communities and therefore encourages applications from all prospective students whatever their background, with the potential to do well at University.

We are committed to:

- minimising barriers to higher education which applicants may face, and creating a balanced and diverse student body in keeping with our [Fair Access Agreement](#) with the Office for Fair Access;
- eliminating discrimination, promoting diversity and equality of opportunity in our practices, policies and procedures, and ensuring that our admissions process is fair and equitable, and consistent with our [Diversity & Equal Opportunities Policy](#) and other relevant policies such as our [Disability Policy](#);
- using reliable selection methods in order to admit students with the potential to do well on their chosen course of study, as judged by their achievements and potential;
- using admissions practices that are consistent, transparent and fair; and
- providing accurate and easily-understood information to applicants in accessible formats.
- 

### 3. Selection Process

We accept applications for undergraduate courses through Universities & Colleges Admissions Service (UCAS). International (non-EU) students who do not wish to use the UCAS system may instead apply directly to the University using the online application form.

Admissions decisions are made on the basis of the applicant's past and predicted academic performance. Details of the admissions criteria for individual courses are published on the University's website which is updated annually.

Some courses require an interview, audition, test or submission of a portfolio. In these cases, admissions decisions are made by academic staff on the basis of the applicant's past and predicted academic performance, practical skills and experience, personal statement and references. Only those applicants who meet minimum criteria on the basis of their initial application are invited to attend an interview or audition.

We receive several applications for each available place on many of our course and are therefore unable to offer places to all applicants who meet our advertised entry criteria.

We require evidence of all qualifications that are detailed on the application form and will contact applicants on an individual basis to request this information at any point during the application cycle. Applicants are required to provide original certificates and transcripts upon enrolment to ensure accuracy of the information held regarding their qualifications.

All undergraduate applications submitted before the first UCAS application deadline of 15 January are considered against the same selection criteria. Applications submitted after this January deadline, may be considered against different criteria, depending on the availability of places. The University endeavours to ensure at each stage of its admissions process, that its practices are consistent, transparent and fair.

### 3.1 Consideration of Mitigating Circumstances and Contextual Data

In assessing applications, the University will consider verified mitigating circumstances (that is, circumstances beyond an applicant's control such as illness or bereavement which have had a detrimental effect on their previous academic performance/attainment) of which it has been notified by an applicant. In relevant cases, we may offer a place to such an individual if we consider that they have the potential to do well at the University.

The University does not however consider contextual information relating to applicants' achievement and/or potential in its selection process.

### 3.2 Accuracy and Completeness of Applicant Information

Admissions decisions are made in good faith on the basis of the information that is submitted in the application. The University may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in his/her application.

If an application does not contain enough information, we will give the applicant an opportunity to provide the missing information before making an admissions decision. Otherwise we may make an offer conditional on the applicant providing the missing information. Once a decision is made on an application, the University will only consider additional information at its discretion.

The University reserves the right to withdraw offers if applicants are found to have submitted fraudulent information on their application form.

## 4. Additional Applicant Information

### 4.1 Disabled Applicants and applicants with additional support needs

The University welcomes applications from individuals who are disabled, have a long term medical or mental health condition or a specific learning difficulty such as dyslexia and aims to support such individuals before and after applying to the University. Information on possible support is available from our [Disability Services](#).

Applicants are invited to declare a disability on their application forms. We strongly advise individuals to disclose this information in their applications so that we can make an appropriate assessment of any necessary reasonable adjustments that we can make to support their studies. This process will also provide information that applicants can take into account when deciding whether to accept an offer made by the University. Please note that failure to disclose a disability at this stage, may delay arrangements for support or any required reasonable adjustments.

All applications are considered based on the applicants' academic merit and potential for their chosen programmes. We do not take information disclosed regarding an applicant's disability or impairment into account when making a decision on their admission. Applicants for programmes with 'fitness to practice' criteria such as teaching are also required to complete an occupational health questionnaire if they are successful in gaining an offer. Applicants who are offered a place are invited to provide further details about any specific support they might need. **Please note that simply declaring a disability on your application form will not automatically mean that support can be provided.** Applicants are therefore strongly advised to provide details requested in relation to their required support.

### 4.2 Applicants with Non-Standard Qualifications

The University will consider the non-standard qualifications or the work or life experience of applicants on an individual basis and with regard to the principles of this Policy, and the academic and other relevant requirements of their chosen programmes of study.

### 4.3 Applicants who are Under 18 years

There is no minimum age for entry to the University. However, the admissions criteria for undergraduate courses normally include national qualifications that in general are obtained at the age of 17 or 18. Individuals who join the University before they have reached the age of 18 are admitted under the University's [Safeguarding Policy](#).

### 4.4 International Applicants

We welcome applications from academically qualified students from around the world. Information on how qualifications gained outside the UK relate to our admissions criteria is published on the University's website. All entrants to the University must be sufficiently fluent in spoken and written English to be able to succeed on their chosen course of study. The current list of recognised English language qualifications and our

requirements in terms of achievement in these qualifications are published on the University's website. The University offers a number of preparatory courses in English language and we may make an offer conditional on completing one of these.

When considering an application, we will take into account whether we can sponsor an applicant who would require a Tier 4 visa in order to study in the UK under the Home Office's rules. The University reserves the right to reject an application in circumstances where these rules cannot be met. The University is unable to sponsor applicants for the BA in Primary Education and the FdA in Ministerial Theology who would require a Tier 4 visa.

We ask self-financing international applicants to make a deposit towards their tuition fees at the point that we offer a place. Students who require a Tier 4 visa must pay the deposit before we will issue a Confirmation of Acceptance for Studies.

#### 4.5 Applicants Seeking Credit Transfer

We accept applications for advance standing entry into year two, and exceptionally into year three, of many of our courses. Applicants should contact us before applying to check that their chosen course of study is accepting applications for direct entry.

Where applicants have completed certain approved courses at recognised providers, admissions decisions are made in the same way as those for entry into the first year. Where applicants have completed other courses, or have achieved academic credit which could count towards a course of study at the University, admissions decisions are made by academic staff on the basis of the applicant's past and predicted academic performance, personal statement and references.

Regulations regarding credit transfer are set out in the University's [Taught Degree Regulations](#).

We do not consider applications for exemption from part of a year of study on undergraduate courses.

#### 4.6 Applicants with Criminal Convictions

Applicants are required to disclose unspent convictions on their application forms and where the course of study is likely to bring the individual into contact with children or vulnerable adults, a disclosure will also be sought through the [Disclosure and Barring Service](#).

The University is committed to the fair treatment of all applicants and having a criminal record will not necessarily bar an applicant from gaining admission to the University. However, the University recognises its duty to protect its students, staff and others within its community and reserves the right, to exclude an individual from a course of study or from the University where their attendance would pose a real threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies, or others involved in University business; or would be contrary to the law or the requirements of any relevant professional, statutory or regulatory body.

#### **4.7 Applicants Seeking Deferred Entry**

Applicants are permitted to defer their application for one year when they first apply to the University or by writing to the Admissions Office after their application has been submitted.

Any conditions that are attached to an offer for deferred entry must be fulfilled by 31 August of the year of application.

Conditional offers cannot be deferred and entry cannot be deferred for more than one year.

### **5. Communication of Admission Decisions**

Admissions decisions are communicated to the applicant through UCAS or the University's online application portal. Invitations to attend an interview are communicated in the same way. The University Admissions Office also writes directly to applicants who are offered a place, listing conditions of the offer. Any conditions that are attached to an offer must be fulfilled by 31 August of the year of application. All offers are subject to the University's general entrance requirements – please see [undergraduate entry requirements](#) or [postgraduate entry requirements](#) as applicable.

To ensure confidentiality, we correspond directly with applicants only, unless they provide us with written consent to discuss the details of their application with another suitable party.

We provide unsuccessful applicants with the reasons for our decision. Individuals who require further information can contact the Admissions Office directly.

### **6. Availability of Courses**

The University aims to ensure that the information it provides is accurate when published. We may however occasionally need to make changes to the courses we offer, including the discontinuation of courses. In such an event, we will contact affected applicants as soon as possible and will also suggest alternative arrangements where possible. Applicants will be entitled to withdraw their applications and any deposits and fees already paid to the University will be refunded in full.

The current list of available courses is published on the University's website and on the UCAS website. Applicants should refer to the University website for the most-up-to-date information about courses.

### **7. Applicant Data**

All data provided by applicants in their applications is processed by the University in accordance with the Data Protection Act and with the University's [Data Protection Policy](#).

Such data is used primarily for the purpose of processing applications and becomes part of an applicant's student record, where that applicant is admitted as a student of the University.

Anonymised and aggregated applicant data are analysed by the University for such purposes as institutional and statutory monitoring and enrolment planning.

## **8. Cancellation of acceptance of an offer**

The University's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

Applicants who have accepted an offer of a place from the University have 14 days from the day after acceptance of an offer, to change their minds. An applicant who wishes to cancel his/her acceptance should inform the Admissions Office of their desire to do so in writing.

International students required to pay a deposit, have 14 days from the point of paying the deposit to change their mind. An international student who wishes to cancel his/her acceptance should inform the Admissions Office of their desire to do so in writing.

Individuals who wish to cancel their acceptance after a Confirmation of Acceptance for Studies Statement has been issued by the University, will incur a charge of £50 administrative fee which will be deducted from their deposit.

## **9. Appeals against Admissions Decisions**

Generally, admissions decisions are final and the University will consider appeals from applicants only on the grounds that the admission decision has not been reached in accordance with the University's published admissions criteria or and the principles set out in this Policy. Applicants who want more information on an unsuccessful application, or who think that an admissions decision may have been based on inaccurate or incomplete information, should contact the University Admissions Office.

## **10. Complaints**

The University is committed to providing an efficient and fair admissions service. In the event that you wish to make a formal complaint, please contact the Director of Recruitment, International and Admissions in writing within 14 days of the date of your application outcome. Correspondence should be sent to:

Director of Recruitment, International & Admissions  
Lawrence Building  
Froebel College  
University of  
Roehampton London  
SW15 5PJ

Complaints will only be considered if clearly based on one or both of the following grounds:

- There were procedural irregularities in the way that the application was handled by the University which are sufficient to cast reasonable doubt on the overall fairness of the outcome;
- There is evidence of prejudice or bias by any individual involved in making the admissions decision which is sufficient to cast reasonable doubt on the overall fairness of the outcome.



If a complaint is upheld, Admissions will take appropriate remedial action as soon as possible. Otherwise reasons for our decision not to pursue or uphold the complaint will be provided.

We aim to provide at least an initial response to any formal complaint within two weeks of receipt of a complaint.

The decision on the complaint made by the Director of Recruitment, International & Admissions is final.

<i>Director of Recruitment, International &amp; Admissions:</i>	<i>July</i>
<i>2015 Approved by Senate by Chair's Action:</i>	<i>30</i>
<i>July 2015</i>	

# **UNIVERSITY OF ROEHAMPTON**

## **ALCOHOL POLICY FOR STUDENTS**

### **INTRODUCTION**

1. The University is committed to providing a safe and healthy study and work and leisure environment that fosters and promotes the sensible consumption of alcohol.
2. The University recognises its responsibilities associated with both the selling and provision of alcohol and will exercise its duty of care towards staff, students and others by ensuring that the consumption of alcohol on campus, is managed responsibly and complies with the Licensing Act 2005.

### **POLICY**

3. This policy articulates how the University will meet its responsibilities towards students with respect to the use of alcohol. More detailed procedures that support this policy are set out in the companion Procedures Document. The Staff Drugs and Alcohol Policy sets out the Policy with respect to staff.
4. The University is committed to developing a social culture that promotes the sensible use of alcohol and offers suitable alternatives to those who prefer alcohol-free activities. In line with its Strategic Plan, the University will provide and maintain social and relaxing designated alcohol-free spaces.
5. The University does not condone the misuse or abuse of alcohol and is committed to reducing the risks associated with alcohol use within its community. Whenever it is appropriate the University will take disciplinary action in response to unacceptable behaviour associated with the misuse or abuse of alcohol.
6. Where a student has engaged in aggressive, abusive or other anti-social behaviour in part as a result of the use of alcohol, this will in no way excuse the behaviour or mitigate the penalties imposed in so far as the application of the University's Student Disciplinary Regulations is concerned.
7. The University will ensure that bars located on the University campus will be managed under licence and conform to legal requirements.
8. The University recognises the importance of education and communication in raising awareness among staff and students about the responsible and appropriate use of alcohol, both on and off campus.
9. This policy applies across all University campuses and to RSU organised activities both on and off campus. The Roehampton Students' Union is responsible for adhering to this Policy when managing its events.
10. This policy complements other University policies, including the Staff Drugs and Alcohol Policy and the RSU Events Policy.

11. The Director of Student Services will report annually to the Student Experience Committee the application of this policy.

# **UNIVERSITY OF ROEHAMPTON UNIVERSITY CHAPLAINCY**

## **STATEMENT OF PURPOSE**

### **1. Introduction**

The University of Roehampton is a diverse community of students and staff. Within that diversity are people of different faith backgrounds and those with no faith, including agnostics, atheists and humanists. The University acknowledges the contribution that all of them make to the enrichment of its community. The University works through its Colleges and with a number of faith groups to provide pastoral support for all who seek it through Chaplaincy. This Statement provides the framework within which Chaplaincy at Roehampton operates.

### **2. University values**

The University's values, which are set out below, are central to the life of the University community and should find expression in the activities and approach of chaplaincy at Roehampton.

- We challenge, inspire and support our students as individuals, to grow intellectually, personally and spiritually
- We prepare our students to be responsible citizens and leaders in a fast-changing, complex world
- We are committed to serving the needs of local communities and to contributing to the economic, social and cultural success of South and West London
- We work to promote social justice through our outreach and teaching programmes, and through research, consultancy and engagement with communities
- We encourage learning, creativity and the arts as ways of nurturing the human spirit and improving the quality of life
- We are engaged in the pursuit of truth through reason, research and debate based on freedom of thought and expression
- We promote equality, diversity, mutual respect and understanding

### **3. Legislative environment**

In all areas of its life, the University must comply with relevant legislation. In Chaplaincy this includes, but is not limited to, legislation on equality in areas including disability, gender, race equality and sexual orientation, and the provisions in the Equality Act 2006 related to discrimination on grounds of religion or belief. The University's own policies on diversity and equal opportunity, harassment and complaints are also applicable.

### **4. A Vision for the University Chaplaincy**

The purpose of Chaplaincy at the University of Roehampton is to contribute to the mission of the university, and that of the four providing bodies, by providing opportunities for all staff and students, whatever their faith background, to:

- engage in worship, reflection and prayer;
- explore the tenets of particular faiths and the relationships between faith groups with and in the contemporary world;

- develop a wider understanding of social issues of critical importance to faith groups, such as justice, human rights, power and authority;
- develop and experience mutual respect, awareness and understanding;
- develop as unique individuals, receiving the pastoral and spiritual support necessary for this;
- become a valued, valuable and supportive part of the university and reflect and provide for the needs of the wider community
- receive and provide pastoral support as part of the University's overall welfare provision

Chaplaincy at Roehampton should:

- be open and accessible to all members of the University and its Colleges, staff as well as students, and in places where students and staff spend time as well as in dedicated space
- give clear expression to the faith traditions represented in the University
- encourage a questioning / critical approach to received wisdom and assumptions
- help people to feel valued as individuals

However, Chaplaincy must not be used:

- to encourage division or discord, disunity or lack of respect
- for the purposes of proselytization - the deliberate attempt by one faith group to convert others to their own beliefs. The University recognises, however, that people of faith will want to share their faith with others and that the processes of engagement and dialogue might lead some people to faith and others from one faith to another
- to promote agenda contrary to the University's values, policies or regulations

## 5. The Chaplaincy Team

The University provides a Chaplaincy Team to ensure that Chaplaincy provision is accessible to all members of the University. Within this team the following roles are currently recognised:

- **University Chaplain** – an individual, appointed and funded by the University and the relevant faith group, who works on a full or part time basis in the name of a particular faith or denomination of that faith but as part of the Chaplaincy Team. An alternative title, appropriate to a particular faith community, may be agreed by the University if requested.
- **Assistant Chaplain** – an individual, usually with recent experience as a student, who is appointed to support Chaplaincy at the University
- **Faith Adviser** – an individual, appointed by the University through the Chaplaincy Panel on an honorary basis, to advise the University on matters related to a particular faith group and who undertake whatever role(s) the University might request or agree, with respect to that group, in order to provide the advice.
- **Chaplaincy Coordinator** – an individual normally part of the Chaplaincy Team who is appointed by the Vice-Chancellor on the advice of the Chaplaincy Panel with an supplementary contract for three years whose role will be to coordinate the activities of the Chaplaincy Team.

Appointments to these positions will be confirmed by Senate, thereby giving the individuals concerned the right to exercise their role(s) within the University.

## **6. Checks and procedures**

The selection and appointment of Chaplains, Assistant Chaplains and Faith Advisers must involve checks and procedures to ensure that those appointed have appropriate backgrounds, qualifications and experience and are recognised by, or acceptable to, the relevant faith group. All appointees must agree to operate within the guidelines set out in paragraph 4 of this Statement.

## **7. Status and responsibilities**

If any members of the Chaplaincy team are not formally employed by the University, confirmation of their appointments by Senate will confer on them the status of honorary members of staff. They will have the protection and privileges enjoyed by other members of staff, will be subject to all applicable regulations and procedures, and have an annual appraisal. Where appropriate, some procedures will be undertaken in cooperation with the relevant faith group – for example if a disciplinary issue arises.

The reporting lines for Chaplains will be:

- University Chaplains report to the Head of their College or if this is not possible to the Director of Student Affairs
- Assistant Chaplains report to their respective Chaplains
- Faith Advisers report to the Director of Student Services
- The Chaplaincy Coordinator reports to the Director of Student Affairs on all University wide matters
- The Second tier sign off of annual appraisals of all posts will be the Director of Student Affairs

## **8. Promoting awareness of Chaplaincy**

The University provides space on its website for a Chaplaincy section, for which the Chaplaincy Coordinator is responsible. This gives information about the activities and contact details of the Chaplaincy, the faith groups that it represents and members of the Chaplaincy Team. Chaplaincy facilities, including Chapels and Prayer Rooms, will be well signposted and will have clear information about when the facilities are available, times of prayer/worship, and any appropriate codes of behaviour.

## **9. Resources**

The University provides working space and a modest budget for the Chaplaincy and appropriate worship/prayer space for all faiths.

*Recommended by Chaplaincy Review Group:* November

*2012 Endorsed by Senate:* November

*2012*

*Approved by Council:* November 2012

*Review Date:* November 2015

# UNIVERSITY OF ROEHAMPTON

## CONFLICT OF INTEREST POLICY

- **Policy Statement**

- Our members engage in a wide range of activities that may give rise to conflict of interest situations, whether potential or actual, perceived or alleged, and may expose us and our members to reputational damage or other liabilities.
- We are committed to maintaining the highest standards of ethics and integrity and as a recipient of public funds, we recognise our duty to fulfil the highest standards of corporate governance and as set out in the Nolan Committee's seven principles of public life.<sup>1</sup> We therefore require all our members to recognise and disclose activities that might give rise to conflicts of interest or the perception of conflicts of interest and to ensure that such conflicts are seen to be properly managed or avoided.
- If properly managed, most activities can usually proceed as normal whilst at the same time upholding the person's obligations to the University, meeting regulatory and other external requirements and protecting the integrity and reputation of the University and its members. By contrast, conflicts which are not managed effectively may jeopardise the University's public standing and may cause serious damage to the reputation of the University and of the individuals concerned.
- It is therefore our policy to encourage and foster engagement in activities whilst ensuring that when conflicts or perceived conflicts of interest arise they are acknowledged and disclosed, and in relevant cases, properly managed.

- **Scope**

- This Policy applies to all members of Council, directors of our subsidiary companies, staff and students, and all others working for us.
- It is the responsibility of each individual to whom this Policy applies, to recognise situations in which he or she has a conflict of interest, or might reasonably be seen by others to have a conflict, to disclose that conflict to the appropriate person, and to take such further steps as may be appropriate as set out under the procedure below in paragraph 4.
- If you are uncertain about how this Policy might affect your activities or if you have any questions about its application, please contact the appropriate person (as set out in Appendix 1) or the University Secretary.

- **Recognising a Conflict of Interest**

- A conflict of interest arises where the commitments and obligations owed by an Individual to the University, a University subsidiary company or to another body (for example a funding body), are likely to be compromised, or may *appear* to be compromised, by that person's personal gain, or gain to an immediate family member<sup>2</sup> or a person with whom the person has a familial or close personal relationship<sup>3</sup>; or the commitments and obligations that person owes to another person or body.

<sup>1</sup> [Nolan's 7 Principles of Public Life](#)

<sup>2</sup> In this policy, an immediate family member means a spouse or civil partner, son, or daughter.

<sup>3</sup> In this policy, a close personal relationship includes the following relationships:

(a) close personal friendships; (b) romantic/sexual relationships; (c) business/commercial/financial relationships, and (d) family relationships with an unmarried partner, parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, the (unrelated) child of an unmarried partner, as well as half and step members of family (this list is not intended to be exhaustive).

- There can be situations in which the appearance of conflict of interest is present even when no conflict actually exists. Thus it is important for all Individuals when evaluating a potential conflict of interest to consider how it might be perceived by others.
- The duty to declare a possible conflict applies to the perception of the situation rather than the actual existence of a conflict. However, the duty is not infringed if the situation cannot reasonably be regarded as likely to give rise to a conflict of interest.
- Conflicts of interest may be financial or non-financial or both. Under this Policy, a *Financial conflicts of interest* is one where there is or appears to be opportunity for personal financial gain, financial gain to close relatives or close friends, or where it might be reasonable for another party to take the view that financial benefits might affect that person's actions. Financial interest means anything of monetary value including payments for services; equity interests (e.g. stocks, stock options or other ownership interests); and/or intellectual property rights (e.g. patents, copyrights and royalties from such rights).
- The level of financial interest is not the determining factor as to whether a conflict should be disclosed. What might be 'not material' or 'not significant' for one person might be very significant for another. Good practice in many situations will mean the disclosure of 'any' financial interest, however small. A conflict will arise if the interest might provide, or be reasonably seen by others, to provide an *incentive* to the individual which affects their actions and where he or she has the *opportunity* to affect a University decision or other activity (because for example he or she is the decision-maker or the principal investigator on a research project). For examples of conflicts involving financial interest see Appendix B.

#### *Non-financial conflicts of interest*

- Non-financial interests can also come into conflict, or be perceived to come into conflict, with a person's obligations or commitments to the University or to other bodies, for example a body of which he or she is a director or trustee. Such non-financial interest may include any benefit or advantage, including, but not limited to, direct or indirect enhancement of an individual's career, education or gain to immediate family (or a person with whom the person has a close personal relationship). <sup>2</sup>

For examples of non-financial conflicts of interest see Appendix B (paragraphs B – D).

- **Procedure for disclosing and managing Conflicts of Interest**
- You are required to disclose any conflict of interest or any circumstances that might reasonably give rise to *the perception* of conflict of interest. Apparent or perceived conflicts of interest can be as damaging as actual conflicts of interest.
- The general rule, with the exception of committee business, is that disclosure should be made at the time the conflict first arises, or it is recognised that a conflict might be perceived, in writing to your Head of Department (or equivalent). If your Head of Department (or equivalent) has an interest in the matter to be discussed, the disclosure shall be made to the person at the next higher level of authority. For University Senior Officers, the line of approval is in accordance with the University's management structure. Exceptions to this rule are outlined in Appendix C.



- If you are a student on a taught programme (undergraduate or masters or taught stage of a professional doctorate), you should discuss the relevant issues with your personal tutor, who, where appropriate, will consult with the Programme Convener, following which an approach for dealing with the conflict might be agreed. Where the conflict of interest arises between your interests and those of your Programme Convener, you should discuss the matter with the Head of Department.
- 4.4 If you are a research student (PhD or research stage of a professional doctorate), you should discuss the relevant issues with your Director of Studies, who, where appropriate, will consult with the Research Degrees Convener, following which an approach for dealing with the conflict might be agreed. Where the conflict of interest arises between your interests and those of your Director of Studies, you should discuss the matter with your Research Degrees Convener; where the conflict of interest arises between your interests and those of your Research Degrees Convener, you should discuss the matter with your Head of Department.
  - 4.4 Many situations will require nothing more than a declaration and a brief written record of that declaration, which must be held in the department's or college's records.
  - 4.5 Some instances will however need to be dealt with by agreeing how the conflict can be actively managed. The approach adopted should be documented and copies provided to the relevant parties. A copy of the final plan must be held in the department's records. One or more of the following strategies may be appropriate to manage the conflict of interest:
    - 4.5.1 not taking part in discussions of certain matters;
    - 4.5.2 not taking part in decisions in relation to certain matters;
    - 4.5.3 referring to others certain matters for decision;
    - 4.5.4 resolving not to act as a particular person's supervisor;
    - 4.5.5 divesting or placing in trust certain financial interests;
    - 4.5.6 publishing a notice of interest;
    - 4.5.7 standing aside from any involvement in a particular project; and/or
    - 4.5.8 declaring an interest to a particular sponsor or third party.
  - 4.6 It is the responsibility of those affected to comply with the approach that has been agreed.
  - 4.7 Any unresolved matter shall be referred to the Conflict of Interest Advisory Group for advice. In cases of particular difficulty, the Conflict of Interest Advisory Group may refer its recommendations to the Audit Committee of Council for advice or resolution.
  - 4.8 Guidance on situations that are frequently encountered and which may give rise to particular kinds of conflicts requiring special action is set out at Appendix A.
  - 4.9 There are however some particular instances where the general procedure is varied and further specific steps are required such that approval is obtained not only from the Head of Department (or equivalent) but from a designated University official, as set out in the table in Appendix C.
  - 4.10 Each Head of Department or function will be asked to inform the Conflict of Interest Advisory Group of the actions taken to inform members of the policy requirements and to promote compliance.

## **5. Register of Interests**

- 5.1 In addition to declaring any conflict or potential conflict in accordance with the procedure above, the following post holders shall be required to submit an annual declaration of external interests to the Conflict of Interest Advisory Group:

- 5.1.1 the Vice-Chancellor;
- 5.1.2 the Deputy Vice-Chancellor;
- 5.1.3 the Pro-Vice-Chancellor & Director of Finance
- 5.1.4 the Registrar;
- 5.1.5 the University Secretary
- 5.1.6 the Deputy Provosts
- 5.1.7 all members of Council;
- 5.1.8 all members of the Audit Committee;
- 5.1.9 The Heads of Departments;
- 5.1.10 Directors and Heads of Functions
- 5.1.11 Chairs of such other bodies which govern the University's affairs, and such senior officers as shall be specified by Council in consultation with the Advisory Group on Conflict of Interest from time to time;
- 5.1.12 Directors of subsidiary companies of the University; and
- 5.1.13 Members of the Conflict of Interest Advisory Group.

- 5.2. Persons with grounds to inspect declarations of conflict of interest shall be allowed access at the discretion of the Chair of the Conflict of Interest Advisory Group.

## **6. Conduct of meetings**

- 6.1 At the first meeting of the academic year, each committee within the University should have a standing item on their agenda about conflict of interest. This item should cover what a conflict of interest is and how the members of the committee should declare such an interest if and when such a circumstance arises;
- 6.2 It is also recommended that committees adopt the practice of including a similar statement to the following in each agenda:

'Members of [Name to be inserted] Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee. If the chairman of the meeting deems it appropriate, the member shall absent himself or herself from all or part of the Committee's discussion of the matter.'

## **7. The role and remit of the Conflict of Interest Advisory Group**

- 7.1. A Conflict of Interest Advisory Group is established hereunder to advise on Conflict of Interest issues. The membership of this Advisory Group is set out in Appendix A below.
- 7.2. The Advisory Group shall be responsible for:
  - 7.2.1 advising University bodies, University subsidiaries, Committees, and individual staff members or students (in appropriate circumstances);
  - 7.2.2 monitoring the University's Policy on Conflict of Interest and making recommendations in the light of experience, and of good practice guidelines established by outside bodies;
  - 7.2.3 ensuring that there are appropriate systems in place to promote and monitor compliance with the Policy on Conflict of Interest;
  - 7.2.4 reviewing Annual Declarations of External Interest and alerting the appropriate University body where further clarification or action is required;
  - 7.2.5 advising on difficult cases referred to it;
  - 7.2.6 giving advice in the case of individual questions referred to it;

- 7.2.7 performing any such other action on behalf of Council in relation to the University's Policy on Conflict of Interest as may be required from time to time; and
- 7.2.8 reporting to Council, on an annual basis, on the operation of the Advisory Group and this Policy over the previous year.

## **8. Suppliers of Goods and Services**

All purchases for the supply of goods or services should comply with the University's Financial Regulations. Where a conflict of interest occurs, those responsible for making decisions should take particular care when selecting a supplier or contractor. Individuals should take appropriate steps to ensure value for money. Advice should be sought from the Head of Procurement of the Deputy Director of Finance.

## **9. Gifts and hospitality**

Please refer to the [Anti-Corruption and Bribery Policy](#).

## **10. Personal Relationships**

Please refer to the [Personal Relationships at Work Policy](#).

## **11. Recruitment of Staff and Students**

- 11.1 Any member of Council or staff who has a family member or person with a close personal relationship who is an applicant for a post at the University, should not take part in the selection process. Members with such relationships with job applicants or who line manage individuals with whom they have such relationships, must disclose their interest to their Head of Department (or equivalent) or the Director of HR or nominated deputy where appropriate. All staff recruitment must be carried out in accordance with the University's Recruitment and Selection Procedure (insert link).
- 11.2 Any member of staff who has a family member or person with a close personal relationship who is a student applicant, should declare the interest to the Head of Department and Head of Admissions. Such member should take no part in the decision of whether or not to offer a place to the applicant or advise on the nature of the offer.

## **12 Review of the Conflict of Interest Policy**

- 12.1 This Policy shall be the subject of regular review by the Conflict of Interest Advisory Group, Audit Committee, Nominations & Governance Committee and, as necessary, other relevant bodies. Such review shall take place in the light of guidance on best practice issued by external bodies and, in any event, not less than once every three years.

**MEMBERSHIP OF CONFLICT OF INTEREST ADVISORY GROUP**

The Conflict of Interest Advisory Group shall consist of:

- (1) a member of the Audit Committee (as Chair of the Group);
- (2) a member of Senate appointed by Council ; and
- (3) a member of the University's Financial Strategy Group.
- (4) The Advisory Group may co-opt up to three further members, who may be internal or external, for such periods as the group sees fit to ensure an appropriate range of expertise.

**APPENDIX B**

**EXAMPLES OF PERCEIVED OR ACTUAL CONFLICT OF INTEREST**

***A. Examples of conflicts of financial interests:***

- A researcher has a financial interest in the licensee (or proposed licensee) of University intellectual property.
- A research student receiving financial support from a company in which his/her academic supervisor has a financial interest or position.
- An academic uses unpublished information emanating from University research or other confidential University sources for personal profit, or to assist an outside organisation by giving it unreasonably exclusive access to such information.
- A member of staff taking part in the negotiation of the terms under which assets (intellectual property or other property) of the University are to be sold, licensed or transferred to an external entity in which the staff member, his/her immediate family member or person with whom he/she has a close personal relationship, has a financial interest.

***B. Examples of conflicts of commitment and loyalty***

- A part-time member of staff who is involved in a bid application for funding also works part-time for an organization in the region that is making a bid application for the same funding.
- A staff member assumes responsibilities for an external organisation (paid or unpaid) that diverts his/her attention from his/her University duties, or creates other conflicts of loyalty.
- An academic member of staff has set up a spin-out company the core business of which is closely related to his area of research at the University. The company has engaged a number of graduate students to undertake work which may conflict with their research progress.
- A member of staff is considering tenders submitted by audit companies. Her brother is a partner in one of the audit firms.

**B. Examples of conflicts of commitment and loyalty cont/...**

- An academic who has a senior editorial position with a commercial journal is also on a University library committee that recommends journal subscriptions.
- A staff member taking part in any selection, promotion, reclassification, evaluation or grievance process with prospective or current staff members with whom they have, or have had, a close personal relationship.

**C. Examples of situations that give rise to conflicts of interest in research:**

- A researcher has a financial interest in a company sponsoring research conducted at the University and the researcher is an inventor of patents or creator of other IP whose value may be affected by the outcome of the research.
- A researcher holds a position in an entity (e.g. as director) that may wish to restrict (or otherwise manage) adverse research findings for commercial reasons or not wish to publish the results of the research.
- A researcher conducts a clinical trial which is sponsored by any person or entity with a financial interest in the results of the trial.
- A postgraduate research student conducts research on a project that receives support from a company in which the student has a financial interest or significant position.

**D. Examples of situations that give rise to conflicts of interest in relation to student supervision and teaching:**

- A member of staff who may be involved in decisions about a student's admission, supervision or academic progress, or the award of any studentships, prizes or other grants in relation to a student who is his/her immediate family member or with whom he/she has a close personal relationship.
- A member of staff who is on the Board of Governors of a school and he/she is on a panel that will consider the application of a student from that school for an undergraduate place at the University.
- A member of staff who is in a position to judge the quality of a student's work; to evaluate a student in any way; or holds or proposes to take a financial stake or hold a formal position in any student-run, student-owned or student-controlled commercial venture whilst that student is a student at the University.

## **ADDITIONAL STEPS REQUIRED IN SPECIFIC CIRCUMSTANCES AS A VARIANCE TO THE GENERAL RULE SET OUT IN PARAGRAPH 4.2 ABOVE**

### **1. General Rule**

As explained in paragraph 4.2 of this Policy, the general rule is that disclosure should be made *at the time the conflict first arises, or it is recognised that a conflict might be perceived*, in writing to the Head of Department (or equivalent). If the Head of Department (or equivalent) has an interest in the matter to be discussed, the disclosure shall be made to the person at the next higher level of authority. In most cases of an academic nature, this will be to a Deputy Provost. For University Senior Officers, the line of approval is to the Vice-Chancellor, Deputy Vice-Chancellor or the Registrar or University Secretary, as appropriate. However, in some circumstances, the procedure is slightly different. These are set out below.

### **2. Research**

A Researcher with a conflict of interest must follow the procedures described in paragraph 4 and must also comply with the following requirements:

#### **2.1 *Principal investigators:***

To assist the assessment of situations which could lead to a real or perceived conflict of interest at the stage of applying for a research grant, or negotiating a contract, the University requires all principal investigators to clarify whether they have any personal interest (shareholding, consultancy, directorship, etc.) in relation to the proposed sponsor. This should be done at the time of submitting applications for external research funding to the Research Office.

#### **2.2 *Ethics:***

Researchers must also comply with specific declaration requirements as laid down by the Ethics Committee. Researchers should contact the Secretary of the Ethics Committee if they have questions about those requirements.

#### **2.3 *Requirements of funding bodies:***

Some funding agencies set requirements relating to conflict of interest. They may, for example, require direct notification of certain interests to them; reserve the right to review the proposed plan for managing the conflict of interest; and/or prohibit grant holders from undertaking certain activities. Researchers need to be aware of and comply with those specific requirements. Researchers should contact the Research Office if they wish to seek advice on any aspect of funding terms and conditions.

#### **2.4 *Financial interest in a company involved in a research project:***

Staff or students who have a financial interest in an entity that may reasonably appear to be affected by the results of a proposed research must disclose that interest and put to both the Head of Department for review/approval a conflict of interest plan/approach designed to protect the integrity of the research and the reputation of the academic(s), their research group(s) and the University;

#### **2.5 *Student receiving support from an entity in which his or her supervisor has a financial interest, or where the outcomes of the research are related to the activities of such an entity:***

To preserve the integrity of the research the student and academic must disclose the conflict to both the Head of Department and the Chair of the Conflict of Interest Advisory Group for review/approval of a conflict of interest plan/approach.

### 3. Spin-outs and licensees of University IP/External Consultancy

Staff or students may have a financial interest or other personal interest in a spin-out or in an organisation to which the University has licensed or is seeking to license University IP or may have personal IP with which they are intending to create a start-up company. In such cases:

- 3.1 they should normally play no executive role in any decisions made between the University or its subsidiaries and such spin-outs or IP licensees. If it is believed that there are exceptional circumstances to argue for such involvement, prior permission must be sought from the Head of Department and then from the Deputy Provost (Research). The proposed conflict of interest plan/approach to be put to the Head and then the Deputy Provost (Research) must aim to protect the reputation of the academic(s), their research group(s) and the University and ensure compliance with company law; and
- 3.2 if they wish to undertake a consultancy for that spin-out, they must seek prior permission from the Head of Department, and in turn from the Deputy Provost (Research). The proposed conflict of interest plan/approach to be put to the Head and then the Deputy Provost (Research) must aim to protect the reputation of the academic(s), their research group(s) and the University and ensure compliance with company law.
- 3.3 Staff (other than researchers who are subject to the University's Intellectual Property Policy) wishing to buy or subscribe for shares in a spin-out at any stage prior to the listing of the shares in the company on a recognised Stock Exchange must seek permission in advance from the Head of Department and then from the University Secretary.

### 4. Sale, supply or purchase of goods or services

- 4.1 Staff must ensure the probity of all financial transactions. The sale or supply of goods by the University or the purchase of goods or services by the University must be carried out in accordance with the University's Financial Regulations.
- 4.2 Staff should not normally be involved in supply or purchase decisions in relation to any external entity in which they or any members of their family or any person with whom they have a close personal relationship have a financial interest or in any way have the capacity for personal gain. If there are exceptional circumstances that prima facie require such involvement, the following process should be followed:
  - (a) the person should disclose, in writing to their Head of Department/ Head of Function, the nature of the transaction, the potential conflict and the method proposed to manage the conflict;
  - (b) they and their Head must formulate a proposed plan/approach that protects the University and ensures compliance with the law and the integrity of the transaction(s) and the individuals involved; and
  - (c) the Head must then seek approval of that plan from the Pro Vice-Chancellor and Director of Finance.

July 2016

# UNIVERSITY OF ROEHAMPTON

## DATA PROTECTION POLICY

### Background

Roehampton University processes information about its staff, students and other individuals for a variety of purposes. When processing information, the University is committed to protecting the rights and privacy of students, staff and others in compliance with the Data Protection Act 1998 [the „Act“] and related legislation. This Policy sets out the principles that will apply in meeting this commitment. The accompanying Guidelines on Personal Data provide detail on the application and implementation of the Policy.

### Data Controller

The University as a body corporate is the data controller under the Act.

### Application of Policy

The Policy and the Data Protection Principles apply to all staff, students and agents of the University, including those who process personal data off-site.

All personal data collected, held and processed on computer, on-line as well as in structured manual files is subject to this Policy and to the Data Protection Principles. Examples of the purposes for which data is processed by the University include but are not limited to: recruiting and paying staff, administering programmes of study, recording progress, calculating and approving awards, collecting fees, and complying with legal obligations to funding bodies and government

### Notification<sup>1</sup>

Notification is the responsibility of the University Secretary and Registrar and the Data Protection Officer. Details of the University's notification are published on the [Information Commissioner's website](#). Anyone who is, or intends, processing data for purposes not included in the University's Notification must seek advice from the Data Protection Officer.

### Compliance with Policy

The Vice-Chancellor's senior management group, Heads of Departments, Directors and others in managerial or supervisory roles, are responsible for ensuring adherence to this Policy.

A breach of the Act or of this Policy may constitute a disciplinary offence for either staff or students and trigger the application of the relevant disciplinary procedures. A breach of the Act may also constitute a criminal offence. Other agencies and individuals working with the University, and who have access to personal information processed by the University, must also comply with this Policy. Departments and academic units that interact with external agencies are responsible for ensuring that such agencies agree to abide by this policy.

<sup>1</sup> Notification is the process by which a data controller informs the Information Commissioner of certain details about their processing of personal information. These details are used by the Information Commissioner to make an entry describing the processing in the [register of data controllers](#) that is available to the public for inspection. Notification is a statutory requirement and every organisation that processes personal information must notify the Information Commissioner's Office (ICO), unless they are exempt. Failure to notify is a criminal offence.



## DATA PROTECTION PRINCIPLES

The University is committed to complying with the eight Data Protection Principles (“the Principles”) in the Act. To that end:

- 1. Personal data shall be processed fairly and lawfully.**
- 2. Personal data shall be obtained for specific and lawful purposes and not processed in a manner incompatible with those purposes.**

Personal data should only be obtained if there is a clear purpose or purposes for which it will be used, and must not then be used for a different purpose. Further, personal data may only be processed for purposes identified in the University’s notification with the Information Commissioner’s Office.

- 3. Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is held.**

*Only* the information needed for a specific purpose should be collected. If data are given or obtained which are excessive for the purpose, they should be immediately deleted or destroyed.

- 4. Personal data shall be accurate and, where necessary, kept up to date.**

Data that are kept for a long time must be periodically reviewed and updated as necessary. Data should not be kept unless it is reasonable to assume that they are accurate.

Members of the University are responsible for ensuring that any personal data they supply to the University are accurate and up-to-date.

- 5. Personal data shall be kept only for as long as necessary.**

Personal data should not be kept for longer than the data are required for the purpose for which the data was originally obtained. Personal data must, however, be disposed of in a way that protects the rights and privacy of data subjects (e.g.. shredding, disposal as confidential waste, secure electronic deletion).

- 6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act.**

Personal data should not be disclosed to third parties except in circumstances permitted or required by the Act or with the consent of the individual concerned. In most cases, this consent should be provided in writing. Further guidance on how to respond to requests from third parties for the disclosure of personal data is set out below as well as in the Guidelines and FAQs accompanying this Policy.

**7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.**

All staff are responsible for ensuring that any personal data that they hold are kept securely.

**8. Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.**

Data must not be transferred outside of the European Economic Area (EEA)  
- the EU Member States together with Iceland, Liechtenstein and Norway -  
without the explicit consent of the individual.

**Disclosure of Data**

The University will ensure that personal data are not disclosed to unauthorised third parties which includes family members, friends, government bodies, and in certain circumstances, the police. The University's Data Protection Officer must be advised of any request for personal data relating to a student or member of staff and information should not be provided. When asked by the Data Protection Officer to provide data, particularly data related to a police enquiry or other authority, members of staff shall do so within the time frame specified.

Personal data may be disclosed only where at least one of the following conditions apply:

- the individual has given their written consent;
- where the disclosure is in the legitimate interests of the institution (e.g. disclosure to staff - personal information can be disclosed to other University employees if it is clear that those members of staff require the information to enable them to perform their jobs);
- where the institution is legally obliged to disclose the data (e.g. HESA and HESES returns, ethnic minority and disability monitoring);
- where disclosure of data is required for the performance of a contract (e.g. informing a student's LA or sponsor of course changes/withdrawal etc).

Explicit consent must be obtained when processing sensitive personal data.

Disclosure is permitted without consent if the information is requested for one or more of the following purposes and the purpose is supported by clear evidence:

- to safeguard national security;
- to prevent or detect crime including the apprehension or prosecution of offenders;
- to assess or collect tax duty;
- to discharge regulatory functions (includes health, safety and welfare of persons at work);
- to prevent serious harm to a third party;
- to protect the vital interests of the individual, this refers to life and death situations.

## DEFINITIONS (adapted from Data Protection Act 1998)

<b>Data Subject</b>	Any living individual who is the subject of personal data held by an organisation.
<b>Personal Data</b>	Data relating to a living individual who can be identified from that information or from that data and other information in possession of the data controller. Includes name, address, telephone number, id number. Also includes expression of opinion about the individual, and of the intentions of the data controller in respect of that individual.
<b>Processing</b>	Any operation related to the organisation, retrieval, disclosure and deletion of data and includes: Obtaining and recording data Accessing, altering, adding to, merging, deleting data Retrieval, consultation or use of data Disclosure or otherwise making available of data.
<b>Relevant Filing System</b>	Any paper filing system or other manual filing system which is structured so that information about an individual is readily accessible. Please note that this is the definition of "Relevant Filing System" in the Act. Personal data as defined, and covered, by the Act can be held in any format, electronic (including websites and emails), paper-based, photographic etc. from which the individual's information can be readily extracted.
<b>Sensitive Data</b>	Different from ordinary personal data (such as name, address, telephone) and relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life, criminal convictions. Sensitive data are subject to much stricter conditions of processing.

### Third Party

*Robin Geller  
University  
Secretary and  
Registrar  
Approved:  
January 2009  
Revised: May 2010*

# **UNIVERSITY OF ROEHAMPTON DIGNITY AND RESPECT POLICY**

## **PART I**

### **1. POLICY STATEMENT**

The University is committed to creating a working and learning environment that is truly inclusive, where people understand, appreciate and value the diversity of each individual and where practices make people feel valued and able to participate and achieve their full potential. The University recognises that such an environment cannot be created or sustained if individuals are subjected to harassment, intimidation, aggression, bullying or other behaviour prohibited under this Dignity and Respect Policy ("Policy"). Such behaviour will therefore not be tolerated by the University.

The University expects all staff, students and visitors to treat everyone within the University community with dignity and respect, and it is committed to creating a culture where individuals feel confident about making complaints about behaviour prohibited under this Policy. All complaints will be taken seriously and treated sensitively and in a timely manner.

### **2. PURPOSE AND SCOPE**

The purpose of this Policy is to set out the University's position on harassment, bullying, victimisation and other related prohibited conduct. It enjoins all staff and students of the University to take personal responsibility to ensure that the dignity of staff and students is respected; sets out the procedures for dealing with issues of harassment and bullying; and makes provision for staff and students to:

- challenge all forms of harassment and bullying;
- have their complaints dealt with quickly and effectively; and
- have the confidence and support to bring complaints without fear of ridicule or reprisal.

This Policy is for use by students and staff. It covers bullying and harassment in the workplace and learning environment as well as in any work-related or learning-related settings outside the workplace or learning environment such as business trips, field trips and work and learning-related social events.

### **3. IMPLEMENTATION**

The University undertakes to:

- publicise this Policy widely;
- recruit, train and support Working Relationship Advisers and publicise their names and contact details widely;
- establish clear systems of communication and referral;
- develop, review and maintain procedures for dealing with complaints;
- monitor the implementation and operation of this Policy.

The Equality & Diversity Committee is responsible for supporting the implementation of this Policy.

## **4. DEFINITIONS OF BEHAVIOUR PROHIBITED UNDER THIS POLICY**

The University prohibits the following types of behaviour which are collectively referred to as prohibited conduct in this Policy:

### **4.1 Harassment**

Harassment is unwarranted, unwelcome and uninvited behaviour, which violates an individual's dignity, or creates an intimidating, humiliating, hostile, degrading or offensive environment for them.

An individual or individuals may be subjected to harassment because they are perceived as being different or in a less powerful position than the harasser. Consequently, people who are in a minority position are more vulnerable to being harassed. Harassment may, however, occur in less obvious scenarios and outside traditional power relationships. A student may for example harass a member of staff or a manager may be harassed by a member of his/her staff.

Usually, behaviour that amounts to harassment is persistent and develops over a period of time. However, one-off incidents particularly those of a serious nature, can also constitute harassment.

Harassment is to be distinguished from vigorous academic debate. The latter is respectful and stimulates and encourages thought and discussion as opposed to the former, which is intimidating, hostile, degrading, humiliating or offensive to others.

The Criminal Justice and Public Order Act 1994 makes it a criminal offence to intentionally cause a person harassment, harm or distress by using 'threatening, abusive, insulting or disorderly behaviour'. Criminal proceedings could lead to conviction and criminal penalties. An employee could be personally liable to pay compensation to a successful claimant in a legal claim.

### **4.2 Bullying**

Bullying is unwanted "offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient"<sup>1</sup>

Bullying is usually persistent and conducted by one person against another or a group of individuals against an individual or group of individuals causing them to suffer stress. It can, however, occur in less obvious scenarios and outside traditional power relationships. A member of staff may for example be bullied by a student or a manager by a member of his/her staff.

### **4.3 Unlawful discrimination**

Some types of bullying or harassment may also constitute unlawful discrimination (harassment which occurs because an individual has a particular protected

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<sup>1</sup> As defined by ACAS in *Bullying and Harassment at Work, A Guide for Managers and Employers*, page 5

characteristic) and may give rise to the possibility of other civil claims or criminal proceedings that may proceed independently of the University's disciplinary proceedings.

#### **4.4 Victimisation**

Victimisation is less favourable treatment of a person because they have made allegations of harassment or other prohibited conduct, intend to make such an allegation, or have assisted or supported a person who has made such an allegation.

#### **4.5 Hate Crimes**

Hate Crimes are "crimes or behaviour motivated by prejudice, hatred or intolerance that intentionally demean individuals and groups defined by their ethnicity, race, religion and belief, sexuality, gender, conscience, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence."<sup>2</sup>

If any of the abovementioned types of behaviour constitutes a criminal offence, the complainant or the University may contact the police if appropriate.

### **5. HARASSMENT BY THIRD PARTIES**

Where a complaint is made of harassment by a third party (that is, someone other than a member of staff or student of the University such as a contractor or a visitor), the University will ensure that it is investigated and that reasonable and appropriate action is taken to prevent the recurrence of any harassment.

Staff and students should report the details of any third party harassment immediately (including the date and time of occurrence) to the Director of Human Resources and to the Deputy University Secretary respectively.

### **6. CONFIDENTIALITY & RECORD KEEPING**

All reports of prohibited conduct as well as associated records will be treated with confidentiality. In cases where there is unacceptable risk to the personal health and or safety of the complainant or to others, the University may, however, need to make appropriate and lawful disclosure.

Where a complaint has been made and not substantiated following an investigation, no record will be kept on the personnel file of the person accused of prohibited conduct. Where an employee makes a complaint to his/her manager or to Human Resources but does not wish to proceed to make a formal complaint, no record will be kept on the personnel file of the person accused of prohibited conduct.

### **7. ADVICE AND SUPPORT**

Support and advice is available for staff and students who feel that they are being

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<sup>2</sup> This definition has been provided by Universities UK, the Equality Challenge Unit and Standing Conference of Principals (SCOP)

bullied or harassed, or have had a complaint made about them. Some University sources are set out below and contact details for both internal and external sources of advice and support are set out in Appendix 2 below.

### 7.1 Staff

Members of staff from across various functions within the University volunteer as Working Relationship Advisers. They are appropriately trained by the University and provide a confidential service that enables members of staff to discuss problems without recourse to the University's formal processes.

Staff can select the Working Relationship Adviser they consider to be most appropriate. To avoid potential conflict of interests, it is recommended that they select a Working Relationship Adviser outside their own department or department of the person accused of prohibited conduct.

If a Working Relationship Adviser is unable to take on a case due to a potential conflict of interest, personal commitments or other reasons, he/she will refer the member of staff to another Working Relationship Adviser.

Working Relationship Advisers can:

- Provide staff with support and a confidential environment in which to discuss problems.
- Provide staff with information on available options and assist them in thinking through their options.
- Support staff in making decisions appropriate to their circumstances and empower them to act.
- Accompany staff at meetings in an informal capacity or under their 'right to be accompanied'.
- Provide staff with a visitation record if so requested, as proof that assistance was sought.
- Arrange a facilitated meeting between two parties with a trained facilitator who has no allegiance to either party.

Working Relationship Advisers will not:

- Pass on specific information or details about who has accessed the service except for a visitation record at the request of the member of staff.
- Make decisions for staff.
- Take action against the person accused of prohibited conduct;
- Mediate or negotiate between the member of staff and the person accused of prohibited conduct.
- Meet staff outside the Working Relationship Adviser's working hours or off the University's premises.

### 7.2 Counselling

Members of staff can access counselling by contacting the Employee Assistance Programme. Please see Appendix 2 for details.

### 7.3 Pastoral Care

The Chaplaincy provides pastoral care to both staff and students of all faiths or no faiths.

## 7.4 Students

Students can contact a Student Welfare Officer, Chaplain or Health and Wellbeing Adviser and appropriate forms of support will be identified including counselling. The services outlined above that are provided for staff are also available to students via Student Welfare Officers and other student support officers.

## **PART II**

### **THE COMPLAINTS PROCEDURE**

#### **1. INTRODUCTION**

Staff and students who feel that they are being subjected to any form of harassment, bullying or victimisation should use the following procedures. These procedures aim to promote fairness and consistency in dealing with complaints.

These procedures are to be used in good faith and disciplinary action may be taken in cases where it has been found that a complaint is malicious or vexatious. A malicious complaint is one where clear and objective evidence disproves the allegation of behaviour prohibited under this Policy and establishes a deliberate intent to deceive. A vexatious complaint is one where the person making a complaint (the “complainant”) makes a complaint on essentially the same matter that has already been considered and has exhausted the complaints procedure.

All complaints will be treated seriously and taken to be made in good faith unless there is clear and objective evidence that they were made maliciously or vexatiously. The fact that a complaint is not found to be justified or to be substantiated does not mean that it has been made in bad faith.

The University will seek to ensure that complaints and those assisting in investigations arising from complaints are protected against victimisation for making the complaint or assisting in the investigation. Anyone found to have victimised someone will be subject to disciplinary action under the University’s disciplinary procedures.

#### **2. RESOLVING COMPLAINTS**

2.1 There are two stages to these procedures – an informal stage and a formal stage. A complainant need not follow both stages and use of the informal stage does not automatically lead to, or preclude, the use of the more formal stage. The procedures set out under the informal procedure are the same for staff and students whilst those under the formal procedure differ for staff and students.

##### Stage 1: Informal Action

An individual who believes that they are being bullied or harassed, should take the following informal steps:

- Approach the person about their behaviour directly or indirectly



Bring the person's behaviour to his/her attention (either orally or in writing) and let them know that their behaviour is unwelcome or upsetting and should be stopped immediately. He/she may also be notified that if their behaviour continues, a formal complaint may be made. Having an informal discussion with a person about their behaviour may help them to understand the effect that it is having on someone else and the discussion may help that person to change his or her behaviour.

If an individual feels unable to take such action him/herself, he/she can ask someone else, e.g. a colleague, fellow student or one of the people listed at 3 below, to approach the person on their behalf.

- Document incidents

Keep a record of any incidents that occur and note the dates, times, circumstances and names of any witnesses. Where appropriate, this record should include a note of the date on which the alleged harasser/bully is informed of his/her behaviour and what was said and done. This will be useful evidence if the unacceptable behaviour continues and the individual who feels harassed/bullied wishes to make a formal complaint.

Members of staff can contact one of the University's trained Working Relationship Advisers who help individuals to deal with the issues, arrive at a realistic assessment of them and talk through the options available in confidence. A member of the Human Resources Department or trade union representative may also be contacted for similar support.

Students can approach their tutors, heads of department, heads of college, college chaplains, programme board student representatives, student union representatives, student welfare officers or their course supervisors to discuss issues and seek advice on available resolution options.

Where the behaviour causing concern has taken place between students living in University accommodation, the warden of the accommodation is an appropriate person to approach. If the behaviour is from another student on a particular module or within a study group, an appropriate person would be a personal tutor or module leader or another member of the student support team within the student's school/college.

If after discussing the resolution options an individual decides to deal with the situation through a facilitation meeting and the other party agrees to such a meeting, an appropriate facilitator will be identified, who will meet with the parties and attempt to find an outcome acceptable to both parties.

Human Resources will work with the Working Relationship Advisers and the complainant to identify an appropriate facilitator, who will be sufficiently independent of both parties. Facilitators are generally Working Relationship Advisers who have received specialist training as facilitators. Trained Student Welfare Officers serve as facilitators in student matters.

If the matter remains unresolved, through the informal process or if the problem continues following an agreed resolution, the complainant may consider other options such as discussing the matter again with his/her line manager, a member of Human Resources or other individual identified at paragraph 3 above. He/she may also consider making a formal complaint.

## Stage 2: Formal Action for Staff

This stage is the formal procedure of the [University's Grievance Procedure](#) and is based on statutory requirements for internal procedures. An Employment Tribunal will not consider a claim if an employee has not made use of this internal procedure.

An employee who wishes to formally raise a grievance against another employee, should put his/her complaint in writing to his/her supervisor/line manager, stating that he/she is invoking the grievance procedure. If the grievance is against the line manager, this notice must be given to his or her line manager. Guidance on the procedure to be followed is outlined in the University's Grievance Procedure which can be found at:

<http://my.roehampton.ac.uk/information/HumanResources/Documents/Grievance%20and%20Harassment/Grievance%20Procedure.docx>

If the employee's complaint is against a student, consideration can be given to taking the following actions:

- Approaching the student directly or through another individual such as a line manager or head of department/service as described above in paragraph 1 under Informal Action.
- Taking formal action in serious or persistent cases. Bullying and Harassment are identified as inappropriate behaviour under the Student Code of Conduct and failure to comply with this Code constitutes non-academic misconduct which may result in students being referred to the University disciplinary procedures. Complaints can be made by way of the procedure set out for the referral of non-academic offences under the Student Disciplinary Regulations, available at:  
<http://www.roehampton.ac.uk/WorkArea/DownloadAsset.aspx?id=2147493152>

## Stage 2: Formal Action for Students

Students should refer complaints in relation to the behaviour of other students in writing to the Deputy University Secretary for further action.

Complaints in relation to the behaviour of members of staff should be referred in writing to the complainant's Head of Department or equivalent, who will then decide the appropriate investigating officer.

## **3. REPRESENTATION AT MEETINGS**

Both the complainant and the person accused of prohibited conduct will be advised that they may bring a trade union representative or colleague to any formal meeting. A Working Relationship Adviser or a Student Welfare Officer (in the case of student complainants) may attend a formal meeting with the complainant. Individuals attending meetings with complaints are to do so in a supportive role rather than a representative role.

#### 4. ARRANGEMENTS DURING AND AFTER AN INVESTIGATION

The investigating officer will consider the evidence and make one of the following recommendations:

- **Take no further action.** This is appropriate in cases where the allegations have not been substantiated or where there is insufficient evidence.
- **Proceed to a disciplinary hearing.** This is appropriate in cases where it has been found that there is a case to answer or where conflicting accounts need to be considered further.
- **Take alternative action.** This is appropriate in cases where disciplinary action is not appropriate. Alternative action may include:
  - putting arrangements in place to monitor the situation
  - directing the person accused of prohibited conduct to attend training (e.g. Equality and Diversity awareness training)
  - arranging for the parties to attend a facilitated meeting, mediation or counselling in cases where both parties so agree
  - arranging the redeployment of one or both parties (either on a temporary or permanent basis)
  - arranging for both or either party to take a period of leave or to work flexibly.

The University will try to ensure wherever possible, that the complainant and the person accused of prohibited conduct are not required to work or interact with each other while the complaint is under investigation. Where possible, the University may give the complainant the option of moving temporarily to a different post/place of work or accommodation; working or studying from home; or taking annual leave or other leave (if a student).

Where an allegation relates to behaviour that may amount to gross misconduct, the person accused of prohibited conduct may be suspended (on full pay) during the investigation. In cases where a disciplinary hearing is to be held, suspension may continue until the hearing has been concluded.

If the complaint is upheld and the person found to have committed prohibited conduct continues to be employed by the University or to study at the University, the University will try to avoid wherever possible, and if requested by the complainant, the parties having to work alongside each other or having to interact with each other. Work or study options will be discussed with the complainant and may include the transfer of the other person or the transfer of the complainant to another post, or residence for example.

If the complaint is not upheld, the Human Resources department will support both parties and their manager(s) in making arrangements for the parties to continue or resume work or study and to help repair working relationships. Efforts will be made where possible to avoid the complainant and the person accused of prohibited conduct having to work alongside each other or interact with each other, if either of them does not wish to do so.

#### 5. APPEALS

The appeals procedure as set out in the Grievance Procedure for University Staff should be followed if on completion of the formal stage, the complaint has not been resolved to the complainant's satisfaction.

In relation to student related matters, the appeals procedure as set out in the Student Disciplinary Regulations should be followed.

## **6. GUIDANCE FOR THOSE ACCUSED OF PROHIBITED CONDUCT**

Individuals who are approached informally about their behaviour should be sensitive towards the person approaching them, and should be mindful that what may have been a joke for them or considered by them as normal behaviour, may be offensive for another. It is possible to offend someone without intending to. Different people find different things acceptable and everyone has the right to decide what behaviour is acceptable to them and to have their feelings respected by others.

The concerned party may be content with an explanation, an apology and/or an assurance that the behaviour will not be repeated in future. This may be sufficient to end the matter.

Individuals accused of bullying or harassment may seek advice/support from one of the University's Working Relationship Advisers (or Student Welfare Officer if a student).

Formal complaints made under these procedures will be fully investigated. Individuals accused of bullying or harassment have the right to be informed of the allegations against them. They also have the right to be accompanied to formal meetings by a trade union representative, a colleague or Working Relationship Adviser or Student Welfare Officer as appropriate.

Bullying, harassment and victimisation can amount to gross misconduct and if proven, could lead to dismissal without notice or to exclusion from the University.

If it is found that a complaint against an individual has been malicious, appropriate disciplinary action may be taken against the complainant.

### EXAMPLES OF BEHAVIOUR THAT MAY AMOUNT TO BULLYING, HARASSMENT AND VICTIMISATION

Below are some examples of behaviour that may amount to bullying, harassment and victimisation. These examples are not intended to be exhaustive:

#### BULLYING

##### What behaviour constitutes bullying?

It may be difficult at times to distinguish bullying from firm management or supervision or from vigorous academic debate. The distinguishing factor is that the acceptable forms of behaviour have the effect of supporting and developing potential and or promoting desired work performance, whereas bullying has the effect of undermining, humiliating, denigrating or injuring an individual.

The University will use the “reasonableness test” to determine whether behaviour amounts to bullying. Consideration will be given to the perception of the complainant and whether the behaviour in question could reasonably be considered to undermine, humiliate, denigrate or injure the complainant.

Bullying may occur through physical one to one contact or by use of electronic technology. This form of bullying is known as Cyberbullying and may occur by such means as text messages, phone calls, emails, and postings of messages, pictures or profiles on social networking sites.

The following behaviour generally amounts to bullying:

- Ridiculing a person
- Shouting or screaming at a person
- Setting someone up to fail (e.g. withholding necessary information or deliberate work overload)
- Unwarranted or invalid criticism and criticism which lacks the necessary constructive support to help the recipient improve their performance
- Persistently ‘singling out’ a person without good reason
- Deliberately excluding, isolating or ignoring an individual
- Making threats or comments about job security or academic success or failure
- Unnecessarily public criticism.

#### HARASSMENT

##### What behaviour constitutes harassment?

Harassment can take the form of verbal communication, written communication through such means as letters, social media, emails, text messages and graffiti, or it can be of a physical nature. It may be expressed directly to the person concerned, occur in their presence or be communicated about them to a third party.

The types of unlawful harassment specifically prohibited under the Equality Act 2010

are described below and examples given of the types of conduct considered as harassment and as unacceptable by the University:

### **Racial Harassment**

Racial harassment is unwanted conduct that occurs on the grounds of a person's race, including their ethnic or national origins, colour or nationality. It is usually, although not exclusively, directed at individuals from minority ethnic groups.

Examples include:

Racist jokes, 'banter' and language; the expression of racist views and stereotypes on the grounds of race; the display of racist materials; deliberately excluding or refusing to cooperate with someone on the grounds of their race; behaviour that focuses upon a person's appearance, dress, culture or customs; and behaviour that has the effect of fostering hatred and/or prejudice towards individuals of particular racial groups.

### **Sexual Harassment**

Sexual harassment is unwanted conduct by either gender that is sexual in nature.

Examples include:

Physical contact, ranging from invasion of personal space, inappropriate touching or physical assault; intrusive questions and remarks about a person's private life; inappropriate remarks about a person's appearance or dress; sexually explicit language and jokes; verbal and physical innuendo; use of demeaning or gender-specific terminology; the display or circulation of sexually explicit materials; coercive demands for sexual favours such as promotion or academic success depending on the response to the demand; intrusion by pestering, spying or stalking; persistent, unwanted advances (note that inviting a colleague or friend out would not in itself amount to harassment, but if the recipient indicated that the approach was unwelcome and the individual persisted in making such approaches, this is likely to be considered harassment by the recipient).

### **Harassment on the grounds of Gender**

Harassment on the grounds of gender describes unwanted conduct that is directed at a person because they are male or female. Harassment on the grounds of sex is distinct from sexual harassment. Whereas the former behaviour relates to a person's sex, it is not sexual in nature.

Examples include:

Deliberately excluding someone because they are the only man or woman in a team, group or class.

### **Harassment on the grounds of Disability**

Harassment on the grounds of disability is unwanted conduct directed at a person on the grounds of their physical or mental disability. It may relate to the disability itself or

the person's real or presumed capabilities.

Examples include:

Ignoring, disparaging or ridiculing an individual because of their disability; inappropriate personal remarks; unnecessarily intrusive and inappropriate questions about a person's condition; excessive and unnecessary references to a person's disability; and refusing to work or study alongside someone with a disability.

### **Harassment on the grounds of Religion or Belief**

Harassment on the grounds of religion or belief is unwanted conduct directed at a person on the grounds of their religion or a comparable belief system. It can also occur because a person is presumed to be of a particular religion or belief, even if this is not the case, or on the grounds of a person's non-adherence to a religion or belief system.

Examples include:

Insulting or ridiculing a person's religion or belief; expressing stereotyped perceptions and assumptions about a religion or belief and its followers; and coercive pressure to convert or conform to a religion or belief system.

### **Harassment on the grounds of Sexual Orientation**

Harassment on the grounds of sexual orientation is unwanted conduct directed at a person on the grounds of their actual or perceived sexual orientation. It most frequently affects individuals who are gay, lesbian or bisexual, but can sometimes be directed at heterosexuals too. Harassment on these grounds may often go unreported because a person does not wish to disclose their sexuality.

Examples include:

Intrusive questions about a person's private life; homophobic comments, jokes and 'banter' about sexuality; gossip and speculation about a person's sexuality; refusal to work or study alongside someone on the grounds of their sexuality; actual physical assault; and 'outing' someone by, for example, the release of personal information.

### **Harassment on the grounds of Gender Reassignment**

Harassment on the grounds of gender reassignment is unwanted conduct directed at a person who intends to undergo, is undergoing or has undergone a gender reassignment process, (that is, to change their identity from one gender to the other).

Examples include:

Excluding a person; jokes and name-calling; and refusing to acknowledge someone in his/her acquired gender.

### **Harassment on the grounds of Age**

Harassment on the grounds of age is unwanted conduct related to a person's age. It can occur on the grounds of a person's real or perceived age and applies to people of all ages.

Examples include:

Jokes and name-calling; comments relating to a person's age; and comments about their presumed abilities.

## **VICTIMISATION**

Examples of victimisation include:

- refusing to advance an individual academically or professionally
- refusing to provide a reference once the working or learning relationship has ended
- labelling an individual a 'troublemaker'
- isolating someone because he or she has made a complaint



## USEFUL CONTACT INFORMATION

### **Internal Contacts**

#### **Working Relationship Advisers:**

A list of current Working Relationship Advisers can also be obtained by contacting the HR Department on ext 3530 and can be found on the Human Resources webpage at: <http://my.roehampton.ac.uk/information/HumanResources/Pages/HarassmentAdvisers.aspx>

#### **University Security Office:**

Telephone: 020 8392 3808 (ext 3808); Emergency no: 020 8392 3333 (ext 3333)

#### **Trade Union representatives:**

Contact details for the trade union representatives can be found on the HR webpage: <http://my.roehampton.ac.uk/information/HumanResources/Pages/StaffRepresentation.aspx>

#### **Student Union:**

Contact details for the Student Union can be found on the following webpage: <http://www.roehamptonstudent.com>

#### **The Employee Assistance Programme:**

The Employee Assistance Programme offers a free, confidential help-line service, open 24 hours a day, 365 days a year. Counselling is also available. Phone 0800 116 4368 or find details at [www.lifestyle-support.co.uk](http://www.lifestyle-support.co.uk) (Username: Roehampton, password: employee).

#### **Student Welfare Officers:**

Contact details for the Student Union can be found on the following webpage: <http://www.roehampton.ac.uk/Student-Wellbeing/Student-Welfare/>

#### **The Chaplaincy:**

Contact details for the Student Union can be found on the following webpage: <http://www.roehampton.ac.uk/chaplaincy/>

### **External contacts and resources**

#### **The Samaritans:**

<http://www.samaritians.org>  
08457 90 90 90 (call charges apply)

#### **Workplace bullying**

A resource site for information and guidance on workplace bullying: <http://www.workplacebullying.co.uk/index.html>

#### **Harassment Law**

Information and signposting for victims of harassment and those wrongly accused of harassment: <http://www.harassment-law.co.uk/>

# **UNIVERSITY OF ROEHAMPTON**

## **DISABILITY POLICY**

### **1. Introduction**

- 1.1 The University of Roehampton is committed to eliminating discrimination and promoting diversity and equality of opportunity in its practices, policies and procedures, as set out in the University's Diversity and Equal Opportunities Policy. This Policy sets out the University's commitment to ensuring that both potential and current members of staff with disabilities, and potential and current students with disabilities, are treated fairly and are not disadvantaged in comparison to others who are not disabled. It also provides a framework to ensure that the University provides disabled staff and students with a supportive environment in which they can participate effectively and achieve their full potential as far as practicable.
- 1.2 This Policy was developed by the Diversity and Equal Opportunities Committee (D&EO) in consultation with stakeholders within the University, including Disability Services, Human Resources, Student Affairs Committee, Learning, Teaching and Quality Committee, the University and College Lecturers' Union (UCU) and the General, Municipal and Boilermakers and Allied Trades Union (GMB). This Policy will be reviewed by the Committee on a regular basis and in any event, not less than every three years.

### **2. General Commitment**

The University is committed to meeting all statutory obligations towards persons with disabilities under relevant legislation including the Equality Act 2010 (hereinafter referred to as the EA). In discharging its obligations towards staff and students with disabilities, the University will have due regard for the need to:

- Promote equality of opportunity
- Eliminate unlawful discrimination
- Eliminate harassment of disabled staff and students
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Make reasonable adjustments to accommodate persons with disabilities

### **3. Application of Policy**

- 3.1 This Policy applies to individuals working or studying at the University. It is designed to protect the University's disabled staff and students and to prevent discrimination on the basis of disability against them within the University or in relation to any University activity.
- 3.2 An individual is considered to be disabled if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. In this context, 'substantial' means more than minor or trivial; 'long-term' means lasting 12 months or more.

- 33 The principles of equality of treatment and non-discrimination also apply to the way in which the University treats applicants, clients and visitors with disabilities.
- 34 All staff and students have a duty to act in accordance with this Policy and to treat their disabled colleagues with dignity and respect at all times, and not to discriminate against or harass them because of their disability. The types of behaviour/activities prohibited under this Policy, are set out in Annex A.

#### **4. Responsibilities**

- 4.1 The University has a responsibility to avoid discrimination on the grounds of disability in such areas as recruitment, teaching and assessment, training and development, career development, redundancy and dismissal and in day to day working and studying life.

#### **4.2 Managers**

4.2.1 Members of the University's senior administration, Heads of Colleges and departments and managers at all levels, are responsible for the implementation of this Policy so far as their own staff and areas of responsibility are concerned.

4.2.2 Managers must ensure so far as is practical that steps are taken to meet the needs of any employee with a disability. It may be necessary to consider issues such as redesigning a job, agreeing flexibility in working hours or providing other assistance. If resources are required towards the purchase of specialist equipment, the manager may need to discuss the possibility of additional funding with the Director of Finance or may need to support the individual in applying for the Access to Work Scheme. A manager who has a member of staff with a disability should discuss possible adjustments with the member of staff and seek advice and support from Human Resources as appropriate.

4.2.3 Departmental Disability Coordinators are responsible for disseminating information about students with disabilities to other members of staff within their department who will come into contact with such students. Such sharing of information should only occur, however, where the student has consented to it.

4.2.4 All staff shall ensure that any reasonable adjustments required at departmental level by a student with a disability are put in place. Staff will be supported in this regard by their departmental disability coordinator, department officer and Disability Services.

4.2.5 All staff should be aware of the University's statutory responsibilities and should ensure that they are carried out. Advice and support, as well as appropriate training, will be provided by Human Resources and by Disability Services.

#### 4.3 Staff and Students

4.3.1 Staff and Students are expected to support this Policy and to ensure that their behaviour and/or actions do not contravene its provisions. Behaviour or actions of bullying, harassment, discrimination or victimisation of disabled individuals will not be tolerated.

4.3.2 Behaviour or actions that are contrary to the provisions of this Policy are grounds for disciplinary action up to and including dismissal or expulsion from the University.

#### 4.4 The Diversity and Equal Opportunities Committee

4.4.1 The Diversity and Equal Opportunities Committee (D&EO) is responsible for developing the University's policies in relation to diversity and equal opportunities; for ensuring that appropriate policies and procedures are in place with respect to the University's obligations under diversity and equality legislation; monitoring the implementation and effectiveness of this Policy and its related procedures, and recommending changes where appropriate.

4.4.2 D&EO is responsible for the regular review of the University's progress in implementing this Policy and shall report annually to Senate and Council on the fulfilment of the University's statutory obligations in respect of equality and diversity generally.

### 5. **Disabled Staff**

#### 5.1 Staff Recruitment

5.1.1 The University is committed to ensuring that its recruitment and admissions procedures for staff encourage applications from persons with disabilities and to ensuring that such applicants are not discriminated against. Recruitment panels will make selection decisions on the basis of the qualifications, experience and skills of applicants in relation to the post, regardless of any disability an applicant may have.

5.1.2 When a shortlisted applicant advises the University of a disability, reasonable adjustments will be made at the interview stage to meet any additional needs the applicant may have.

5.1.3 The University will undertake to maintain the Disability Symbol accreditation from Jobcentre Plus, upholding its agreement to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.

5.1.4 Wherever possible, the University will make such reasonable adjustments as are required to enable a successful job applicant with a disability to take up a position as a member of staff.

## 52 Staff Retention

Where a member of staff becomes disabled during the course of employment, the University will make reasonable adjustments to ensure his or her continued employment. The University will provide such support as may reasonably be possible to enable the member of staff to maintain their existing post or where possible, to assume an alternative post appropriate to their experience and abilities.

## 53 Training and Career Development

5.3.1 Training and development opportunities will be made available to staff regardless of any disability.

5.3.2 Where staff undertaking training or development identify additional needs in relation to access, equipment or facilities, reasonable adjustments will be made in order to enable full participation in any such training or development.

## 54 Advice and Support

The Human Resources Department will provide advice and guidance to applicants, recruitment panels, managers and staff in relation to this Policy as it applies to the University as an employer.

# 6. **Disabled Students**

## 6.1 Admissions

6.1.1 The University is committed to ensuring that students are recruited and selected on the basis of their academic merit and ability, and will not refuse to admit an applicant on the grounds of disability without fully considering the specific support or facilities required for the applicant to undertake his/her course of study at the University.

6.1.2 In very exceptional cases, the University may not admit an otherwise qualified applicant on the grounds that reasonable adjustments cannot be practically provided by the University.

## 6.2 Curriculum

6.2.1 The University will promote an awareness and understanding of the ways in which curricular and other provision may be made accessible to persons with disabilities and accessibility will be regarded as a core value in the design and delivery of courses and programmes of study, and in the provision of other services for students.

6.2.2 The University will provide appropriate mechanisms for the sensitive and lawful recording of information about students with disabilities, and the communication of their needs to staff whose action is required in order that these needs may be met.

The operation of such systems will ensure that disabled students are well informed of their right to request confidentiality in the communication of information about the nature and extent of their disability, of the purposes to which the information will be put and of the intended audience for such communications.

### 63 Assessment

6.3.1 The University is committed to ensuring that any student with a disability that may affect his/her performance in an examination or assessment exercise is not put at a disadvantage compared to other candidates. Adjustments will be made as reasonable, to compensate for any disadvantage, without affecting the validity of the assessment.

6.3.2 Any request for special consideration in relation to examination and assessment procedures must be supported by medical or other evidence. Advice and assistance on obtaining such evidence will be provided by the Disability Services Team within the Student Affairs Department (Disability Services).

### 64 Retention

Where a student becomes disabled whilst he/she is a student of the University, the University will provide such support as may reasonably be possible to enable the student to maintain or return to his/her programme of study, or will help him/her to explore alternate programmes. The University will make reasonable adjustments to facilitate the continuation of the student's studies.

### 65 Advice and Support

6.5.1 Disability Services will be the point of contact to provide advice and guidance to prospective and current disabled students and staff working with these students.

6.5.2 Disability Services aims to empower and support disabled students and provide a range of services including making special exam arrangements, and helping students to apply for the Disabled Students' Allowance.

## **7. Disability Awareness**

7.1 The University will take steps to raise awareness about disability and to promote disability equality amongst its staff and students in order to ensure that:

- those involved in recruitment and selection processes are aware of this Policy and its procedures;
- the managers, programme convenors, department disability coordinators, and colleagues of any student or member of staff with a disability understand any specific requirements or adjustments that may be necessary and respond to them in a positive way;

- that any student or member of staff with a disability is able to seek assistance, if necessary, to support or enable them to continue in employment or study and reach their full potential; and to
- provide diversity and equality training at induction and in the annual staff development programme.

## **8. Reasonable Adjustments**

- 8.1 The University will make reasonable adjustments to its provisions, criteria and practices to avoid putting disabled people at a disadvantage compared to persons who are not disabled. The University recognises the importance of taking proactive measures to remove barriers from the working, teaching, learning and assessment environments for people with disabilities. The University will endeavour to improve physical access to premises; access to benefits of employment and student services; terms and conditions of employment and studentship; arrangements for recruitment, assessment and retention of staff and students with disabilities; and promotion of staff.
- 8.2 Where an individual requires or may require an adjustment to the working or teaching and learning environment he/she should bring this to the attention of his/her line manager, or if a student, to the attention of Disability Services.

## **9. Disability Disclosure**

- 9.1 The University seeks to create an environment and culture where individuals feel comfortable disclosing a disability. Though there is no obligation to disclose, disabled persons are encouraged to do so in order to enable the University to make reasonable adjustments. The University will treat any disclosure of a disability in strict confidence, with sensitivity and in accordance with the Data Protection Act 1998.

## **10. Confidentiality**

- 10.1 The University will safeguard the confidentiality of personal and medical information, and will take appropriate steps to ensure that disclosures relating to a person's disability take place only with the explicit consent of the individual, or where necessary within the law.
- 10.2 The University will inform applicants, students and members of staff about the purposes for which personal or medical information will be used.

## **11. Complaints**

- 11.1 Complaints will be taken seriously and dealt with as appropriate under the relevant procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.
- 11.2 Any member of staff who believes that he/she has been treated unfairly and contrary to the provisions of this Policy, is encouraged to take appropriate remedial action. Support may be obtained from Harassment Advisers and/or

trade union representative as appropriate.

## **12. Monitoring and Review**

- 121 Human Resources will maintain records of staff who declare a disability and may record data on applications for employment to enable monitoring of the operation of this Policy across all areas of employment.
- 122 The Disability Services Team will maintain records of all students and potential students who declare a disability and will record data on the support provided to students.
- 123 The University will encourage the involvement of people with disabilities, from within the University and outside agencies, in reviewing the implementation and effectiveness of this Policy.
- 124 In order to maintain best practice in the application of this policy, liaison will be maintained with the specialist advisory bodies and groups concerned with disability, including Disability Services.
- 125 In order to provide an appropriate level of support to people with disabilities, the University will consult widely and strive to implement best practices and to access available resources to support students and staff, including making applications under Access to work Schemes and allowances available for disabled students.
- 126 This Policy will be monitored and reviewed at least annually by the Diversity and Equality Opportunities Committee to judge its effectiveness and to determine whether it is meeting legislative requirements and the University's equality objectives. In particular, the Committee will monitor compliance with the obligations set out in clauses 5 and 6 of the Policy. This monitoring will be undertaken in consultation with the University's main stakeholders.

## **13. Publication of Policy**

This Policy shall be brought to the attention of all staff and students by various means that are considered appropriate, including induction, training and information on the HR web pages and on StudentZone.



## PROHIBITED CONDUCT/BEHAVIOUR

The following conduct/behaviour is prohibited under this Policy:

- **Direct discrimination**  
Occurs where a person is treated less favourably than another because of his/her disability.
- **Indirect discrimination**  
Occurs where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a particular disability such that it would be to the detriment of people who share that particular disability compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
- **Discrimination arising from disability**  
Occurs where an individual has been treated unfavourably because of something arising in consequence of a disability (this is a new form of disability under the Equality Act 2010 and it replaces disability-related discrimination under the Disability Discrimination Act 1995. Under this form of disability, there is no need for a comparator and the reason for the discrimination is irrelevant).
- **Associative discrimination**  
Occurs where an individual is directly discriminated against or harassed for association with another individual who has a disability.
- **Perceptive discrimination**  
Occurs where an individual is directly discriminated against or harassed based on a perception that he or she has a disability, whether or not he or she does in fact have a disability.
- **Harassment**  
Occurs where there is unwanted conduct related to the protected characteristic of disability that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment
- **Third party harassment**  
Occurs where a member of staff or student is harassed because of a disability by third parties such as customers or clients. For the University to be liable, the harassment must have occurred on at least two previous occasions, although not necessarily by the same harasser or suffering the same type of harassment. To be liable, the University must have been aware that it took place and failed to take reasonable steps to prevent its reoccurrence.
- **Victimisation**  
Occurs where a disabled person is subjected to a detriment because he or she made or supported a complaint or raised a grievance under the Act or because he or she is suspected of doing so.

## **UNIVERSITY OF ROEHAMPTON DISCIPLINARY REGULATIONS**

*Endorsed by Senate: 21 November 2007; Latest revision: 30 November 2011*  
*Approved by Council: 26 November 2007;*  
*Amendments approved: 29 June 2009, 28 June 2010, 22 November 2010; 12 March 2012;*  
*25 June 2012*

### **GENERAL PROVISIONS**

#### **1. Definitions**

- (a) "Caution" means officially note that an allegation that a student violated a section of these Regulations was supported by clear, convincing, and reliable evidence, and that the violation shall be documented in the student's file maintained by the Secretary to the Student Disciplinary Board. The record of cautions will be expunged from the student's file after 18 months if no further disciplinary action has been taken during that period.
- (b) "Colleges" means Digby Stuart College, Froebel College, Southlands College and Whitelands College.
- (c) "Days" do not include weekends or holidays as recognised by the University calendar.
- (d) "Disciplinary Officers" are the individuals defined in section 11(a) and carry the responsibilities defined in these Regulations.
- (e) "Disciplinary record" means the record that is retained by the Secretary to the Student Disciplinary Board concerning violations of these Regulations.
- (f) "Dismissal" means the termination of all of a student's rights and privileges as a student, including their registration at the University, with no possibility of re-admission, for a specified period of time not exceeding two years.
- (g) "Exclusion" means the withdrawal of specified or of all privileges relating to the student's use of, and access to, specified parts of the University or College property. A student who is excluded may enter campus on appointment for specified meetings with the prior written approval of the Director of Student Affairs.
- (h) "Exonerate" means officially note that an allegation that a student violated a section of these Regulations was not supported by clear, convincing, and reliable evidence.

<sup>1</sup> For more specific information regarding the procedures related to disciplinary matters, please contact the Deputy University Secretary. Guidance for students and staff regarding the student discipline process is also available from staff in the University Secretariat.

- (i) "Expulsion" means the termination of all of a student's rights and privileges as a student at the University, including their registration at the University, with no possibility for re-admission.
- (j) "Interview" means the disciplinary proceeding during which the Disciplinary Officer meets with the student in order to inquire into a possible violation of a section of these Regulations, after which the Disciplinary Officer may dispose of the matter or refer the matter to the Student Disciplinary Board.
- (k) "Limited expulsion" means the withdrawal of specified or of all University privileges for a specified period of time.
- (l) "Regulations" means these Disciplinary Regulations.
- (m) "Reprimand" means officially note that an allegation that a student violated a section of these Regulations was supported by clear, convincing, and reliable evidence, and that the violation shall result in a disciplinary record.
- (n) "Student" in the Disciplinary Regulations means:
  - (i) any person registered at the University or who was a registered student at the time of the alleged offence;
  - (ii) persons once registered at the University who are on leave or under suspension from the University.
- (o) "Student Disciplinary Board" (SDB) should for the purposes of these regulations and other related relevant documents, be read for the former "Student Disciplinary Committee" or "Student Review Board".
- (p) "Supporter" means a member of the University community (i.e., someone appointed or employed by, or registered as a student at, the University) who accompanies a student to a hearing or interview held under these Regulations and who is not paid for his or her services; a Supporter to a student cannot also act as a witness for them at the same Hearing
- (q) "University" means the University of Roehampton.
- (r) "writing" or "written" in these Regulations includes other forms of communication that are appropriate in order to make a reasonable adjustment for an individual's disability

## **2. Jurisdiction**

- (a) All students are governed by these Regulations.
- (b) If, prior to the initiation or completion of any proceedings under these Regulations the student has graduated, disciplinary review may continue only if the student registers again for a new programme or if the alleged offence, if proved, would impugn the validity of the degree conferred, notwithstanding the definition of student in section 1(o).

### **3. Student's right to a Supporter**

(a) The student is entitled to have a supporter present at any hearing or interview held under these Regulations. However, an individual cannot act both as a witness and as a supporter. The role of the supporter is to provide emotional support to the student primarily as a result of being present with the student during an interview or at a hearing. This is not an advocacy role.

The supporter may speak during the hearing or interview only with the permission of the Chair of the Hearing panel or interviewer, as the case may be.

(b) The student shall be informed of the right to have a supporter present and given the opportunity within reasonable time to avail himself or herself of a supporter before taking part in any hearing or interview held under these Regulations.

## **NON-ACADEMIC OFFENCES DEFINED**

### **4. Code of Conduct defines non-academic offences**

The University "Code of Conduct for all Students of the University" ("Code of Conduct") sets out the standard of conduct expected of all students. Failure to comply with the standards set out in the Code of Conduct constitutes a non-academic offence that may result in disciplinary proceedings being brought under these Regulations.

## **ACADEMIC OFFENCES DEFINED**

### **5. General definition of an academic offence**

An academic offence is an attempt to obtain, or to assist another person in obtaining an unfair advantage in an academic assessment. The offence may occur in relation to any piece of work and any component within it, whether it has been submitted for formal assessment, feedback or review. The work may take any form, including but not limited to words, graphs and images, notations, data, code, ideas and judgements.

### **6. Plagiarism**

It shall be an offence to present another person's published or unpublished work in any quantity without adequately identifying it and citing its source, except for the provisions of section 13 (b)

### **7. Duplication**

It shall be an offence to resubmit work in any quantity without acknowledgement or without adequate redevelopment to make it novel and appropriate to the assessment, except for the provisions of section 13(b); this includes the resubmission of work which was previously submitted at another institution.

### **8. Falsification**

It shall be an offence to invent or alter facts, data, quotations or references without acknowledgement.

## **9. Collusion**

No student shall assist another student, or knowingly be assisted by another person, in gaining an unfair advantage in an academic assessment.

## **10. Cheating**

No student shall engage in conduct that sets out to undermine the security, integrity or fairness of an assessment; this includes obtaining, introducing, using or sharing information or materials without permission.

## **DISCIPLINARY OFFICERS**

### **11. Designated Disciplinary Officers and Deputies**

(a) The members of the staff of the University listed below are constituted Disciplinary Officers.

- (i) Heads of Departments, and/or their delegates
- (ii) Principals/Head of Colleges
- (iii) University Librarian
- (iv) Director of Student Affairs
- (v) Director of Property & Facilities Management, or delegate

(b) A Disciplinary Officer may expressly deputise one or more members of his or her staff to serve as the Disciplinary Officer acting on his or her behalf. Deputies shall not be appointed on a case by case basis. Heads of Departments may select a member of the academic staff to serve as their delegates. The name of the delegate(s) shall be communicated in writing to the Deputy University Secretary, Secretary to the Student Disciplinary Board.

(c) Disciplinary Officers shall have the authority to make inquiries or carry out investigations in order to collect the information relevant to allegations of misconduct and, where appropriate, may request a report from the Security Office or any other part of the University relating to the alleged misconduct.

#### **11.1 Student Welfare Officers**

Student Welfare Officers play a key role in promoting good conduct and behaviour on campus. In carrying out that role they can, among other things:

- (a) direct students to sources of support (such as counselling, mediation, alcoholics anonymous, and so on ) in appropriate circumstances,
- (b) act as intermediary in disputes between students when appropriate,
- (c) remind students of the provisions of the Student Code of Conduct and warn them when their behaviour may result in disciplinary action if it continues,
- (d) gather information, including interviewing students, to ascertain whether a disciplinary offence may have occurred,

- (e) recommend summary exclusion to a Disciplinary Officer, and may refer students to a Disciplinary Officer for further action.

## **POWER OF EXCLUSION**

### **12. Exclusion**

(a) Disciplinary Officers or their deputies may exclude any student from designated areas when, to the personal knowledge of such Disciplinary Officers or upon reliable information, the student's behaviour gives rise to reasonable grounds to believe that his or her continued presence in the designated areas is detrimental to good order, or constitutes a threat to the safety of others. Exclusion under this section shall not exceed five working days.

(b) Every member of the teaching staff shall have the power to exclude students who are disrupting the delivery of a lecture, seminar, tutorial or other teaching activity, but that exclusion shall be limited to the teaching activity in question only.

(c) The senior invigilator overseeing an examination shall have the power to interrupt or exclude any student undergoing the examination when he or she has reasonable grounds to believe that the student is breaking, has broken, or is attempting to commit an academic or non-academic offence or break a University examination regulation. Such exclusion shall apply onto to the place of examination and its vicinity and shall not exceed the remainder of the examination.

If excluding the student may cause a disruption to other students, the invigilator may permit the student to remain after advising the student the alleged misconduct will be reported.

(d) Any action taken pursuant to sub-sections 12(a), (b), or (c), shall be reported immediately to the Head of Department of the student's Department(s), the Secretary to the Student Disciplinary Board, and the Head of Security.

(e) Any exclusion ordered under this section shall not be deemed to be in lieu of other proceedings under these Regulations should the conduct for which exclusion is ordered also constitute an offence under these Regulations.

(f) No student excluded under this section, other than pursuant to sub-section 12(b), shall be barred from taking any examination or submitting any academic paper under this section but the Disciplinary Officer may make special arrangements as to time and place for the completion of such work.

(g) In exceptional circumstances when the Disciplinary Officer has reasonable grounds to believe that there is a high degree of physical danger or a threat to persons or property in the student's presence on campus, the Disciplinary Officer may exclude the student from the University for as long as reasonably required by the nature of the danger. However, within five working days of the exclusion, the Disciplinary Officer must obtain the majority approval of a subcommittee of the Student Disciplinary Board consisting of three of the following:

- (i) the Deputy Vice-Chancellor and Provost, or a Pro Vice-Chancellor
- (ii) a Deputy Provost

- (iii) any other member of the Student Disciplinary Board with no prior involvement with, or connection to, the alleged misconduct.

Where appropriate, exclusions made under this subsection can be further extended by the subcommittee.

## **REFERRAL OF OFFENCES**

### **13. Referral of academic offences**

(a) An individual who has reasonable grounds to believe that a student has committed an academic offence shall immediately disclose the circumstances of the case to the relevant Programme Convener, in the case of modular programmes of study, or the Research Student Co-ordinator, in the case of a research degree or the research component of a Professional Doctorate. The Programme Convener/Research Student Co-ordinator will then determine whether or not there is prima facie evidence that an offence has indeed taken place and that this would warrant taking disciplinary action. The Programme Convener/Research Student Co-ordinator may seek advice from other members of academic staff before reaching a decision.

(b) A case that, in the opinion of the Programme Convener/Research Student Co-ordinator, arises in the main from a misunderstanding of scholarly practice and/or the requirements of the assessment shall not normally be defined as an academic offence and may be dealt with through the usual arrangements for assessment and feedback in reference to the assessment criteria for the piece of work, provided that the student is not given credit for another person's work or for work which has been submitted previously in substantially the same form.

(c) A minor or technical breach of the conditions in which the assessment is set that, in the opinion of the Programme Convener/Research Student Co-ordinator, does not undermine the security, integrity or fairness of that assessment shall not normally be defined as an academic offence, although conduct which otherwise interferes with the academic activities of the University may be identified as a non-academic offence in these regulations.

(d) Circumstances which may imply an attempt to gain an unfair advantage include, but are not limited to the following:

- (i) the use of sources or information which would not normally be available to the student, such as work submitted by others in previous years and unpublished materials;
- (ii) an attempt to deny the offence when presented with material evidence, whilst noting that the identification of plagiarism, duplication and falsification is a matter of expert academic judgement which may be based on the student's submission alone without reference to external evidence;
- (iii) collusion with another person;
- (iv) a repeat of the offending behaviour so that it is reasonable to conclude that the student was aware of the implications and possible consequences of his/her actions.

(e) Where the Programme Convener/Research Student Co-ordinator determines that there is not prima facie evidence that an offence has taken place, or that the circumstances of the case do not in any event warrant taking disciplinary action, s/he shall dispense with further proceedings under these regulations. No offence will be deemed to have been committed by the student and no entry regarding the matter will appear in the student's file. The Programme Convener/Research Student Co-ordinator may, if appropriate, require the student to revise and resubmit the piece of work in question without penalty and/or recommend that the student takes advantage of additional support and guidance in light of the case.

(f) Where the Programme Convener/Research Student Co-ordinator determines that there is prima facie evidence that an offence has taken place and that this would warrant taking disciplinary action, s/he shall refer the matter to the relevant Head of Department as the appropriate Disciplinary Officer. In referring the matter, the Programme Convener/Research Student Co-ordinator shall provide the Head of Department with a factual written report setting out the grounds on which the allegation is made and any supporting evidence. The Programme Convener/Research Student Co-ordinator may not on his or her own authority impose a penalty on the student. Where the Head of Department has had previous involvement in the case, it may be appropriate for a different member of academic staff to act as Disciplinary Officer.

#### **14 . Referral of non-academic offences**

(a) An individual who has reasonable grounds to believe that a student has committed a non-academic offence shall refer the matter to the Director of Student Affairs if he or she believes that it would be appropriate to take disciplinary action.

(b) The person making a referral regarding a non-academic offence should submit a written complaint to the Director of Student Affairs, which, wherever possible, should include:

- (i) Identification of the student(s);
- (ii) Statement of facts and allegations, including the names of witnesses; and
- (iii) Where applicable, a statement of the repair bill or estimate.

#### **15. Referral to Disciplinary Officer**

(a) Where a non-academic offence relates to behaviour in University accommodation or a student's contractual obligations for the provision of accommodation, the Director of Student Affairs shall transmit the report on the alleged offence to the Director of Property & Facilities Management who (or their delegate) shall serve as the Disciplinary Officer.

(b) In the case of a non-academic offence committed in connection with activities supervised or managed by the Director of Student Affairs, he or she, or their delegate, shall serve as the Disciplinary Officer in the matter.



(c) In the case of a non-academic offence committed in the Library/Learning Resources Centre, the Director of Student Affairs shall transmit the report on the alleged offence to the University Librarian who (or their delegate) shall serve as the Disciplinary Officer in the matter.

(d) In the case of any other non-academic offence, the Director of Student Affairs shall transmit the report on the alleged offence to the relevant Head of College, who shall act as the Disciplinary Officer in the matter.

## **16. Dispensing with further proceedings**

(a) After making inquiries or carrying out an investigation into the alleged misconduct, the Disciplinary Officer may, without holding an interview with the student, dispense with any further proceedings under these Regulations, if satisfied that:

- (i) the act or acts allegedly committed by the student do not constitute a violation of any provision of these Regulations; or
- (ii) the available facts and information are insufficient to enable the student's responsibility to be established; or
- (iii) payment of the repair bill or estimate by the student may be considered a sufficient disposition of the matter; or
- (iv) the offence is of such a nature that no further proceedings are appropriate.

(b) Whichever of these grounds is invoked, no offence will be deemed to have been committed by the student and no entry regarding the matter will appear in any dossier of the student.

(c) In dispensing with further proceedings with regard to an alleged academic offence, the Disciplinary Officer may, if appropriate, require the student to revise and resubmit the piece of work in question without penalty and/or recommend that the student takes advantage of additional support and guidance in light of the case.

(d) Each Disciplinary Officer shall report annually to the Secretary to the Student Review Board describing the particulars of any action(s) taken under this section, without identifying the student, and this information shall be summarised in the annual report of the Student Disciplinary Board to Senate.

### **16.1 Cases Involving Criminal Allegations**

(a) Where an allegation of misconduct refers to acts that would also constitute an offence under the criminal law if proved in a court of law, action under these Regulations may continue, but such action may be deferred pending any police investigation or prosecution. The decision on whether or not to defer disciplinary action will be taken by the University Secretary and Registrar, where appropriate in consultation with Police.

(b) Where a finding of misconduct is made under these Regulations and the student has also been sentenced by a Criminal Court, the Court's penalty shall be taken into consideration in determining the penalty under these Regulations.

- (c) The University may take action against a student in respect of misconduct covered by these Regulations even if it has already been the subject of criminal prosecution and penalty.

### **17. Immediate referral to Student Disciplinary Board**

If in the opinion of the Disciplinary Officer it would be more appropriate that the case be heard by the SDB, he or she may refer the case in writing to the SDB rather than interview the student.

## **INTERVIEWS**

### **18. Interview by Disciplinary Officer**

Upon being apprised of the alleged commission of an offence, the Disciplinary Officer may interview the student concerned in order to inquire into the alleged offence. Any such interview shall be governed by the provisions of sections 19 to 23 and shall take place as soon as reasonably possible after the Disciplinary Officer was apprised of the matter. In convening the interview with the student, the Disciplinary Officer shall inform the student of the substance of the allegation and of his or her right to a supporter.

### **19. Consequences of interview**

At the outset of an interview by a Disciplinary Officer, he or she shall inform the student that any answers given may become the basis for taking a decision under section 20 or 21 or be the subject of testimony at a subsequent proceeding. The Disciplinary Officer shall also present a copy of these Regulations to the student.

### **20. Decision by Disciplinary Officer**

- (a) At the conclusion of the interview the Disciplinary Officer shall:
  - (i) Exonerate the student;
  - (ii) Caution the student;
  - (iii) Reprimand the student;
  - (iv) Require the student to make restitution for any damage caused, or otherwise rectify any situation which he or she created or helped to create, including making an apology; or
  - (v) Refer the case for a hearing to the SDB.
- (b) In the case of an alleged academic offence, the Disciplinary Officer may, if appropriate, require the student to revise and resubmit the piece of work in question without penalty and/or recommend that the student takes advantage of additional support and guidance in light of the case.

## **21. Additional penalties available in cases of academic misconduct**

(a) If the student is cautioned or reprimanded under section 20(a)(ii) or (iii) with respect to academic misconduct, the Head of Department, as Disciplinary Officer, shall impose an additional penalty under this section.

(b) The following principles shall apply when determining additional penalties for academic misconduct.

(i) A student shall not under any circumstances be given credit for another person's work or for work which has been submitted previously in substantially the same form.

(ii) A student with no previous history of academic misconduct should normally be given a further attempt at the assessment/formal submission, unless the implications of the offence are so grave that a more serious penalty would be appropriate.

(iii) A repeat of offending behaviour should normally attract a more severe penalty, unless this would lead to a manifestly unfair outcome in all the circumstances, on the grounds that it is reasonable to conclude that the student was aware of the implications and possible consequences of his/her actions.

(iv) Relevant mitigating circumstances for which evidence has been provided at the appropriate time by the student should be taken into account when determining penalties for academic misconduct, but shall not be used to override the principle set out in (i) above.

(c) Where a penalty has implications for an award which has already been granted by the University, the Disciplinary Officer shall inform the Academic Registrar with the recommendation that the award should be revoked.

(d) Where the misconduct relates to the summative assessment on a taught module, the Disciplinary Officer shall impose one or more of the following penalties. The existence of the misconduct shall also be recorded on the student's formal transcript.

(i) Where the offence has minor implications and the work submitted by the student otherwise demonstrates that the student has satisfied the requirements in order to pass, the mark for the individual piece of work will be set to the minimum pass mark.

(ii) Where the offence has minor implications and the student has not satisfied the requirements in order to pass, the mark for the individual piece of work will be set to zero.

(iii) Where the offence has more serious implications, the mark for the module overall will be set to zero. This will normally be the minimum penalty for repeat offences.

(iv) Where the offence has very serious implications, the mark for the module overall will be set to zero and the student will not be given an opportunity to resit.

- (v) In addition to imposing one of the penalties in (i)–(iv) above, the Disciplinary Officer may in the most severe cases refer the matter to the Student Disciplinary Board with a recommendation to dismiss or expel the student from the University. The Disciplinary Officer shall always make such a recommendation where there are at least two previous findings of academic misconduct against the student.
- (e) Where the misconduct relates to the final assessment of a research degree or a Professional Doctorate, the Disciplinary Officer shall take action as follows.
- (i) Where there is no previous finding of academic misconduct against the student and there is sufficient original work to be assessed, the Disciplinary Officer will refer the matter to the examiners to determine an outcome in accordance with the academic regulations. The Disciplinary Officer will provide the examiners with a written summary of the case, including details of any mitigating circumstances disclosed by the student in his/her response to the allegation. If the outcome is not a fail, the student will be required to resubmit the work in a revised form within not more than 18 months and to undergo a further viva voce examination.
  - (ii) Where there is a previous finding of academic misconduct against the student, or the offence has very serious implications, the Disciplinary Officer will refer the matter to the Student Disciplinary Board with a recommendation to dismiss or expel the student from the University.
- (f) Where the misconduct relates to a formal submission, other than the final assessment, for a research degree or the research component of a Professional Doctorate, and there is no previous finding of academic misconduct against the student, the Disciplinary Officer will require the student to resubmit the work in a revised form by a specified date. Where there is a previous finding of academic misconduct against the student, however, the Disciplinary Officer will refer the matter to the Student Disciplinary Board with a recommendation to dismiss or expel the student from the University.

## **22. Disciplinary record**

If the student has been cautioned or reprimanded under section 20(a)(ii) or 20(iii), whether or not additional penalties have been imposed under section 21, the infraction shall be documented in the student's file maintained by the Secretary to the Student Disciplinary Board. The record of cautions will be expunged from the student's file after 18 months if no further disciplinary action has been taken during that period.

## **23. Obligation to notify student and Right of Appeal**

- (a) The Disciplinary Officer shall notify the student in writing of the decisions taken under sections 20 and 21 and of the student's right to a hearing, within seven days of the interview.
- (b) The student concerned may appeal the decision of the Disciplinary Officer to the Student Disciplinary Board and may appeal against the finding of the interview regarding the allegation, the penalty/penalties chosen, or both.

However, appeals may only be based on one of the following grounds:

- (i) that relevant new evidence which was not available to a party at the time of the original interview has been discovered;
- (ii) that there has been a failure of due process; or
- (iii) that the Disciplinary Officer has misapplied some element of these Regulations and where the outcome of the case at the original interview might have been substantially affected by that misapplication.

Appeals considered to be questioning academic judgment will not be accepted.

A student wishing to appeal must notify the Secretary of the Student Disciplinary Board of the intention to do so within 14 working days of receiving official notification of the Disciplinary Officer's decision. The notice of appeal must be accompanied by a concise written statement that identifies precisely the grounds upon which the appeal is based.

A sub-committee of the SDB shall be convened by the Secretary to the Student Disciplinary Board within 14 working days of receipt of notification to determine whether the appeal has met the requirements for grounds. The subcommittee shall consist of three members of the Student Disciplinary Board with no previous connection to the matter

The decision of the sub-committee whether to grant leave to appeal will be notified to the student by the Secretary to SDB, and is not itself subject to appeal.

If the sub-committee allows consideration of an appeal, the findings of the Disciplinary Officer shall nevertheless hold until an appeal has been considered by a Hearing Panel of the SDB, and only varied if so decided by the Hearing Panel

## **ACADEMIC OFFENCES**

### **24. Penalties available to Hearing Panel**

When an alleged academic offence has been referred to a hearing panel of the SDB by the Head of Department under section 20(a)(iv) or where the student has elected to obtain a full hearing under section 23(b), any penalty imposed by the Head of Department as Disciplinary Officer shall have no force or effect and shall be superseded by the decision of the Hearing Panel. The Hearing Panel shall hear the case and at the conclusion of the hearing shall:

- (a) Exonerate the Student;
- (b) Caution the Student; or
- (c) Reprimand the Student.

## **25. Additional Penalties**

If the student is cautioned or reprimanded of the offence under section 24(b) or (c), the Hearing Panel may also:

- (a) in the case of academic misconduct, impose an additional penalty under section 21;
- (b) Impose limited expulsion on the student for a period not exceeding one year;
- (c) Dismiss the student from the University;
- (d) Expel the student from the University;
- (e) Recommend to Senate to revoke a degree, diploma or certificate.

The Hearing Panel may combine any of the above penalties.

## **26. Disciplinary record**

If the student is cautioned or reprimanded of the offence pursuant to section 24(b) or 24(c), whether or not the Hearing Panel imposes additional penalties pursuant to section 25, the infraction shall be documented as a disciplinary record in the student's file maintained by the Secretary to the Student Disciplinary Board. The record of cautions will be expunged from the student's file after 18 months if no further disciplinary action has been taken during that period.

## **27. Limited expulsion**

Where any limited expulsion imposed under 25 (b) has included days upon which examinations were to be written or papers submitted, the Hearing Panel, as part of its decision, may authorize the student to write appropriate deferred examinations or submit appropriate papers late without penalty.

## **28. Head of Department's report**

Where the Head of Department has taken any action under section 20 or 21, and the student has not elected to obtain a full hearing under section 23(b), the Deputy University Secretary shall, within five working days, so notify the Head of Department. The Head of Department shall file a report with the Secretary to the Student Disciplinary Board containing the following:

- (a) Identification of the student concerned;
- (b) A statement of the facts and findings, including the names of witnesses heard;
- (c) A statement of the course of action taken;
- (d) A statement to the effect that the student concerned was notified in writing of the action taken and of his or her right to seek a full hearing before the Hearing Panel of the SDB.

## **PROCEDURES FOR NON-ACADEMIC OFFENCES**

### **29. Penalties available**

Where a hearing regarding a non-academic offence has been held on the allegation(s) against the student, the Hearing Panel of the SDB shall:

- (a) Exonerate the student;
- (b) Caution the student; or
- (c) Reprimand the student.

### **30. Additional penalties available**

If the student is cautioned or reprimanded of the offence pursuant to section 29(b) or (c), the Hearing Panel may also:

- (a) Require the student to make restitution for any damage caused, or otherwise rectify any situation which he or she created or helped to create;
- (b) Require the student to perform up to 10 hours of non-academic work, which shall not be excessively burdensome to the student, to make restitution to remedy any situation that he or she created or helped to create;
- (c) Require the student to participate in a programme identified by the Student Disciplinary Board to educate students about misconduct and the consequences of misconduct;
- (d) Impose limited expulsion on the student for a period not exceeding one year;
- (e) Dismiss the student from the University;
- (f) Expel the student from the University;
- (g) Require the student to attend a prescribed number of meetings with his or her Principal/Head of College for purposes specified by the panel; and/or
- (h) Impose specified consequences, such as expulsion or dismissal, to apply in the event of further proven cases of misconduct. Where the further misconduct was admitted, the penalty may be applied without delay.

The Hearing Panel may combine any of the above penalties.

### **31. Disciplinary record**

If the student is cautioned of the offence pursuant to section 29(b), whether or not the Hearing Panel imposes additional penalties pursuant to section 30, the infraction shall be documented in the student's file maintained by the Secretary to the Student Disciplinary Board. The record of cautions will be expunged from the student's file after 18 months if no further disciplinary action has been taken during that period. If the student is reprimanded of the offence pursuant to section 29(c), whether or not the Hearing Panel imposes additional penalties pursuant to section 30, the infraction shall be documented as a disciplinary record in the student's file maintained by the Secretary to the Student Disciplinary Board.

### **32. Non-academic work as penalty**

Any work assigned as per section 30(b) shall be under the direction of the Director of Student Affairs and its content shall be subject to his or her approval. If the student does not fulfil this obligation to the satisfaction of the Director of Student Affairs he or she shall summon the student to a resumption of the hearing before the SDB to deal with the default, including the possibility of imposing an additional penalty.

## **RESIDENCE OFFENCES**

### **33. Contractual obligations re accommodation**

If an act of alleged non-academic misconduct takes place within University or College residences, this may give rise to proceedings under both the student's accommodation contract and these Regulations. In determining the penalties to be imposed under these Regulations, the Disciplinary Officer or panel of the SDB may take into consideration any penalties that have been imposed under the accommodation contract.

## **COMPOSITION OF BOARD**

### **34 Student Disciplinary Board**

The members of the SDB shall be appointed by Senate for renewable three-year terms, staggered wherever possible, with the exception of student members who shall be appointed on a one-year renewable basis effective 1 October of each year, and shall consist of:

- (a) the Deputy Vice-Chancellor and Provost;
- (b) the Pro Vice-Chancellors;
- (c) the Deputy Provosts
- (d) the University Librarian;
- (e) the Principals/Heads of Colleges;
- (f) three members of the academic staff;
- (g) three members of the support staff;
- (h) three members of the Roehampton Students' Union executive, nominated by the Roehampton Students' Union; and
- (i) Directors of Administrative Units and the Academic Registrar

### **35. Hearing Panel of the Student Disciplinary Board**

(a) A Hearing Panel of the SDB shall be composed of four members of the SDB, consisting of:

- (i) the Chair, who shall not vote;
- (ii) a Deputy Provost, or Principal/Head of College (but not the Disciplinary Officer in the case), or the Academic Registrar;



- (iii) a staff member; and
  - (iv) one student representative.
- (b) In hearings related to alleged academic misconduct, the staff members on the Hearing Panel shall be members of the academic staff.
- (c) In hearings related to alleged academic misconduct, the Chair must be the Deputy Vice-Chancellor and Provost or a Deputy Provost, and should therefore normally be a member of the academic staff.
- (d) In hearings related to alleged non-academic misconduct, the staff members may be either academic or support staff.
- (e) In hearings related to alleged non-academic misconduct, the Chair shall normally be a Pro Vice-Chancellor, the Deputy Vice-Chancellor and Provost, a Deputy Provost or another appropriate senior member of staff.
- (f) In the event that a suitable Hearing Panel from the membership of the SDB cannot be convened, the Vice-Chancellor shall designate the membership of the Hearing Panel.
- (g) Decisions of the Hearing Panel shall be by a simple majority and the Chair shall not cast a vote.

### **36 Student Disciplinary Appeals Committee**

- (a) The Student Disciplinary Appeals Committee (SDAC) is a committee of Council and shall be composed of:
  - (i) two lay members of Council, appointed by the Chair of Council;
  - (ii) the Deputy Vice-Chancellor and Provost or his or her delegate;
  - (iii) the President of the Roehampton Students' Union or his or her delegate;
  - (iv) two senior members of the academic staff, nominated by Senate;
- (b) In the event that a suitable SDAC cannot be convened, the Vice-Chancellor shall designate the membership of the SDAC.
- (c) Decisions of the SDAC shall be by a simple majority of the voting members present.

## **HEARING RIGHTS AND PROCEEDINGS**

### **37. Right to set own procedures**

The SDB and SDAC may establish their own procedures to supplement those set out in these Regulations.

### **38. Secretary**

The Deputy University Secretary or other member of the University Secretariat designated by the University Secretary shall act as secretary in proceedings of the SDB and SDAC.

## **HEARINGS BY HEARING PANEL OF THE STUDENT DISCIPLINARY BOARD**

### **39. Prior to a hearing of a Hearing Panel of the SDB**

(a) The Secretary to the Student Disciplinary Board shall inform the student in writing that the student is to be brought before a Hearing Panel of the SDB and shall meet personally with the student to inform him or her of the substance of the charges and of the hearing procedures. In convening this meeting, the Secretary to the Student Disciplinary Board shall inform the student of his or her right to a supporter pursuant to section 3.

(b) The student and the Disciplinary Officer shall have access upon request to any documents that are to be presented as evidence, and to a list of witnesses to be presented in the case by either party; there is a continuing duty on both parties to disclose any evidence which may arise thereafter. In the event that either party wishes further time to prepare, an extension may be granted by the Chair of the SDB Hearing Panel, in consultation if necessary with the Chair of the SDB.

### **40. Hearings to be recorded**

All hearings shall be recorded on audiotape at the expense of the University. The University retains the right to dispose of the audiotape once final judgement has been rendered.

### **41. Conflict of interest**

(a) If a conflict of interest arises with respect to any member of the Hearing Panel, the member shall be required to withdraw from the proceedings.

(b) Issues of conflict of interest may be brought up at any time prior to the final disposition of the case. The issue shall be decided by the Hearing Panel before the proceedings may resume.

(c) Where a member of the Hearing Panel withdraws from the hearing, for whatever reasons, he or she shall be replaced by another member of the SDB, who shall become acquainted with the case by listening to the audiotape before becoming a member of the Hearing Panel.

### **42. Earliest date for Hearing Panel to be convened**

Unless both the Chair and student agree to a shorter period, the hearing may not take place before seven working days have elapsed from the time when:

(a) The interview under section 18 has taken place; or

(b) The date set for the interview has passed, and the student has, without reasonable excuse, failed to attend. The hearing may not be delayed unreasonably.

#### **43. Failure to attend a Hearing Panel**

If the student fails, without reasonable excuse, to attend the hearing, the Chair may proceed with the hearing in the student's absence or, at the Chair's discretion, postpone the start of the hearing. If the hearing proceeds in the student's absence, all rights contingent on the student's presence, with the exception of the right to have a supporter present to plead for postponement, are forfeited. In such a case the student's right of appeal is limited to a consideration of the reasonableness of his or her excuse for not appearing. If the Student Disciplinary Appeal Committee finds that the excuse is reasonable it shall order a re-hearing by the original Hearing Panel with the student present.

#### **44. Presentation of facts and allegations**

At the outset of a hearing before a Hearing Panel, the Disciplinary Officer in the case shall apprise the Hearing Panel of the facts and allegations of the case, shall present the relevant documentary evidence, relevant practices of the University or Department if appropriate and present the names of the witnesses to be called. The student or the student's supporter may make a summary statement in response.

#### **45. Questions of procedure and evidence before Hearing Panel**

(a) All questions of procedure and evidence that may arise during the hearing, including any challenge to procedures predating the hearing, shall be determined by the Chair.

(b) A ruling that a procedure contained in the Regulations has not been followed shall not result in annulment of the proceedings if in the judgement of the Hearing Panel of the SDB the error did not cause prejudice to the student or any prejudice that did result can be remedied without causing undue delay in the proceedings.

#### **46. Student's right to give evidence before Hearing Panel**

The student shall be afforded an opportunity to give evidence on his or her own behalf. Should the student decide to give evidence, he or she will be subject to questions from the hearing body and the other party. No inference may be drawn against the student for refusing to give evidence, except to the extent that allegations against the student, because of his or her refusal, stand uncontradicted. The Chair of the Hearing Panel shall inform the student as to the substance of this section.

#### **47. Rules of Evidence before Hearing Panel**

The rules of evidence applicable in civil and criminal court proceedings shall not apply to the hearing, so long as the evidence has been obtained in good faith and by reasonable means.

Evidence which is not relevant, or is only remotely relevant, shall be excluded. All questions of the admissibility of evidence shall be determined by the Chair of the Hearing Panel.

**48. Evidentiary burden**

No allegation shall be found to be substantiated unless there is clear, convincing and reliable evidence in support of the charge established at the hearing.

**49. Presentations regarding penalties**

Where the charge has been found substantiated, and prior to the decision as to the appropriate penalty, the student, his or her supporter, and the Disciplinary Officer, shall be allowed to make representation in regard to the disposition of the case.

**50. Written reasons**

The Chair of the Hearing Panel shall provide written reasons for the decision of the case which shall accompany official notification to the student of the decision of the Panel.

**APPEALS****51. Right to appeal**

(a) The student concerned or the Disciplinary Officer may appeal the decision of the Hearing Panel to the Student Disciplinary Appeal Committee and may appeal against the finding of the Hearing Panel regarding the allegation, the penalty/penalties chosen, or both. However, appeals must be based on one of the following grounds:

- (i) that relevant new evidence which was not available to a party at the time of the original hearing has been discovered;
- (ii) that there has been a failure of due process; or
- (iii) that the Hearing Panel has misapplied some element of these Regulations and where the outcome of the case at the original hearing might have been substantially affected by that misapplication.

(b) A party wishing to appeal must notify the Secretary of the Student Disciplinary Board of the intention to do so within 14 working days of receiving official notification of the Hearing Panel's decision. The notice of appeal must be accompanied by a concise written statement that identifies precisely the grounds upon which the appeal is based.

(c) The respondent shall submit a concise written reply to the appellant's notice of appeal and the grounds invoked within 14 days of receiving the notice of the appeal.

**52. Rights pending appeal**

(a) No limited expulsion, dismissal or expulsion ordered by the Hearing Panel shall take effect until the appeal is disposed of. However, if the appeal is denied, dismissal or expulsion is retroactive to the date of the original decision, and limited expulsions shall take effect from the date of the Student Disciplinary Appeal Committee decision.

(b) Notwithstanding section 52(a), where exclusion has been ordered under these Regulations, the exclusion shall remain in effect for the duration of an appeal.

### **53. Subcommittee to determine if grounds for appeal**

A subcommittee of the SDAC shall be convened by the Secretary to the Student Disciplinary Board to determine whether the appeal has met the requirements of section 51(a). The subcommittee shall consist of:

- (a) either the Deputy Vice-Chancellor and Provost or a Pro Vice-Chancellor who has had no prior involvement in the matter (Chair);
- (b) the President of the Roehampton Students' Union or his or her delegate; and
- (c) one further member of the SDAC with no prior involvement in the matter.

The decision of the sub-committee whether to grant leave to appeal is not itself subject to appeal.

### **54. Hearing by SDAC**

(a) If the sub-committee grants leave to appeal, the appeal shall be heard by a panel made up of members of the SDAC. The Appeal Panel of the SDAC shall conduct this hearing represented by four of its members:

- (i) the Deputy Vice-Chancellor and Provost or his or her delegate (but the person must have had no prior involvement in the matter) (Chair);
- (ii) the President of the Roehampton Students' Union or his or her delegate;
- (iii) two additional members of the SDAC which must include at least one lay member of Council (but none of whom may have had any prior involvement in the matter)

(b) In its consideration of the appeal, the Appeal Panel shall hear oral submissions by the parties and may review any relevant information in the written record and/or in the audiotape recording of the original hearing as directed by the parties. Witnesses shall not be called except those authorized by the subcommittee to produce new evidence.

(c) If the Appeal Panel determines that the decision of the Hearing Panel was reasonable, the original decision shall remain undisturbed.

(d) In the event that the Appeal Panel finds that substantial new evidence has been discovered or if it rules that exceptional circumstances of the case require it, the Appeal Panel may amend the previous decision and/or the penalty imposed or require a new Hearing of the case in its entirety by the Hearing Panel.

(e) Decisions of the Appeal Panel shall be by a simple majority and the Chair shall not cast a vote.

### **55. No appeal from decision of Appeal Panel**

Within the jurisdiction of the University, the decision of the SDAC is final.

## **PENALTIES**

### **56. Restitution**

(a) Unless otherwise provided by the party or hearing body adjudicating the case, the making of restitution shall be made to the University, via the Secretary to the Student Disciplinary Board within 21 days of the adjudication and the exhaustion of all rights of appeal within the University.

(b) Failure by the student concerned to make restitution within the period stated in sub-section (a), shall entail automatic limited expulsion until such payment is made.

(c) If a student remains under limited expulsion for a period exceeding two weeks for failure to pay make restitution, the case shall be referred to the SDB by the Secretary to the Student Disciplinary Board for further action, which may include continuation of the limited expulsion or the imposition of additional penalties.

### **57. Limited expulsion**

If no particular privileges are specified in an order for limited expulsion, the limited expulsion shall entail the withdrawal of all University privileges, including the right to enter and be upon University property, in which case the student, during such limited expulsion, may only come upon University property for a specified purpose, previously authorised in writing by a Disciplinary Officer.

Violation of any terms of the suspension shall result in the case being referred to the SDB by the Secretary to the Student Disciplinary Board for further action. However, suspension may not be used by the Disciplinary Officer as a means to withdraw University privileges from the student.

### **58. Exclusion from a Residence**

Exclusion from a residence shall entail the withdrawal of such privileges in the residences as are specified by the party or hearing body imposing the exclusion. If no particular privileges are specified, an exclusion from a residence of which the student is a member shall entail the immediate removal of all effects of the student concerned from the residence and his or her exclusion from all parts of the residence, in which case the student, during such term of such exclusion order, may only enter the residence for a specific purpose previously authorized in writing by the Principal/Head of College of the College or the relevant Head of Accommodation.

### **59. Remission, Mitigation and Expunging Record**

The Vice-Chancellor may, when he or she considers it appropriate, remit or mitigate any penalty or condition imposed under these Regulations or direct the expunging of the disciplinary record of the student.

**60. Debts Due and Monies Paid the University**

Dismissal or expulsion from the University shall not relieve the student from the payment of any debts due the University. Except where the Hearing Panel of the SDB directs otherwise, the student shall not be entitled to the return of fees or other monies paid to the University.

**61. Disciplinary Records and Confidentiality**

(a) The Secretary to the Student Disciplinary Board shall keep a disciplinary record in respect of each student. He or she shall enter thereon all matters required by these Regulations to be entered in relation to the student and shall inform the appropriate authorities of all penalties imposed so that the penalties may be enforced.

(b) The files shall be kept in strictest confidence and shall be communicated only to the student concerned and to other persons within the University having legitimate interest or duty to take communication of them.

(c) An annual report of the activities of the SDB shall be prepared by the Secretary to the Student Disciplinary Board and presented to Senate. No mention shall be made in the report of the names of the parties or of any information which might lead to their identification.

(d) An annual report of the activities of the SDAC shall be prepared by the Secretary to the Student Disciplinary Board and presented to Council and Senate. No mention shall be made in the report of the names of the parties or of any information which might lead to their identification.

*Revised: June 2012*

## **UNIVERSITY OF ROEHAMPTON EQUALITY AND DIVERSITY POLICY**

### **1. Introduction**

- 1.1 This Equality and Diversity Policy (“this Policy”) supports the University’s commitment to eliminating discrimination and promoting diversity and equality of opportunity in its practices, policies and procedures. It sets out provisions encompassing all areas of equality and diversity across the University and provides for the coordination and implementation of the University’s strategic objectives in this area as set out in its Strategic Plan as amended from time to time. The University will continue to develop other policies to support this Policy and specific areas of equality and diversity, as appropriate.<sup>3</sup>
- 1.2 This Policy was developed by the Equality and Diversity Committee in consultation with the University’s main stakeholders, including the University and College Lecturers’ Union (UCU) and the GMB Union. This Policy will be reviewed by the said Committee on a regular basis and in any event, at least every three years.

### **2. General Commitment**

- 2.1 The University is committed to providing a culture and environment in which its students, staff and others referenced at Section 3.2 below, are treated fairly and are not discriminated against without lawful cause, on the basis of race, religion or belief (including caste); gender (including gender reassignment); marital/civil partnership status; sex; sexual orientation; disability; age; parental, pregnancy or maternity status; social or economic group (referred to as “protected characteristics” in this Policy).
- 2.2 This Policy prohibits victimisation and harassment related to any of the protected characteristics. Discrimination, harassment and victimisation are defined in Appendix B to this Policy.
- 2.3 The University will comply with current and future anti-discrimination legislation as well as associated codes of practice or guidance issued by the Equality and Human Rights Commission and other relevant bodies. This Policy will be amended as appropriate to meet the requirements of any future legislation.
- 2.4 Wherever reasonably practicable the University will provide support, facilities and equipment, to allow for the equal access by all staff, students and applicants to its employment, education and other services.

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<sup>3</sup> The University has a number of policies, procedures and guidance that support this Policy including; [Disability Policy](#), [Dignity and Respect Policy](#), [Flexible Working Policy](#), [Transgender Guidance](#), family friendly policies ([Parental Leave and Time Off for Dependents](#), [Maternity Leave and Pay](#), [Adoption Leave and Pay](#), [Shared Parental Leave](#)).



### **3. Application of Policy**

- 3.1 This Policy applies to *all* students of the University and to *all* staff working at all levels and grades within the University, including directors, consultants, volunteers, interns, agency staff and others including *all* contractors working at the University (collectively referred to as staff in this Policy).
- 3.2 The principles of non-discrimination apply to the way in which the University treats applicants, visitors, clients, customers, and suppliers. They also apply to former staff members and former students, where the alleged unlawful discrimination or other behaviour prohibited under this Policy arises out of and is closely connected to a former staff member's or former student's previous relationship with the University.
- 3.3 All staff and students have a duty to act in accordance with this Policy and to treat each other with dignity at all times, and not to discriminate against or harass other members of staff or the student body, regardless of their status. (Also note the University's [Dignity & Respect Policy](#)).
- 3.4 This Policy does not form part of any employee's contract of employment and may be amended at any time.

### **4. Responsibilities**

- 4.1 The University, its staff and its students are all responsible for promoting and maintaining equality and diversity across the University and in all of its activities.

The University strives to:

- (a) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- (b) advance equality of opportunity between people from different groups; and
- (c) foster good relations between people from different groups.

#### **4.2 The University**

The University's governing body, Council, has overall responsibility for ensuring compliance with the requirements of anti-discrimination legislation and in particular with the provisions of the Equality Act 2010 (the "Act") and the general duty under the Act.

Council has delegated responsibility to the Vice-Chancellor for the implementation and operation of this Policy.

#### **4.3 The Vice-Chancellor**

The Vice-Chancellor shall ensure that the University takes necessary steps to ensure its compliance with the general duty, anti-discrimination legislation generally, and codes of practice. Such steps will include:

- removing or minimising disadvantages which could be suffered by staff, students and others on the basis of any of the protected characteristics;
- meeting the needs of persons who share a relevant protected

characteristic that are different from the needs of persons who do not share it;

- encouraging persons who share a relevant protected characteristic to participate in activities within the University in which participation by such persons is disproportionately low;
- making all staff and students aware of this Policy and responsibilities under this Policy;
- providing equality training appropriate to needs and areas of responsibility;
- ensuring that this Policy is effectively monitored;
- ensuring that all individuals and companies who act on the University's behalf (including agents and contractors) are informed of this Policy and enjoined to comply with it when conducting business on the University's behalf;
- providing staff and students with an opportunity to raise and address diversity and equal opportunity issues;
- endeavouring to reflect its commitment to equality and diversity in its marketing and communication activities;
- ensuring that its practices, policies and procedures do not amount to discrimination, harassment or victimisation as defined in Appendix B of this Policy.

#### 4.4 Staff and Students

Staff and students are expected to support this Policy and to ensure that their behaviour and/or actions do not contravene its provisions.

In particular, staff and students are expected to ensure that the written and spoken language they use (including language used in teaching materials), does not cause unreasonable offence to others. Inappropriate terms or references relating to race, sex, gender, disability, age, sexual orientation, religion or any other protected characteristics should not be used.

Any behavior or act that amounts to bullying, harassment, discrimination or victimisation of individuals will not be tolerated.

Behaviour or actions that are contrary to the provisions of this Policy are grounds for discipline in accordance with staff or student regulations and may lead to dismissal or expulsion from the University.

#### 4.5 The Equality and Diversity Committee

The Equality and Diversity Committee is charged with the responsibility of developing the University's action plans in relation to diversity and equality matters. The Equality and Diversity Committee is a formal committee of Senate and reports at least annually to Senate and to Council.

## 5. The University as an Employer

### 5.1 Equal treatment

The University aims to ensure that all applicants and all members of its staff are treated equally and fairly and do not suffer discrimination because of any of the protected characteristics.

### 5.2 Recruitment and selection

The University recognises the benefits of a diverse workforce and will take steps to ensure that its employment practices are lawful and in keeping with good practice; that employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit; selection criteria and processes are fair and are not discriminatory on any of the protected grounds.

The University will take appropriate steps:

- to review its job selection criteria regularly to ensure that they are relevant to the job and are not disproportionate;
- to ensure that short listing of applicants is done by more than one person wherever possible;
- to use wording in job advertisements that will encourage individuals with a particular protected characteristic to apply;
- to advertise vacancies to a diverse labour market; and where relevant, advertise them to particular groups that have been identified as disadvantaged or under-represented within the University; and
- not to ask applicants about their health or disability before a job offer is made - the limited instances in which such questions may be asked, subject always to the approval of the Human Resources department, are set out below<sup>4</sup>.

The University will ensure that any recruitment agency it engages is aware of the University's requirement not to discriminate.

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<sup>4</sup> Applicants should only be asked about their health or disability before a job offer is made in limited cases and only with the prior approval of the Human Resources Department. These cases include:

1. Where it is necessary to establish whether an applicant can perform an intrinsic part of the job (subject to reasonable adjustments).
2. To establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
3. Where positive action is necessary to recruit a disabled person.
4. In order to obtain information for monitoring purposes (which will not form part of the decision-making process).

Questions about past or current pregnancy or future intentions related to pregnancy, or questions about matters related to the protected characteristics should not be asked without the prior approval of Human Resources. In all cases Human Resources will consider whether such issues are relevant and may lawfully be taken into account in the circumstances.

### 5.3 Conditions of Service

The University's terms and conditions of service and policies and procedures will not discriminate against any member of staff on the basis of any of the protected characteristics.

### 5.4 Career Development

The University will promote and develop its staff on the basis of merit and without reference to any of the protected characteristics. Positive action measures may however be taken where lawful and in accordance with relevant anti-discrimination legislation in order to encourage members of under-represented groups to apply for job/promotion opportunities.

All employees will have access to training and other career development opportunities which are appropriate to their experience and abilities and commensurate with available resources.

Positive action measures may however be taken where lawful, and in accordance with relevant anti-discrimination legislation, to provide special training and support for members of groups which are under-represented within the University's workforce and to encourage such groups to take up training and career opportunities.

Staff training needs will be identified through regular staff appraisals and any other requirements set out by Senate.

### 5.5 Termination of Employment

The University will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The University will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## **6. The University as an Education Provider**

### 6.1 Recruitment, Admissions and Selection

All applicants will be given equal consideration during the selection process and will not be discriminated against on the basis of any of the protected characteristics.

All selection processes will be based solely on the applicant's suitability to the course requirements. Candidate selection will be carried out thoroughly and objectively, and entry qualifications for courses will only include those that are necessary and justifiable.

Recruitment practices will not exclude appropriately qualified applicants and efforts will be made to assess the equivalency of qualifications.

The declaration of a disability on the application form will not automatically mean that support can be provided; however, the University will endeavour to

provide the same experience for all students and declaration of a disability at the earliest opportunity will assist the University in determining what reasonable adjustments can be offered to support study at the University.

Applicants who declare disabilities will be advised, at the earliest opportunity after the University is made aware of the disability, of any reasonable adjustments that can be made for them if they study at the University of Roehampton.

## **6.2 Teaching, Learning and Assessment**

The University seeks to ensure that its teaching, learning and assessment strategies and practices support the academic and personal development of all students and take the needs of its diverse student body into account.

## **6.3 Progression**

All students will be treated equally when considered by the Programme Exam Board and the University's Awards & Progression Board for progression and assessment purposes.

## **6.4 Widening Participation**

The University is committed to widening participation and will engage in a range of activities aimed at encouraging application to the University from under-represented groups.

## **6.5 Partnerships and Collaborative activities and/or Institutions**

The University will expect its collaborative partners to follow the same principles and procedures as apply at the University unless there is a clear and agreed reason why this cannot be the case.

# **7. Procurement and Service Provision**

7.1 The University recognises that by integrating equality and diversity into its procurement practices, it can further its equality objectives. Consequently, when selecting and evaluating contractors and suppliers, it will consider the extent to which they comply with anti-discrimination legislation including the Equality Act 2010 and its related codes of practice. Confirmation of compliance with the Modern Slavery Act 2015 will also be required.

7.2 Contractors or suppliers that are unable to demonstrate compliance with relevant legislation and codes of practice will not be considered for the award of contracts to provide goods or services to the University.

7.3 The University's terms and conditions for the supply of goods and services will require contractors and suppliers to comply with equality and diversity legislation and with this Policy. Non-compliance with or breach of these requirements will give rise to a right of termination of contract by the University.

7.4 Where appropriate, the University shall monitor and review on a regular basis the extent of contractors' and suppliers' compliance with legislation, codes of practice and with this Policy.

## **8. Complaints of discrimination**

- 8.1 If a student or member of staff considers that he or she is suffering from unlawful discrimination, harassment or victimisation because he or she has one or more of the protected characteristics, he or she may make a complaint which will be dealt with as set out in 8.2 below.
- 8.2 The University will treat all complaints of breaches of this policy seriously and will take appropriate action where necessary. Complaints may be brought by members of staff, students or other third parties and will be investigated in accordance with the University's grievance, disciplinary and/or complaints procedures. The complainant will be informed of the outcome of the University's investigation.

## **9. Monitoring and Review**

- 9.1 This Policy will be monitored and reviewed by the Equality and Diversity Committee on a regular basis to judge its effectiveness and to determine whether the University is meeting the requirements of legislation and the University's equality objectives.
- 9.2 The University will monitor and record as appropriate (but without requiring individuals to provide information should they not wish to do so):
- data relating to protected characteristics provided by staff and students
  - data relating to protected characteristics provided by job applicants, short-listed applicants and successful applicants for jobs;
  - the number and outcome of complaints of discrimination made by staff, students and other third parties.
  - any disciplinary action taken against members of staff.
- 9.3 Information obtained will be used to review whether the University is working within its commitments to equality and the progress that it is making in helping the University to achieve its equality and diversity objectives. The University will implement any changes that are required.

## **10. Advice and Support**

Advice and support relating to discrimination, harassment and bullying will be available for both staff and students. Sources of staff advice and support will include Human Resources and Working Relationship Advisers. Sources of student advice and support will include the Chaplaincy, Student Welfare Officers and such other student support officers as may be specified under the Dignity and Respect Policy from time to time.

## **11. Publication of Policy**

This Policy is available on the University's website. Alternative formats of this Policy can be provided on request.

## EQUALITY AND DIVERSITY COMMITTEE

### Composition

University Secretary ( <i>Chair</i> )	Legal Officer
A Deputy Provost nominated by the Deputy Provosts	Chaplaincy representative ( <i>nominated by the Chaplains</i> )
Director of Department of Student Wellbeing ( <i>or nominee</i> )	Students' Union Sabbatical Officer nominated by RSU President
Head of Disability Services	A student nominated by the RSU President
Head of Wellbeing	Chair of Athena Swan
Academic Registrar ( <i>or nominee</i> )	Trades Unions representatives: GMB nominee and UCU nominee
Director of Estates & Campus Services ( <i>or nominee</i> )	<i>Secretary: Secretariat Officer</i>
Director of Human Resources ( <i>or nominee/s</i> )	

### Terms of Reference

1. To develop the University Strategy in relation to diversity and equal opportunities matters.
2. To ensure that appropriate policies and procedures are in place with respect to the University's obligations under diversity and equality legislation.
3. To provide guidance and leadership on improving equality of opportunity and fostering good relations across the University.
4. To monitor the implementation and effectiveness of policy and procedures relating to diversity and equal opportunities, and to recommend changes where appropriate particularly in respect of:
  - staff recruitment, development, management and promotion;
  - student recruitment, admissions and retention and,
  - the pattern of teaching and learning, and assessment and achievement.
5. To review, at least annually, the profile of Roehampton staff and students.
6. To report annually to Senate and Council on the fulfilment of the University's statutory obligations in respect of equality and diversity.
7. To establish working groups as appropriate.
8. To undertake any other functions that may be assigned to the Committee by Senate.

The Committee shall meet at least three times per annum.

### Servicing

The Committee will be serviced via the University Secretariat.

### Subcommittees

Diversity & Estates Working Group  
 Student Disabilities Working Group  
 Athena Swan Bronze Working Group

## **DEFINITIONS OF DISCRIMINATION, HARASSMENT AND VICTIMISATION**

### **1. Discrimination**

Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics. For example, rejecting an applicant for a staff vacancy on the grounds of their sexual orientation because they would not “fit in with the team” would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustifiable provision, criterion or practice that also puts other people with the same protected characteristics at a particular disadvantage. For example, a requirement to work full-time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

### **2. Harassment**

There are three types of harassment:

1. Unwanted conduct that has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for the complainant, or violating the complainant's dignity (*General Harassment*).
2. Unwanted conduct of a sexual nature (*Sexual Harassment*).
3. Treating a person less favourably than another person because they have either submitted to, or did not submit to, sexual harassment or harassment related to sex or gender reassignment (*rejection of or submission to conduct of a sexual nature*).

### **3. Victimisation**

Victimisation occurs where a person treats another less favourably because he or she has asserted their legal rights in line with the Equality Act 2010 or helped someone else to do so.

*July 2016*



# UNIVERSITY OF ROEHAMPTON

## FITNESS TO PRACTISE POLICY

### 1. Introduction

The University has a duty to protect the public by ensuring that students are fit to practise throughout their professional training. The academic programmes which require fulfilling a placement component are governed by professional regulatory bodies and each student is responsible for ensuring that he/she complies with their respective Codes of Conduct in addition to the University Code of Conduct. Students are required to learn, accept and demonstrate the standards of responsibility and accountability increasingly demanded of practitioners and teachers. A student's fitness to practise may be challenged when their behaviour and/or professional conduct is a cause for concern or if there is a persistent concern about their suitability to continue on a programme. This policy outlines the procedures which must be taken if a student does not comply to University Code of Conduct and his/her respective professional regulatory body Code of Conduct.

This document should be considered in conjunction with the University Fitness to Study Policy and Disciplinary Procedures. Cases relating to a student's health should follow Fitness to Study procedures.

#### 1.1 The term "Practise" as used within this policy refers to:

- Programmes with mandatory placements involving contact with vulnerable groups
- Programmes with optional modules involving contact with vulnerable groups
- Programmes designed specifically to prepare students for a particular profession and where employment in that profession will be dependent on meeting 'Fitness to Practise' criteria.
- Programmes which lead to the award of a professional qualification/membership of a professional body where meeting 'Fitness to Practise' criteria is required as part of achieving that professional qualification/becoming a member of that professional body

#### 1.2 Specific Programmes:

1. PsychD Counselling Psychology
2. MA Integrative Counselling & Psychotherapy
3. MSc Counselling & Psychotherapy (UKCP – 2016-2017 only)
4. MSc Attachment Studies
5. MA Art Psychotherapy
6. MA Dance Movement Psychotherapy
7. MA Dramatherapy
8. MA Music Therapy
9. MA Play Therapy
10. BA Therapeutic Psychology
11. PGCE
12. BA Primary Education
13. BA Education
14. BA Early Childhood Studies

### 2. Purpose and Scope

- 2.1 This policy applies to all students on programmes leading to a professional qualification or programmes associated with professional Practise.
- 2.2 A student's suitability in terms of conduct and competence to remain on a professional

programme without restrictions is what defines fitness to Practise.

- 2.3 The policy describes the processes that the University uses to deal with issues which might arise during a student's programme of study that call into question whether he/she is fit to Practise. These issues relate to conduct and competence. Any issue relating to health and wellbeing will be addressed using the Fitness to Study policy. Each case is considered on an individual basis.
- 2.4 Those applying the policy must ensure that proceedings take into account the need to:
- protect patients or clients
  - safeguard children
  - understand and uphold appropriate standards of conduct and behaviour
  - maintain public confidence in students of the various professions accrediting the University's programmes
  - maintain confidence in the ability of the University to deal appropriately with fitness to Practise issues and its students registered on professionally accredited programmes.
- 2.5 According to this policy, restrictions take the form of outcomes or sanctions and may include the following:
- First or Final Warning
  - Cause for Concern
  - Conditions and/or Undertakings
  - Temporary suspension
  - Programme termination.

Such outcomes and sanctions are put in place for public protection.

- 2.6 Students' conduct in respect to this Policy is measured against the Principles of Professional Behaviour Expected of Students. If a student's conduct and/or behaviour is believed to have fallen below the expected standards, their fitness to Practise will be considered by following the guidelines of this policy.
- 2.7 Students have an obligation to be familiar with the Principles of Professional Behaviour expected of them from the outset of their programme of study and it is the responsibility of the Programme Convener to ensure that those Principles are clearly communicated (normally within the Programme Handbook and/or the Placement Handbook).
- 2.8 Students must be aware that University staff may be obliged to report a student's unprofessional behaviour that affect their fitness to Practise to the relevant regulatory body and these issues may result in their professional regulatory body refusing registration on completion of the programme of study. Students must also be aware that they may be obliged, in accordance with their regulatory body requirements, to declare sanctions received in pre-registration education at the point of receipt or at the point of application for professional registration.

### **3. Professional Behaviour Expected of Students**

- 3.1 Students are encouraged to aim for high standards in their professional and personal lives.
- 3.2 Students must comply with the Principles of Professional Behaviour Expected of Students as detailed below (3.6), in order to demonstrate that they are fit to Practise. These principles are broadly grouped into relationships with pupils, children patients and clients; probity; maintaining good practice; working with colleagues, and health.
- 3.3 Regulatory and Professional bodies (e.g. ITT, BPS, HCPC, BACP, UKCP, GMC etc.) set standards for professional behaviour in the respective codes of professional conduct and ethics. Post-registration/postgraduate students must abide by the relevant professional code of conduct. Pre-registration students are expected to work towards applying their profession's code at the point of registration onto a programme of study. Students must

ensure that they familiarise themselves to the Code of Conduct of their respective professional regulatory body and adhere to its requirements.

- 3.4 Conduct, which is considered inappropriate for the student at any stage of their professional programme, will be deemed misconduct.
- 3.5 Students must be aware that their behaviour outside the clinical and teaching environment, including in their personal lives, may have an impact on their fitness to Practise. Their behaviour at all times must justify the trust that patients, clients and the public place in their profession. It is expected that students will alert a member of staff at the University if they do not feel fit to Practise.
- 3.6 Students must comply with the following principles in order to demonstrate that they are fit to Practise. Failure to do so may result in referral to Fitness to Practise proceedings as outlined elsewhere within this document.
- 3.7 Conduct which does not meet the standard expected of a student at a relevant stage of the student's programme (typically but not exclusively associated with a Clinical Placement) will be deemed misconduct. An outline of these expectations is provided below:

3.7.1 Relationships with patients or clients (Clinical Placement only)

Students should:

- (i) respect patients and clients and treat them with dignity.
- (ii) make sure that they are clearly identified as students.
- (iii) dress in an appropriate and professional way and be aware that patients and clients will respond to their appearance, presentation and hygiene.
- (iv) maintain appropriate boundaries between themselves and patients and clients and anyone close to the patient or client. They must not use their professional position to cause distress or to exploit patients or clients.
- (v) be open and honest in dealing with patients and clients, their carers, relatives, partners, or anyone else close to them.
- (vi) be aware of ethical issues in their professional behaviour with patients and clients.
- (vii) make sure they follow the advice of their appropriate professional body(s) on codes of ethics, informed consent and confidentiality.

3.7.2 Probity (ie being honest and trustworthy, and acting with integrity)

Students should:

- (i) bring attention to any concerns they themselves or others may have about, or errors in, their clinical or teaching work.
- (ii) be honest, authentic and original in their academic work, including when conducting research, and take effective action if they have concerns about the honesty of others.
- (iii) be honest and trustworthy when writing reports, logbooks and records and attendance registers etc., and when completing and signing forms.
- (iv) be honest in all CVs and all applications and not misrepresent their qualifications, clinical experience, position or abilities.
- (v) not plagiarise others' work or use their own work that has been submitted previously
- (vi) be honest and trustworthy in any financial dealings that may be a required component of their placement.
- (vii) cooperate with any enquiry by their University Department or any other organisation into their health, behaviour or performance, or that of anybody else.
- (viii) comply with the laws of the UK, and where relevant, any laws that apply specifically in England, Wales, Scotland or Northern Ireland. (In the cases of overseas placements to comply with the laws of the host Country).
- (ix) inform the Head of Department that they have been cautioned, charged or found guilty of a criminal offence. This should be documented in writing.

### 3.7.3 Maintaining good practice

Students should:

- (i) not exceed their Practice limitations.
- (ii) ask for help or seek assistance when necessary.
- (iii) make sure that they are appropriately supervised for any clinical task they perform, and inform their tutor and/or other relevant persons (e.g. placement providers) if they have any concerns in this area.
- (iv) respect the decisions and rights of patients or clients, placement coordinators.
- (v) not unfairly discriminate against patients or clients by allowing their personal views to affect their professional relationship or the care they provide (this includes their views about a patient's or client's age, culture, disability, ethnic or national origin, gender, lifestyle, marital or parental status, race, religion or beliefs, sex, sexual orientation, and social or economic status etc.).
- (vi) be aware that treatment should be based on the patient's/client's priorities and the effectiveness of care/treatment options, and that decisions should be arrived at through assessment and discussion with the patient or client and placement provider.
- (vii) behave with courtesy.
- (viii) report any concerns they have about patient or client safety to an appropriate person.
- (ix) be aware that they must acquire knowledge, competencies, skills and professional attitudes in order to eventually register with their appropriate professional body.
- (x) attend compulsory teaching or other sessions associated with the placement or make other arrangements with the university as appropriate.

### 3.8 Students on Initial Teacher Training programmes are expected to abide by Part 2 of the Teacher Standards (DfE, 2012).

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## 4. **Triggers for Use**

### 4.1 A student's fitness to Practise may be brought into question for many reasons, as outlined

above, and in a wide range of circumstances. These include (but are not restricted to) the following:

- Risk Management Review Group referral
- Serious concerns about the student emerge from a third party (i.e. Placement Supervisor or Manager, Clients or Patients directly, or through a relative or advocate etc.) which indicate that there is a need to question their fitness to Practise
- The student has told a member of the University that they have a problem and/or provided information which indicates that there is a need to question their fitness to Practise
- The student exhibits behaviour which is inappropriate and does not comply with Code of Conduct

Examples of circumstances that might render a student unfit to Practise are given below. This list is not exhaustive, and the examples may not all be applicable to every programme.

Conduct:

- Intimidation of fellow students, patients, professional clients or staff
- Acting in a violent manner
- Conviction of a criminal offense
- Failure to rectify behaviour that has been subject to any disciplinary actions under the University's regulations
- Inappropriate behaviour towards others
- Falsification of patient, client or other professional records
- Failing to act in a way to ensure the safety and wellbeing of those who are vulnerable;
- Breaching confidentiality
- Breaching safeguarding protocols

- 4.2 In all cases, the student's Personal Tutor, Programme Convenor or Director of Studies should be notified so that the Department is aware of the situation and can provide any necessary initial support and advice. Should the identified issue persist then the Actions identified in the Appendix below will be triggered.

## **5. Appendices**

### Appendix 1

#### **Stage 1 – Initial Action by the Department**

- 5.1 Any allegation of concern that a student may be unfit to Practise must be submitted to the Head of Department in writing.
- 5.2 Upon receipt of an allegation, the Head of Department should decide within seven days whether the issue can be resolved informally or whether it needs to be addressed using Stage 2 procedures. In certain cases, immediate action may need to take place in order to safeguard all parties while preliminary investigation takes place.
- 5.3 The student should be made aware of the precise nature of the behaviour that has caused these concerns to be raised, including, if appropriate, reference to the level of perceived risk presented by the student as measured by the risk assessment process. The member of staff will attempt to resolve the matter through discussions with the student. The student should be given the opportunity to explain their own views on the matter, and be encouraged to think about using one or more of the support services offered by the University or available outside the University. It may also be appropriate to look into the possibility of making special arrangements to enable the student to remain within the placement effectively.

- 5.3 It is hoped that in most cases issues can be resolved at this level, and that students will respond positively, cooperating fully with the process and taking advantage of the support available.
- 5.4 A review period should be determined as part of the risk assessment to allow the student to consider their own behaviour and seek advice from the support services available. At the end of this period a meeting should be held to discuss any steps taken by the student to address the concerns. If the concerns have been addressed satisfactorily, this will be noted. If, however, the concerns have not been addressed, a further review period may be agreed, or the case will move to the next stage of the procedure.
- 5.5 The informal discussions, advice and any undertakings made by the Department and / or the student should be documented for the benefit of both the department and the student.
- 5.6 If a student is unable to cooperate with the above process or modify their behaviour, they should be informed that more formal action under Stage 2 of this policy may be considered appropriate. In certain cases (usually associated with perceived risk to clients/patients or others, or when serious professional misconduct has been alleged), it may be necessary for the University Secretary to recommend **temporarily suspending** the student.
- 5.7 **Temporary Suspension** from the Placement element of a Programme normally has immediate effect.
- 5.7.1 A Suspension may be appropriate when:
- the student denies the allegation in spite of the evidence
  - there is a lack of insight into health concerns
  - the student's behaviour or health issue is serious and, where relevant to the nature of the misconduct or health, a period of reflection and rehabilitation would be appropriate
  - the conduct is such that an indication of strong disapproval is required
  - the student has almost reached the end of the programme and a 'Warning' would have little impact
  - the behaviour or health issue is incompatible with immediate return to or continuation on the professional programme.
- 5.7.2 A Suspension may be given for any specified period (eg 4 weeks, 12 weeks, 5 months etc) and is not to exceed one year in the first instance. All parties will be clear as to when the period of Suspension starts and finishes.
- 5.7.3 Although the length of the Suspension will be indicative of the measure of disapproval of the behavior, conditions for any future return must be clearly specified in the direction, if appropriate. A review of the student's case must be carried out by the Head of Department (or representative, this might be the Fitness to Practise Officer, for example) prior to the student's return, normally four weeks before return depending on the length of the Suspension; a formal action plan for a return to the professional programme may be advised.
- 5.8 The University may be required to notify a professional body of cases at the point when an allegation is first investigated, when it is referred to the University Fitness to Practise Panel, or when a student is suspended from a programme of study. This includes the Disclosure and Barring Service for breaches of safeguarding procedure.

## **Stage 2 – Fitness to Practise Panel**

- 6.1 If the action taken under Stage 1 has not been successful, it is felt that the case is too serious to be dealt with informally; Stage 2 of the policy will be invoked. A Fitness to Practise panel shall be convened by the Head of Department, or delegate and include the respective Head of College. A representative from the Placement may also attend for information and advice if felt appropriate.

- 6.2 When a case is referred to the Fitness to Practise Panel, the Head of Department will send the following documentation to the panel:
1. The investigation report
  2. Any additional comments about the student's conduct with a statement of how the concern has progressed to fitness to Practise panel
  3. Any relevant factual information about the student's professional progress on the course
- 6.3 The student will be given at least 7 days' notice of the Fitness to Practise Meeting and informed of the purpose of the meeting. They will also be provided with any documents which will be considered by the Group, and asked to provide any documentation they may wish the Group to consider in good time for the meeting.
- 6.4 The student may be accompanied at the meeting by a Student's Union representative, a fellow student, or other advisor. Disabled students may also be accompanied by a support worker if required.
- 6.5 The purpose of the meeting will be:
- to make the student aware of the nature of the concerns that have been raised
  - to hear and consider the student's views
  - to agree the best way to proceed
  - to ensure that the student is fully aware of the possible outcomes if difficulties remain.
- 6.6 The Fitness to Practise Panel will order its proceedings at its own discretion and may invite other staff including Student Experience staff working with the student, and institute enquiries to assist its deliberations.
- 6.7 The Fitness to Practise Panel may decide:
- 6.7.1 **That the student *is* fit to Practise and is:**
- (a) permitted to continue with the programme without further action
  - (b) permitted to continue with the programme under supervision as defined/required by the Panel
  - (c) permitted to continue with the programme but that a formal warning be placed on his or her file/ record; or
  - (d) subject to any other action considered appropriate by the Panel to enable the student's successful completion of the remainder of the programme.
- 6.7.2 **That the student is *not* fit to Practise and:**
- (a) is required to suspend his or her studies for a specified period of time, following which the Panel will review the conditions set and decide whether to re-admit the student to the programme, and the decision be recorded on his or her file/ record
  - (b) the student's continuation on a programme leading to a professional qualification is terminated and the decision is recorded on his or her file/ record; but recommend that the student may seek advice to be admitted to an alternative programme within the University
  - (c) the student's studies be terminated and the student to exit the University with an interim award which should not enable the student to Practise and the decision recorded on his or her record
  - (d) the student's studies be terminated and the student be required to withdraw from the University without an award; the decision will be recorded on his or her file/ record.
- 6.8 The decision of the Fitness to Practise Panel, together with a concise record of the

meeting, should be sent to the student within 7 working days from the date of the meeting, and a copy kept on the student's personal file within the Department.

- 6.9 In making their judgment on a sufficient outcome or sanction, the Fitness to Practise Panel must have regard both to proportionality and to:
- Protection of patients or clients
  - Declaring and upholding proper standards of conduct
  - Maintenance of public confidence in students of the Profession
  - Maintenance of confidence in the ability of the University to deal appropriately with fitness to Practise issues of students on professional programmes.

### **Stage 3 – Formal Review Panel**

- 7.1 This stage of the procedure will only be implemented following a referral from a Stage 2 Fitness to Practise Panel, or if in the opinion of the University Secretary (having consulted as appropriate) initial concerns are raised which are sufficiently serious as to warrant the consideration of the student's suspension, exclusion or expulsion (e.g. if they pose a potential threat to the health and safety of themselves or others, or disruption to the working of the placement institution and/or University).
- 7.2 Pending the hearing by the Review Panel, the University Secretary shall consider whether interim suspension of the student pending further action is appropriate.
- 7.3 The University Secretary, in consultation with the Deputy Vice-Chancellor, shall then convene a Review Panel which shall be chaired by the Deputy Vice-Chancellor or nominee. This will normally comprise the Deputy Vice-Chancellor, the Head of Department, the Director of Student Affairs and a member of Senate. If judged appropriate, the University Secretary or the University's Legal Adviser may also be in attendance.
- 7.4 The University Secretary's Office will fix a date for a formal meeting of the Formal Review Panel to hear the case and invite the student to attend to discuss the concerns and all relevant issues. A member of the University Secretary's Office will act as Secretary to the Panel.
- 7.5 Wherever possible the student will be given at least 7 days' notice of the meeting of the Formal Review Panel. The student will be informed of the purpose of the hearing. The student will also be provided with any documents to be considered at the meeting and asked to provide any documentation they may wish the Group to consider in good time for the meeting.
- 7.6 The student may be accompanied at the meeting by a Students' Union representative, a fellow student or other supporter. Disabled students may also be accompanied by a support worker where required.
- 7.7 The purpose of the meeting will be to consider the evidence available, including the student's perception of these concerns and to reach an appropriate decision, action plan or other outcome.
- 7.8 The Formal Review Panel will order its proceedings at its discretion and may call witnesses and institute enquiries to assist its deliberations, including Student Affairs staff working with the student, which may include requesting further medical assessments of the student's fitness to Practise. It will also consider an updated risk assessment where appropriate.
- 7.9 The Panel's decision shall be made by the Deputy Vice-Chancellor or nominee, having received the advice of other members of the Panel.
- 7.10 The student shall be notified of the decision within 7 working days of the meeting of the



Formal Review Panel. This may include one or more of the following (but not restricted to):

- To formally monitor the student's progress for a specified period of time. In this case the Panel will provide the student with an agreed action plan, outlining any steps which the student will need to take and/or any support to be provided to the student to address the concerns identified. Regular review meetings with the student will need to be arranged with a nominated member of staff (to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided). The student will also need to be informed of the consequences of any breaches of the action plan
- To recommend that the Deputy Vice-Chancellor exercises their statutory power to suspend or exclude the student
- To refer the case to the Senate with a recommendation that Senate should exercise its statutory power to expel the student from the University
- Any other action considered to be appropriate and proportionate.

### **Return to Placement**

- 8.1 In any case where a student returns to placement following the implementation of the Fitness to Practise procedure, the University may decide that there should be regular review meetings with the student that can be used to monitor and support a return to Practise plan. If so, the student must provide their continued cooperation in this respect and such review meetings may continue for part or all of their remaining time at placement.
- 8.2 For ITT placements, the timing of any process may well necessitate a discussion concerning whether it is possible to return to the same placement or to restart the placement at a future time. This will be decided by the Programme Convenor.

### **Right of Appeal**

- 9.1 A student who wishes to appeal against a decision regarding Fitness to Practise Stage 3 may do so in writing to the University Secretary.

- 9.2 However, appeals may only be based on one of the following grounds:

- (i) that relevant new evidence which was not available at the time of the Stage 3 Panel can be provided;
- (ii) that there has been a failure of due process; or
- (iii) that the Panel has misapplied some element of the Fitness to Practise process so that the outcome might have been substantially affected by that misapplication.

Appeals on any other grounds will not be accepted.

- 9.3 A student wishing to appeal must notify the University Secretary of their intention to do so within 14 working days of receiving official notification of the Panel's decision.

- 9.3.1 The notice of appeal must be accompanied by a concise written statement from the student that identifies precisely the grounds upon which the appeal is based, and a summary of the appeal case itself. Appeals advised without this information will not be taken further.

- 9.3.2 The University Secretary, in consultation with other senior staff with no previous connection to the case, will determine whether the appeal has met the requirements for grounds and will advise the student within 14 working days of receipt of notification.

- 9.3.2 The decision whether to grant leave to appeal will not itself be subject to further appeal.

- 9.3.3 If consideration of an appeal is allowed, the University Secretary will convene an Appeal Panel to consider the appeal submission.
- 9.3.4 The decision of the original Panel shall nevertheless hold until an appeal has been considered by an Appeal Panel, and only varied if so decided by that Panel.
- 9.3.5 The decision of the Appeal Panel will not itself subject to further appeal.

#### **General Matters**

- 10.1 Any of the functions of the Deputy Vice-Chancellor under this Policy may be delegated to a Deputy Provost or a Pro-Vice-Chancellor either generally or in respect of a particular case.
- 10.2 The University will take account of relevant legislation such as the Data Protection Act, the Disability Discrimination Act and the general rights and expectations of a student of confidentiality.
- 10.3 The University acknowledges that as a result of implementing this policy it will receive personal sensitive data and data of a confidential nature pertaining to the student and other third parties, and shall ensure that all such data is handled, processed and stored accordingly.

*July 2016*

# **UNIVERSITY OF ROEHAMPTON**

## **FITNESS TO STUDY POLICY**

### **1. Purpose and Scope**

1.1 Whilst at University all students should be able to study and perform to the best of their ability, in a safe and comfortable environment. The reality of University life means that students not only work but also often live in close proximity to each other. While many students find studying and living in such an environment manageable and enjoyable, others can find it more challenging.

1.2 In order to maintain and enhance the University community, students need to conform to certain standards of behaviour, and the University has a Code of Conduct and Disciplinary Regulations in place to manage situations that involve students whose behaviour falls outside these standards. However, it is recognised that the cause of misconduct may include issues relating to a student's health and general wellbeing, where disciplinary action may not always be appropriate.

1.3 The term 'fitness to study' as used in this Policy and related procedure relates to the entire student experience, and not just a student's ability to engage with their studies. For example, unless it is informed otherwise, the University expects its students to be able to live independently and in harmony with others, and not conduct themselves in a way which has an adverse impact on those around them. This procedure is not designed to be used to address academic performance issues or with issues relating to attendance or individual mitigating circumstances.

1.4 Similarly, a student's fitness to study may be questioned if health problems are disrupting their own studies or the studies of others, or result in unreasonable demands/adjustments being placed on staff or other students. In addition, the University have is bound by health and safety legislation and have a duty of care to its community therefore it is obliged to take action if a student presents a risk to themselves or to others.

1.5 The level of risk posed by a student will be measured by the use of a risk assessment process, which will be used throughout the procedure, to provide a consistent means of assessing the risk to the student, other individuals and the institution. This process will be led by the Head of Wellbeing or the Head of Health and Safety working in close collaboration with department staff and welfare staff.

1.6 As a general rule this procedure is only intended for use in cases in which the behaviour, disruption or risk presented by the student is perceived to be of a serious or potentially serious nature, particularly if the student seems unaware that their behaviour is inappropriate or unprepared to engage in a discussion on the issue. Except in unusual circumstances, the support services available to students should be used as the first port of call prior to taking any formal action.

1.7 The University reserves the right to take measures pursuant to its Disciplinary Regulations to deal with behaviour which is the result of physical or mental health issues, depending on the individual circumstances of the case, and in particular where a

student's health or behaviour poses a risk to themselves or others or where the student fails to positively respond to more supportive interventions.

1.8 In order to address adverse circumstances that arise out of mental health conditions specifically such as suicide behaviour or suicide attempts, the University will review what is deemed a reasonable adjustment under the Equality Act on its part, where there is evidence of a formal diagnosis. The University will be clear about any limits of support provision, particularly where little to no progress is made in overall stability of the individual concerned. Every case is unique and the University will take into consideration individual student circumstances when putting reasonable adjustments in place. A number of factors may be considered to determine whether an adjustment under the Equality Act is reasonable:

- The size of the University and resources available
- The extent to which it is practicable for the University to make the adjustment
- The cost and availability of resources including external assistance and finance, grants or loans available to students, cost of making the adjustment
- The extent to which making the adjustment would disrupt the University's activities
- The effect of the disability on the student
- The effectiveness of the adjustment in preventing disadvantage
- The need to maintain academic standards
- The extent to which aids or services will otherwise be provided to disabled people or students
- Health and safety requirements
- The relevant interests of other people including other students

1.9 The Fitness to Study procedure has three stages. Depending upon the perceived severity of the situation and seriousness of any perceived risks, *action may be initiated at any of the three levels.*

2.0 If concerns are raised while a student is on placement, where the University's ability to engage with the student may be limited, the University will discuss with the placement provider alternative arrangements that might address any concerns if possible. If the concern is about the student's ability to fulfil placement requirements due to mental health or behavioural difficulties, Fitness to Study procedures will be followed. If the concern is not appropriate for Fitness to Study procedures, refer to the Fitness to Practice policy for guidance.

## **2. Definitions and Triggers for use of Fitness to Study Procedure**

2.1 A student's fitness to study may be brought into question for many reasons and in a wide range of circumstances. These include (but are not restricted to) the following:

- Wellbeing and Disability Services Risk Management Group recommendation (see appendix 4)
- Serious concerns about the student emerge from a third party that indicates that there is a need to question their fitness to study.
- The student's disposition is such that it indicates that there may be a condition which is having a significant adverse impact on their health or which causes them to have difficulty making adjustments of a reasonable nature.

- The student exhibits behaviour, which would otherwise be dealt with as a disciplinary matter, but which it is considered may be the result of an underlying physical or mental health problem.

2.2 In all cases, the student's SWO, Personal Tutor, Programme Convenor or Director of Studies should be notified so that the Department is aware of the situation and can provide any necessary support. If the issues relate to living in halls of residences, the respective Head of College should also be notified.

### **3. Process**

3.1 There are three stages of the process that are designed to support the student and provide every opportunity for engagement with the University's services to address concerns in order to progress. See Appendix 1 for detail. These stages range from initial informal contact with a student presenting behaviour of concern, to a formal panel that makes a decision on whether or not a student may continue to study at the University. At each stage the student is encouraged to participate fully and student representations will be taken seriously and recorded.

3.2 Relevant staff will be involved in each stage of the process with the Head of Health & Wellbeing acting as a constant presence throughout. Each student will be treated as an individual and the University may take action as it sees fit at any of the three stages of the process.

3.3 Should a student be suspended by the University Formal Review Panel a date for returning to study will be agreed. Positive evidence of ability to return to study will be required close to the agreed date for the University to consider.

3.4 The University will take account of relevant legislation such as the Data Protection Act, the Mental Health Act, the Human Rights Act, the Disability Discrimination Act and the general rights and expectations of a student of confidentiality. In cases where Stages 2 or 3 of the Fitness to Study Procedure have been invoked, the Chair will make a decision about whether the student's emergency contact/next of kin should be informed, and discuss with the student whether any statutory services should be contacted.

3.5 The University acknowledges that as a result of implementing this policy it will receive personal sensitive data and data of a confidential nature pertaining to the student and other third parties, and shall ensure that all such data is handled, processed and stored accordingly.

### **4. Right to Appeal**

4.1 A student who wishes to appeal against a decision to suspend or exclude them may do so in writing to The Deputy University Secretary.

### **5. Appendices**

#### *Appendix 1*

#### **Stage 1 – Initial Action by the Department**

5.1.1 Should any previous informal action be unsuccessful, a member of staff should approach the student and explain to them, in a supportive and understanding manner, that concerns about their fitness to study have emerged. This would ordinarily be a member of staff within the academic department with primary responsibility and /or knowledge of the student concerned (e.g. their Personal Tutor or Director of Studies) together with the Departmental Disability Coordinators. However, if concerns arise within the student residences, then the Student Welfare Officer or Head of College should take the lead, in consultation with the student's Department. In all cases the respective SWO should be notified of the concern in order to ensure that a risk assessment is completed and that appropriate support is in place. Should a member of staff require advice or guidance on this they should contact the Head of Wellbeing.

5.1.2 The student should be made aware of the precise nature of the behaviour that has caused these concerns to be raised, including, if appropriate, reference to the level of perceived risk presented by the student as measured by the risk assessment process. The member of staff will attempt to resolve the matter through discussions with the student. The student should be given the opportunity to explain their own views on the matter, and be encouraged to think about using one or more of the support services offered by the University or available outside the University. It may also be appropriate to look into the possibility of making special arrangements to enable the student to study effectively.

5.1.3 It is hoped that in most cases issues can be resolved at this level, and that students will respond positively, co-operating fully with the process and taking advantage of the support available.

5.1.4 A review period of three weeks should be determined as part of the risk assessment (if possible by agreement between the member of staff and the student) to allow the student to consider their own behaviour and seek guidance from the support services available. At the end of this period a meeting should be held to discuss any steps taken by the student to address the concerns. If the concerns have been addressed satisfactorily, this will be noted. If, however, the concerns have not been addressed, a further review period may be agreed, or the case will move to the next stage of the procedure. Addressing concerns at a satisfactory level will include demonstrating engagement with the process and also showing signs of progress.

5.1.5 The informal discussions, advice and any undertakings made by the Department and / or the student should be documented for the benefit of both the department and the student. The Risk Management Review Group should have access to the notes in order to update risk assessments and ensure that all follow-up procedures are in place.

5.1.6 If a student is unable to cooperate with the above process or modify their behaviour, they should be informed that more formal action under Stage 2 of this policy may be considered appropriate.

5.1.7 If a student is not mentally able to engage with the process, the Fitness to Study procedures will enable the University to temporarily suspend the student's studies until the student is deemed fit enough to attend a Fitness to Study meeting. The Head of Wellbeing will assess the risk and advise if the student is unable to engage due to

mental health difficulty, for example, psychosis – where their capacity to contribute fully and make informed decisions is compromised.

5.1.8 If a Student is at serious risk of harming self or others immediate suspension may be enforced until Fitness to Study process can be activated.

## **Stage 2 – Case Review Group**

5.1.7 If the action taken under Stage 1 has not been successful, or it is felt that the case is too serious to be dealt with informally, Stage 2 of the policy can be invoked. A meeting of a Case Review Group shall be convened by the Head of Department (or delegate) or Head of College if the issues are related to living in Halls of Residence. The group will comprise of appropriate representatives of the student's academic department and Student Experience. A representative from the Student Accommodation Office and Security Services may also attend for information and advice if/when appropriate. Regardless of who makes up the Case Review Group, the Head of College and Head of Department should be alerted to the activation of Stage 2. A risk assessment conducted by the Risk Management Review Group must be completed prior to embarking on this stage.

5.1.8 Before the meeting, a medical assessment may be sought. The student will be encouraged to consent to this, as it will ultimately enable the University to address the student's difficulties in the most effective manner possible, and make an accurate assessment of risk. The medical assessment will be used to determine the following matters:-

- the nature and extent of any medical condition from which the student may be suffering;
- their prognosis;
- the extent to which it may affect his/her fitness to study and manage the demands of student life;
- any impact it may have or risk it may pose to others;
- whether any additional steps should be taken by the University in light of the medical condition to enable the student to study effectively;
- whether the student will be receiving any ongoing medical treatment or support.

5.1.9 The student will be asked to authorise full disclosure to the University of the results of any examination. The University recognises that any such information disclosed will constitute "sensitive data" for the purposes of the Data Protection Act 1998 and will be handled, processed and stored accordingly. Should the student refuse to undertake a medical examination or share this information with the University, the University may either continue this policy based on the information already in its possession, or use another appropriate means to address the issue.

5.1.10 The student will be given at least 7 days notice of the Case Review Group and informed of the purpose of the meeting. They will also be provided with any documents which will be considered by the Group, and asked to provide any documentation they may wish the Group to consider within 48 hours of the meeting..

5.1.11 The student may be accompanied at the meeting by a Students' Union representative, a fellow student, or other member of staff within the University. . Disabled students may also be accompanied by a support worker if required.

5.1.12 The purpose of the meeting will be:

- to make the student aware of the nature of the concerns that have been raised,
- to hear and consider the student's views,
- to agree the best way to proceed,
- to ensure that the student is fully aware of the possible outcomes if difficulties remain.

5.1.13 The Case Review Group will order its proceedings at its own discretion and may invite other staff or students to attend, including respective support staff working with the student, and institute enquiries to assist its deliberations. The Case Review Group will request the risk assessment conducted by the Risk Management Review Group that includes impact on student(s) and staff. If the student is unwilling to engage with the process or does not attend the initial meeting, action can be taken in the absence of the student. Minutes must be taken and stored securely within the respective department.

5.1.14 The Case Review Group may decide:

- That no further action is required;
- To formally monitor the student's progress for a specified period of time. In this case an action plan will be agreed with the student, outlining any steps which the student will need to take and/or any support to be provided to the student to address the concerns identified. Regular review meetings with the student will need to be arranged with a nominated member of staff (to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided). The student will also need to be informed of the consequences of any breaches of the action plan, which will normally involve their fitness to study being considered at Stage 3;
- To recommend part-time study (where appropriate and available) or that special academic arrangements be put in place. Such recommendations would need to be agreed by the student's department and by the student and appropriately processed. The student should also be advised to seek guidance regarding the possible financial implications of moving to part-time study before agreeing to this change. The student will be informed that unless these arrangements remedy the concerns to the University's satisfaction, their fitness to study may be considered at Stage 3;
- Where the student is on placement, to propose to the student suspending the placement or (if available) switching programmes to a 'without placement' equivalent. Students may be suspended from the placement component of the course if they are unable to meet requirements of professional regulatory bodies. Refer to 'Fitness to Practice' Policy and/or 'Fitness to Teach Policy' if the individual case cannot be appropriately dealt with via Fitness to Study procedures.
- With the consent of the student, to agree that their studies be suspended for a mutually agreed period of time;
- To refer the case to the University Secretary to be considered under Stage 3 of this procedure. This will only be appropriate in the most serious of cases, where for



example evidence of a serious risk to either the health and safety of the student or others has been identified, and it is thought that suspension, exclusion or expulsion of the student may be the appropriate course of action, or where a particular course of action has been recommended (such as part-time study or suspending a placement) but the student does not agree.

5.1.15 The decision of the Case Review Group, together with a concise record of the meeting, should be sent to the student within 7 working days from the date of the meeting, and a copy kept on the student's personal file within the Department or with the Head of College and a copy made available to the Risk Management Review Group.

### **Stage 3 – Formal Review Panel**

5.1.16 This stage of the procedure will only be implemented following a referral from a Stage 2 Case Review Group, or if in the opinion of the University Secretary (having consulted as appropriate) initial concerns are raised which are sufficiently serious as to warrant the consideration of the student's interruption/suspension, exclusion or expulsion (e.g. if they pose a potential threat to the health and safety of themselves or others, or disruption to the working of the institution).

5.1.17 Pending the hearing by the Review Panel, the University Secretary shall consider whether interim suspension of the student pending further action is appropriate, including from University accommodation.

5.1.18 The University Secretary, in consultation with the Deputy Vice-Chancellor, shall then convene a Review Panel which shall be chaired by the Deputy Vice-Chancellor or nominee. This will normally comprise the Deputy Vice-Chancellor, the Head of Department, the Director of Student Experience and a member of Senate. If judged appropriate, the University Secretary or the University's Legal Adviser may also be in attendance.

5.1.19 The University Secretary's Office will fix a date for a formal meeting of the Formal Review Panel to hear the case and invite the student to attend to discuss the concerns and all relevant issues. A member of the University Secretary's Office will act as Secretary to the Panel.

5.1.20 Wherever possible the student will be given at least 7 days notice of the meeting of the Formal Review Panel. The purpose of the hearing will be explained and any documents to be considered at the meeting will be provided.

5.1.21 The student may be accompanied at the meeting by a Students' Union representative, a fellow student or other supporter. Disabled students may also be accompanied by a support worker where required.

5.1.22 The purpose of the meeting will be to consider the evidence available, including the student's perception of these concerns and to reach an appropriate decision, action plan or other outcome.

5.1.23 The Formal Review Panel will order its proceedings at its discretion and may call witnesses and institute enquiries to assist its deliberations, including Student

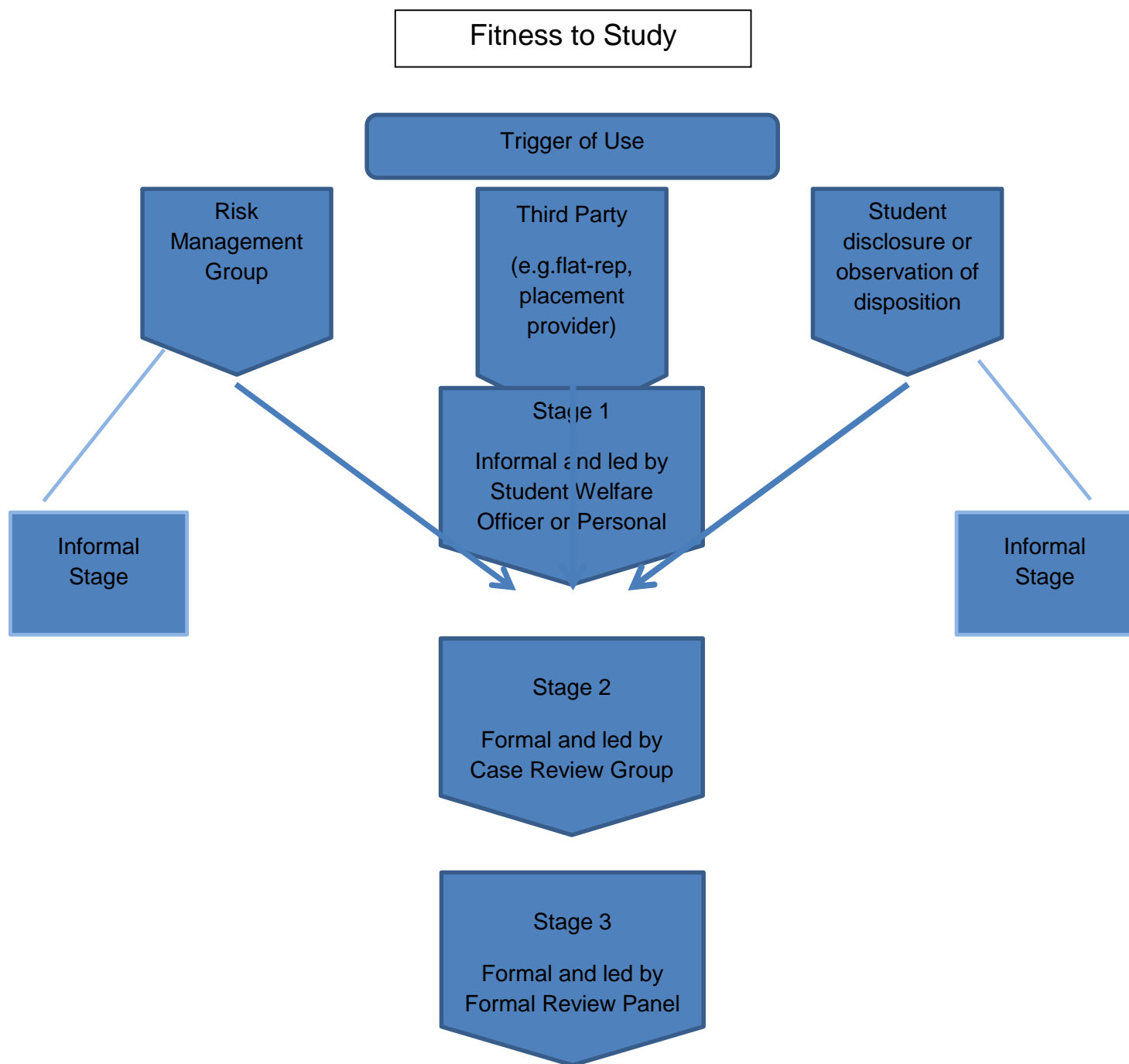
Experience staff working with the student, which may include requesting further medical assessments of the student's fitness to study. It will also consider an updated risk assessment where appropriate.

5.1.24 The decision it arrives at shall be made by the Deputy Vice-Chancellor or nominee, having received the advice of other members of the panel.

5.1.25 The student shall be notified of the decision within 7 working days of the meeting of the Formal Review Panel. This may include one or more of the following:

- To formally monitor the student's progress for a specified period of time. In this case the Panel will provide the student with an agreed action plan, outlining any steps which the student will need to take and/or any support to be provided to the student to address the concerns identified.  
Regular review meetings with the student will need to be arranged with a nominated member of staff (to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided). The student will also need to be informed of the consequences of any breaches of the action plan.
- That, following consultation with the academic department, the student should convert from full-time to part-time study with support; special academic arrangements are put in place; or an interruption/suspension of studies occurs. The student should be advised to seek guidance regarding the implications of such a measure. The student will be informed of the consequences should these arrangements fail to remedy the concerns identified to the University's satisfaction.
- To recommend that the Deputy Vice-Chancellor exercises her statutory power to suspend or exclude the student.
- To refer the case to the Senate with a recommendation that Senate should exercise its statutory power to expel the student from the University.
- Any other action considered to be appropriate and proportionate.

5.1.26 Statistics of all Fitness to Study outcomes will be reported to Senate for monitoring purposes.



## **Appendix 2**

### **Return to Study**

5.2.1 After a period of suspension on health grounds reached by mutual consent, the decision as to whether to permit the student to return to study will be made by the Head of Department, having taken advice from the Director of Student Experience.

5.2.2 To this end, the Head of Health & Wellbeing, in consultation with the Department, will identify the issues of concern the University has in respect of the student's fitness to study. The Head of Health & Wellbeing will contact the relevant medical professional for an assessment of the student's ability to manage the demands of studying at University, drawing attention to nature and extent of the student's previous problems and the University's concerns about them.

5.2.3 Similarly, if the issues related to living in Halls of Residence rather than an academic context, the Head of Health & Wellbeing will contact the relevant medical professional for an assessment of the student's ability to live independently and look after and care for themselves, drawing attention to the abilities and skills needed by a student to living successfully in university accommodation.

5.2.4 Students will only be permitted to return if, after receiving medical advice, the University is satisfied that the individual is fit to study and able to comply with any conditions imposed on their return.

5.2.5 For suspensions made by the Deputy Vice-Chancellor, the same medical evidence will normally be required to inform the Deputy Vice-Chancellor in deciding if the suspension may be lifted.

5.2.6 In cases where the University has any continuing concerns about the individual's wellbeing/ fitness to study, a medical examination will be required in order to properly evaluate the student's current state and provide a second medical opinion. If this is the case, the University will nominate a doctor/specialist and cover the cost.

5.2.7 In any case where a student returns to study following the implementation of the fitness to study procedure, the University may decide that there should be regular review meetings with the student that can be used to monitor and support a return to study plan. If so, the student must provide their continued co-operation in this respect and such review meetings may continue for part or all of their remaining time at University.

### Appendix 3 – Templates for letters

Dear (name),

We have concerns for your welfare and we have arranged a meeting to assess your fitness to study in order to discuss how to best support you during this time.

A Fitness to Study meeting has been arranged for (time) on (date). The meeting will take place (location). Attending this meeting is very important as it will enable us to determine how to best support you at this point of your academic progression. If you do not attend, there is a possibility that we may consider an alternative arrangement until we can ensure that you are safe.

You are entitled to bring somebody with you to the meeting and we strongly recommend that you bring someone from the Roehampton Students' Union (RSU) team or your Student Welfare Officer (SWO) as they are very experienced in supporting students through formal University procedures.

Please confirm your attendance by responding to this email. If the proposed time clashes with University lectures or a medical appointment, please contact me to arrange an alternative time.

Kind Regards,

Name

Dear Name

Thank you for attending the meeting today.

To summarise the Fitness to Study follow-up meeting that we just had:

- You have been feeling low and at risk
- You have been able to use your self-management plan and engage with our support to help you
- You are concerned about your difficulties impacting your academic progression

We outlined the following expectations of you and put a plan in place to support you:

- You will make an appointment with your GP to discuss external support options
- You will also discuss changing the medication that you are currently taking
- You will continue to engage with Wellbeing Staff and Disability Staff
- You will meet with your Personal Tutor to establish a plan going forward

We have arranged a follow up meeting which will take place on (date and time) at (location).

Kind Regards,

Name

## **Appendix 4**

### **Student Experience Weekly Risk Management Review**

#### **Purpose**

To provide a forum for multi-disciplinary discussion regarding students who are a cause for concern and implement risk management procedures.

This group will provide:

- enhanced co-ordination of complex casework
- coherent and cohesive Student Experience advice to academic departments, including Fitness to Study Chairs.
- a framework for staff to act flexibly in the interests of the student
- robust individual and institutional risk management
- clear allocation of responsibilities
- a way to manage demanding cases that are utilising varied services ensuring full communication
- identification of cross cutting issues and needs (e.g. emerging issue re support workers)
- space to talk and support each other

#### **Referrals**

Referrals can be made from any member of staff thought it is anticipated that the majority of referrals will be raised through student service staff.

#### **Threshold for referral**

Referrals can be made due to wide variety of concerns, including (but not restricted to) mental health, risk to self, disability, sexual assault, serious self-harm, suicidal ideation and/or attempt and extremism. The threshold for referral should be if the usual provision of service(s) is not sufficient to manage risk.

#### **Process**

Open discussion and rigorous debate culminating in a decision from the Chair which articulates:

1. The way in which individual services will provide support
2. The boundaries around service provision
3. A communication plan for student services staff
4. Advice to other members of the university community

#### **Membership**

Chair – Head of Disability Services and Head of Wellbeing Services

Disability Advisor

Student Welfare Officers

Mental Health Advisor

# **UNIVERSITY OF ROEHAMPTON AND ROEHAMPTON UNIVERSITY STUDENTS' UNION**

## **Guidelines for engaging with sensitive issues outside of normal teaching activities**

### **1. Introduction**

The University of Roehampton University (UoR) has a very diverse community of students and staff. Its values, listed in paragraph 3, set out a vision for this community as one in which all its members can learn, mature and contribute to society. Realising this vision will involve engaging with controversial issues.

In a diverse institution there are unparalleled opportunities to do this in a constructive way. However, some of the issues are particularly sensitive and the exploration of them must be undertaken with care. Problems sometimes arise when activities are promoted or conducted in ways that knowingly cause offence to others and/or demean people because of their characteristics, their beliefs, their views or their behaviour. At the extreme end of the spectrum, activities may constitute a criminal offence if, for example, they incite hatred on the basis of religious belief or contravene UoR's duties to comply with the Law, such as recent The Counter Terrorism and Security Act of 2015

These guidelines have been adopted by both by UoR and the Students' Union (RSU). They are intended to help members of the University community tackle sensitive issues in ways that respect the integrity of others and their right to hold views that are different from those of others.

### **2. Rights, responsibilities and legal obligations**

A University is a place where the right to freedom of speech is upheld and cherished. But this freedom must be exercised with respect for, and sensitivity towards, others. In addition, we must comply with relevant legislation in all areas of activity. In terms of sensitive issues this includes, but is not limited to, age, disability, gender, race, religion and belief, sexual orientation and gender identity. UoR's policies on diversity and equal opportunity, harassment and complaints also apply.<sup>1</sup>

### **3. University values**

At Roehampton, we are committed to ensuring that all of our students, regardless of their background, fulfil their potential. They become the kind of graduate that employers value: a confident, critical thinker; adaptable, able to work well with people from all walks of life and with an ongoing passion for learning.

The values below give expression to the sort of community UoR aspires to be:

- We challenge, inspire and support our students as individuals, to grow intellectually, personally and spiritually
- We prepare our students to be responsible citizens and leaders in a fast- changing, complex world

<sup>1</sup> <https://portal.roehampton.ac.uk/information/humanresources/Pages/Guidance,-Policies-and-Procedures.aspx>

- We are committed to serving the needs of local communities and to contributing to the economic, social and cultural success of South and West London
- We work to promote social justice through our outreach and teaching programmes, and through research, consultancy and engagement with communities
- We encourage learning, creativity and the arts as ways of nurturing the human spirit and improving the quality of life
- We are engaged in the pursuit of truth through reason, research and debate based on freedom of thought and expression
- We promote equality, diversity, mutual respect and understanding

#### **4. Guidelines**

The following points outline some of the actions that can be taken when organising events and activities in the name of the University or the RSU, whether on or off campus, to ensure that sensitive issues are handled appropriately:

##### *4.1 Form of event*

Choose a form of event that will enable different views to be presented and discussed but leave those who are present to make up their own minds. For example, a debate is designed so that one view “wins” and another “loses” so, unless the motion is worded very carefully, it may not be appropriate for a sensitive issue. The same range of views can probably be expressed through a panel discussion where panellists can have their say and answer questions, people in the audience can contribute but there doesn’t have to be a formal conclusion. Use TV and Radio programmes as models, for example – Any Questions (R4), Question Time (BBC1), Start the Week (BBC1). Alternatively a traditional event with speakers and questions might serve the same purpose.

##### *4.2 Topic and title*

Express the topic for discussion or the motion for debate carefully. Try to make sure that it does not build in a presumption in favour of one side of the argument or another, or implicitly cast aspersions on those who take a particular view. It must also avoid inciting hatred. For example “Should the time limit for legal abortions be cut?” provides a way of discussing a sensitive issue in a way that respects all people’s views, whereas “Maintaining the 24 week limit for legal abortions is immoral” casts the same discussion in a less sensitive way.

##### *4.3 Chair*

Choose the person to chair a debate or panel with care. She/he needs to be familiar with the issue in order to moderate the discussion and to ensure that all sides have opportunity to express their views. However, if the Chair is known to have strong views on the subject under discussion, it might be difficult for the participants to have confidence in him/her, or for the Chair not to let his/her own views influence the way the discussion is conducted.

##### *4.4 Speakers*

Choose speakers/panel members carefully. In a university it is particularly important to ensure that they have knowledge and credibility in the subject they are speaking about. Never ask someone to speak on behalf of a view that they do not hold or a belief that they do not share. Try to make sure that those in the University who have views on an issue under discussion either choose or are comfortable with whoever is asked to present their side of the argument. For example, in an inter-faith discussion, those speaking on behalf of a particular faith should be chosen by or approved by members of the faith group in the University.



#### *4.5 External speakers*

Groups may well wish to invite external speakers for events. It is important to make sure that such people have the knowledge and experience that will make them credible contributors to a discussion at the University and who, themselves, will understand and respect the sensitivities that might arise in a diverse community. It is always useful to research potential speakers to make sure they are appropriate. The University and the RSU can assist in this regard if needed.

#### *4.6 Briefing*

Provide all chairs and speakers, whether internal or external, with a clear brief about their role, the topic under discussion, the format of the event and make clear that it should be conducted within the spirit of these guidelines.

#### *4.7 Security*

Always inform Security when an external speaker will be arriving and where they will be whilst on campus, and discuss with them whether any special precautions need to be taken.

#### *4.8 Process*

The process highlighted in Appendix 1 is to be followed when thinking about inviting a speaker or planning an event or activity on campus. In making their decision on whether to allow or not allow an event to take place or a speaker to attend, the University and/or the RSU may find it necessary to refer to sources of information outside of the University such as what may be available through the NUS, University networks, or available publically via the internet or relevant websites. It may also be necessary to consult with relevant agencies and seek advice. These may very occasionally include the police or the local Prevent lead for the borough.

#### *4.9 Events held off campus*

It is very important to follow the guidelines contained within this document if the University's or the RSU's names are in any way being connected to the event or activity being planned.

#### *4.10 Scope*

This guidance applies to all events and activities apart from those covered within the core teaching and research activity of the University. It also covers events and activities that may be planned by students or staff or which may be requested by 3<sup>rd</sup> parties.

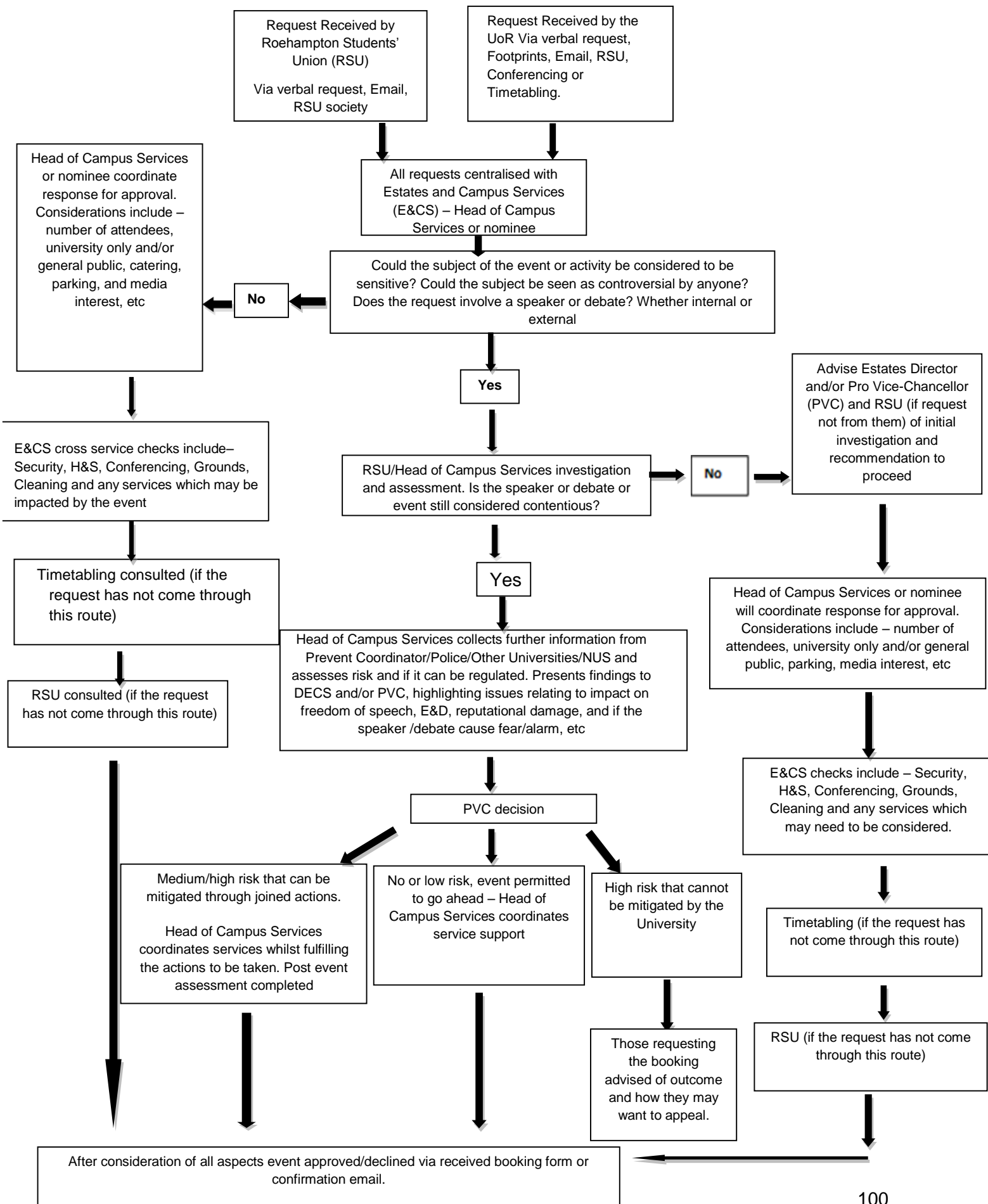
*Appendix 1 – Event/speaker approval flow chart*

*Appendix 2 – RSU Event/ speaker request form*

*Appendix 3 – Staff or general event/speaker/room request form*

*Updated: March 2016*

## APPENDIX 1 - Flow Chart for Speaker/Room Booking & Event Request





# STUDENT LIFE

## societies

### Event Request Form

**All RSU Society room booking requests need to be submitted to the Students' Union Student Activities Intern in person or via email:**  
**[societies@roehampton.ac.uk](mailto:societies@roehampton.ac.uk) or [Hannah.Brown@roehampton.ac.uk](mailto:Hannah.Brown@roehampton.ac.uk)**

**\*\*Requests must be submitted no less than two weeks in advance.**

**Please note events cannot go ahead until full approval and confirmation has been given by e-mail or telephone.**

**Rooms are available until 11pm unless otherwise specifically agreed. The room must be left in a usable condition.**

**I hereby agree to the above terms:**

Signature .....

<u>Contact Details:</u>	
<u>Society Name:</u>	
<u>Lead Organiser of Event:</u>	
<u>Contact Number:</u>	
<u>Email:</u>	
<u>Date this form is submitted:</u>	

**\*Please complete ALL fields below**

### **Event Detail**

Name of the Event:	
Date of Event:	
Start Time:	
End Time:	
Purpose of Event:	

**Location/Room Requirements**

Type of space required/room preference:	
Preferred Campus	
Specific AV requirements	

**Speakers**

External Speakers	
Name (s):	
Speaker's occupation & organisation:	
Topics being discussed:	
Purpose of External Speaker at Event:	

Audience/who will be attending:		
Internal (E.g. students/staff etc.)		
External (anyone from outside of University):		
Total Number of people:		
Catering Requirements:	Yes	NO
Would you like to order internal catering from the university catering department?	YES	NO
Would you like to provide own food and/or drink?**	YES	NO
If yes, please give details of the type of food and/or drink you would like to offer		

**\*\*Please note: we understand that at most meetings societies/club members would like to provide their own food and drink. There are some restrictions on the consumption of food and drink in rooms at the university. Please be mindful that in cases where exceptions are made this form will be forwarded on to the Timetabling Manager to the Director of E&CS/Catering for approval. So please submit your form early to avoid disappointment.**

**Additional Details**

Charges:	YES	NO
Will you be charging people for the event/catering or anything else?		
If YES please state the cost:		

## This section to be filled in by **Staff ONLY**

To be filled out by a member of RSU Staff:

<u>Event approved by:</u>	
<u>Cost of event:</u>	
YES/NO	<u>Is the organiser aware of these costs?</u>
<u>Which of the following is needed? (Tick as many as necessary)</u>	
<ul style="list-style-type: none"><li><input type="radio"/> Room Bookings o Food</li><li><input type="radio"/> Drink</li><li><input type="radio"/> Cleaning</li><li><input type="radio"/> Security</li><li><input type="radio"/> Sound technician</li><li><input type="radio"/> Bar space</li><li><input type="radio"/> Drinks deals o Wristbands</li><li><input type="radio"/> External Speakers</li><li><input type="radio"/> Audio Equipment (e.g. DJ)</li><li><input type="radio"/> Live band</li><li><input type="radio"/> Microphone</li></ul>	
<u>List below any additional details/services needed:</u>	



<u>Authorised by Timetabling &amp; Space Manager:</u>  <u>Signature:</u>	<u>Date:</u>
<u>Booking confirmation:</u> <b>YES</b> _____ <b>NO</b> _____	<u>Date:</u>
<u>Initiator contacted?</u> <b>YES</b> _____ <b>NO</b> _____	<u>Date:</u>
<u>Security advised?</u> <b>YES</b> _____ <b>NO</b> _____	<u>Date:</u>
<u>Cleaning services advised?</u> <b>YES</b> _____ <b>NO</b> _____	<u>Date:</u>
<u>Conferencing advised?</u> <b>YES</b> _____ <b>NO</b> _____	<u>Date:</u>
<u>Referred to Director of E&amp;CS?</u> <u>(Ghazwa Alwani-Starr)</u> <b>YES</b> _____ <b>NO</b> _____	<u>Date:</u>

## Appendix 3 – University event/speaker/room request form

### **Event Request Form**

Name..... Occupation.....

Internal/External (Please state either internal or external).....

Topics being discussed:

Purpose of Event:

**Audience** (Please state yes or no for who will be attending)

Internal..... External..... Total Number of People.....

### **Catering Requirements:**

**Internal** (Catering from the University catering department please state YES or NO).....

**External** (Would like to provide your own food/drink please state YES or NO if yes please give details of the type of food and drink you would like to offer)

.....

.....  
(Please note in most circumstances people are not allowed to provide their own food and drink. In cases where exceptions are made this form will be forwarded on by the Timetabling Manager to the Director of E&CS for approval)

### **Security- security must be notified in advance of any Event**

Will Your Event Need Security on site? How Many?

.....

### **Charges**

If you are charging people for the event/catering or anything else then please state below:

.....

.....

**Additional Details** (Please add any other details about the event)

.....

.....

**DEPARTMENT USE  
ONLY**

**Authorisation:**

Comments by Dean of School or Equivalent: (i.e. president RSU, Head of Dept etc.)

.....

.....

.....

. Name: .....

Signature:

..... Capacity:

.....

**For Department of Property & Facilities Management Use Only**

Authorised by Timetabling Manager Yes/No?

Signature: .....Date: .....

Paul Lynch -- Timetabling and Space Manager

Referred to: Director P&FM Yes/No?

Signature: .....Date: .....

Ghazwa Alwani-Starr - Director E&CS

Booking confirmed Yes/No?                      Date: .....

Initiator contacted Yes/No?                      Date: .....

Security Advised Yes/No?                      Date:.....

Catering Request forwarded Yes/No?                      Date:.....

AV Request forwarded Yes/No?                      Date: .....

## **VICE CHANCELLOR'S STATEMENT OF INTENT**

The University of Roehampton is committed to providing a healthy and safe environment for work and study. It aims for progressive improvement in health and safety performance leading to standards beyond the legal minimum requirements. To achieve this, we will ensure that health and safety is integrated with other core management functions in order to meet all relevant statutory health and safety requirements.

The University aims to:

- Take responsibility for the health, safety and welfare of employees and students and the health and safety of others affected by our undertakings;
- Identify work-related hazards arising from our undertakings and take precautions to reduce the risk of injury and ill health to the lowest reasonably practicable level.
- Investigate and learn from accidents and work-related ill health, including near miss events, share experience and best practice across Departments and Colleges and strive to continuously improve health and safety performance;
- Ensure employees, students and contractors are informed about work-related hazards and employees and students receive appropriate health and safety training and are provided with any necessary personal protective equipment.
- Engage and consult with employees on matters concerning their health, safety and welfare and provide access to occupational health advice and support;
- Communicate and co-operate with other organisations where we share a site or premises, including the Roehampton Students Union, to ensure risk assessments take account of each other's operations.
- Implement appropriate emergency procedures for fire, injury or ill-health, and other situations causing imminent danger;
- Provide and maintain safe plant, equipment and machinery, and ensure safe storage and use of substances.
- Maintain adequate levels of public and employee liability insurance.
- Develop a culture of ownership and responsibility for health and safety across the University and strive to be an exemplar within the higher education sector.

Vice Chancellor

For and on behalf of the University of Roehampton

# UNIVERSITY OF ROEHAMPTON

## HEALTH & SAFETY POLICY

### 1. About this Policy

This policy sets out the University's commitment to health and safety and details how work-related risks are managed, reviewed and monitored across the University. It applies to all University activities, wherever they take place, and to all sites and premises under the control of the University. The University will review this policy regularly, revise it whenever necessary and bring it to the notice of its employees.

A chart setting out the University's Health and Safety Organisational Structure is attached at Appendix 1.

The full content of the policy is available on the University's web pages and members of staff should refer to the web for the most up-to-date version of the policy.

The policy will be reviewed biennially by the Head of Health and Safety, or earlier if there are any significant changes to relevant legislation or to the organisation, activities or risks affecting the University.

### 2. Organisation and Responsibilities

#### 2.1 The University Council

The University Council has ultimate responsibility for health and safety matters across the University and has delegated executive responsibility for the development and implementation of this policy to the Vice-Chancellor.

#### 2.2 University Health & Safety Committee

The University Health & Safety Committee (the "Committee") shall establish the health and safety standards and objectives for the University.

The Committee shall keep this policy under review; review the health and safety performance measures identified in the Health & Safety Strategy, monitor compliance with the policy by University Colleges and Departments; and report at least annually to the University Council. The Committee shall be aided and advised by the Head of Health and Safety in the performance of its aforementioned duties.

The Chair of the Health and Safety Committee shall be appraised of any serious health and safety incidents or risks as soon as they are identified.

#### 2.3 Academic Department Committees and Professional Department meetings

Health and Safety shall be a standing agenda item for all academic department committee and professional department meetings, to ensure that matters concerning health, safety and welfare can be brought to the attention of senior managers.

Health and safety matters that are brought to these committees and meetings that have a wider impact than the department, or require resources beyond the scope of the committees and meetings, shall be escalated to the Health and Safety Committee for wider consideration.

### 2.3 Health & Safety Forums

Health and Safety Forums can be established by the Head of Health and Safety to enable communication and consultation with employees and to ensure that the health and safety standards established by the Committee are being achieved.

### 2.4 Vice-Chancellor

- The Vice-Chancellor is responsible for the overall implementation of this policy and shall ensure that appropriate resources and systems are in place and senior managers and other staff adequately discharge their duties in accordance with this policy.
- The Vice-Chancellor is advised on health and safety matters by the Pro Vice-Chancellor & Director of Finance, the Director of Estates and Campus Services, the Head of Health and Safety, and the Health and Safety Committee.
- Health and Safety shall be a standing agenda item on the Vice Chancellor's Financial Strategy group (FSG) to allow the Director of Estates & Campus Services and the Head of Health and Safety to apprise FSG members of any significant health and safety issues.

### 2.5 Director of Estates & Campus Services

The Director of Estates & Campus Services is responsible for ensuring the University is supported with competent advice and assistance to meet its statutory health and safety duties. The Director of Estates and Campus Services shall ensure that:

- There is an effective policy for health and safety that is reviewed when necessary and at least biennially, to ensure it remains relevant and fit for purpose.
- Adequate resources, including suitably competent personnel, are provided to fulfil the requirements of the policy.
- The University maintains sufficient awareness of the health and safety legislation governing its operations to ensure the policy and all supporting procedures will fulfil statutory requirements.
- There are suitable arrangements for consulting employees on matters affecting their health, safety and welfare and informing them about changes to the policy and procedures.
- Employees are provided with information about work-related hazards and any training necessary to ensure they can work safely.
- Sufficient resources are allocated to allow for the elimination or control of known hazards and to safeguard against the introduction of new risks, including the provision of any necessary personal protective equipment.

- Any individual failing to adequately discharge their health and safety responsibilities is dealt with appropriately, including application of the University's disciplinary procedures where appropriate.
- The implementation of the health and safety policy is effective.
- Risk assessments are undertaken, reviewed and action plans are agreed and implemented.
- Effective systems of communication for health and safety are provided.
- Regular inspections of the premises and plant are made and records kept.
- Ensuring that any issues presenting a risk to health and safety are reported to the Head of Health & Safety.

## 2.6 Head of Health & Safety

Day-to-day responsibility for health and safety matters lies with the Head of Health and Safety, reporting to the Director of Estates and Campus Services. Together with the Health and Safety Advisor, the Head of Health and Safety works closely with staff and students across the University to achieve effective control of health and safety risks and a proactive health and safety culture. The Head of Head of Health and Safety is responsible for:

- Developing and implementing the health and safety policy and supporting processes and procedures.
- Supporting the health and safety risk assessment process to ensure that workplace hazards are identified and suitable and sufficient precautions put in place to prevent injury and ill health.
- Providing information and advice to assist staff to fulfil their health and safety duties and keeping it up-to-date with changes in legislation and accepted practice.
- Providing training to ensure staff and students can understand and fulfil their health and safety responsibilities and duties, and advising on the scope of specialist health and safety training sourced elsewhere.
- Preparing and delivering a scheme of audits and inspections to monitor how effectively health and safety is managed by all parts of the University.
- Ensuring staff are consulted on matters affecting their health, safety and welfare, including liaison and consultation with elected trades union representatives and staff elected health and safety representatives.
- Liaison with the Roehampton Students' Union on matters affecting student health and safety.
- To attend the Health and Safety Committee meetings and to represent the University on health and safety matters at the Health & Safety Committee meetings.

- Liaising with the Director of Estates and Campus Services and ensuring that relevant corrective actions are implemented and statutory inspections (for lifts, lifting equipment, suspended access equipment, hot and cold water systems, work equipment, electricity, gas and pressure systems etc.) are duly completed.
- Ensure First Aiders are suitably qualified and first aid facilities are adequately equipped and maintained.
- Ensure that accidents, near misses and cases of work-related ill health and disease are recorded and investigated.
- Ensuring that reportable injuries, diseases and dangerous occurrences are reported to the HSE within the specified time period.
- All necessary liaison with Health and Safety enforcement officers and providing support for any related visits or interventions.

In all cases and at all times, the Head of Health and Safety shall make the Vice Chancellor aware of any serious health and safety incidents and risks as soon as they are identified

## 2.7 Heads of College

Heads of College are responsible for managing the health and safety of their staff and ensuring that health, safety and welfare risks are considered when planning any College events.

## 2.8 Heads of Academic Departments and Directors of Professional Departments

Heads of academic departments and directors of professional departments have overall responsibility for the management of health and safety in their department or directorate, and for ensuring that members of their staff adequately discharge their duties and responsibilities in accordance with this policy.

Heads of Academic Departments and Directors of Professional Departments shall work with their staff to:

- Ensure coordination with other Directors and Heads of Colleges and Departments regarding health and safety matters in circumstances where there is shared use of a site e.g. where a department from one academic discipline or support function uses or occupies, temporarily or permanently, a building or facility jointly with another department or directorate;
- Ensure that suitable and sufficient risk assessments for activities within their Department are completed, including fieldwork, and that control measures and safe systems of work are implemented;
- Ensure that new members of staff complete the mandatory university induction training within an appropriate timeframe and health and safety training needs are identified and acted upon for all staff members.
- Ensure that appropriate health and safety information, instruction, training and supervision is provided for their staff and visitors to their departments, including



- Establish clear lines of communication for dealing with health and safety issues within their department or directorate including placing health and safety on the agenda of departmental or directorate meetings as a standing agenda item.

## 2.9 Managers and Supervisors

Managers are responsible for ensuring that their staff adequately discharge their duties and responsibilities in accordance with this policy and should ensure that:

- Risk assessments for work activities within their area of responsibility are carried out;
- Appropriate precautions and safe systems of work are implemented;
- They provide necessary health and safety information, instruction, training and supervision for their staff, contractors and visitors;
- They establish clear lines of communication for dealing with health and safety issues including placing health and safety on the agenda of team or office meetings; and
- They ensure that accidents and near-miss incidents are reported and that they investigate promptly in accordance with current procedure.

## 2.10 Staff

All University employees are expected to demonstrate a proactive commitment to working safely. Those with line management responsibilities shall be a positive role model to their staff. All employees of the University, including temporary and contracted workers, whether full or part-time shall:

- Comply with the University's health and safety policy and procedures and take care of not only their own health and safety, but that of any person who may be affected by their acts or omissions.
- Bring to the attention of their line manager any health and safety concerns or dangerous work situation.
- Familiarise themselves with all relevant information in the health and safety policy and any additional relevant procedures and to co-operate in the implementation of their contents.
- Comply with all instructions, working procedures, safety rules etc which apply to their work and to work with all due care and attention at all times.
- Never operate plant, tools, equipment and vehicles or undertake any tasks unless trained and authorised to do so.
- Keep all plant, tools, equipment and vehicles in their care in good condition and report any defects to the appropriate person immediately.
- Wear/use personal protective equipment in accordance with risk assessments and their training, and notify their line manager if it becomes lost, worn or deteriorates and may no longer function effectively.

- Report any situations creating serious and imminent danger to any person promptly to their line manager and where practicable, take immediate action to prevent serious harm.
- Ensure their work area is kept clean and tidy.
- Never intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.
- Report all accidents, near misses or cases of work-related ill health to their Line Manager.
- Co-operate in the investigation of complaints, accidents, near misses and cases of occupational ill health.

#### 2.11 Staff Trades Unions

Elected representatives from recognised staff Trades Unions, currently UCU and GMB, are members of the Health & Safety Committee and will also be entitled to attend any subordinate health and safety forums established to support this committee.

Staff Trades Unions shall be consulted on all matters relating to their members' health, safety and welfare and are entitled to investigate accidents involving injury to their members, in accordance with statutory requirements.

#### 2.12 Roehampton Student s' Union (RSU)

The elected President of Roehampton Students' Union shall be a member of the University Health and Safety Committee to represent the university student body.

The Roehampton Student Union will fulfil their statutory duties as an employer and undertake appropriate prior risk assessments for their activities. They will also liaise in advance with the Health and Safety Office and the appropriate University Departments and Colleges with regard to their undertakings and activities.

The Roehampton Students Union will cooperate and coordinate with the University of Roehampton to ensure each can fulfil their statutory duties, and risk assessments take account of each other's operations.

#### 2.13 Fire Wardens

- Heads of Department and Directors of Professional Services will cooperate with the Head of Health and Safety to ensure sufficient suitably trained staff are available to act as fire wardens in each building.
- Fire Wardens shall take charge in the event of the fire emergency signal and supervise the evacuation of the building.
- All Fire Wardens will attend periodic training.

## 2.14 First Aid

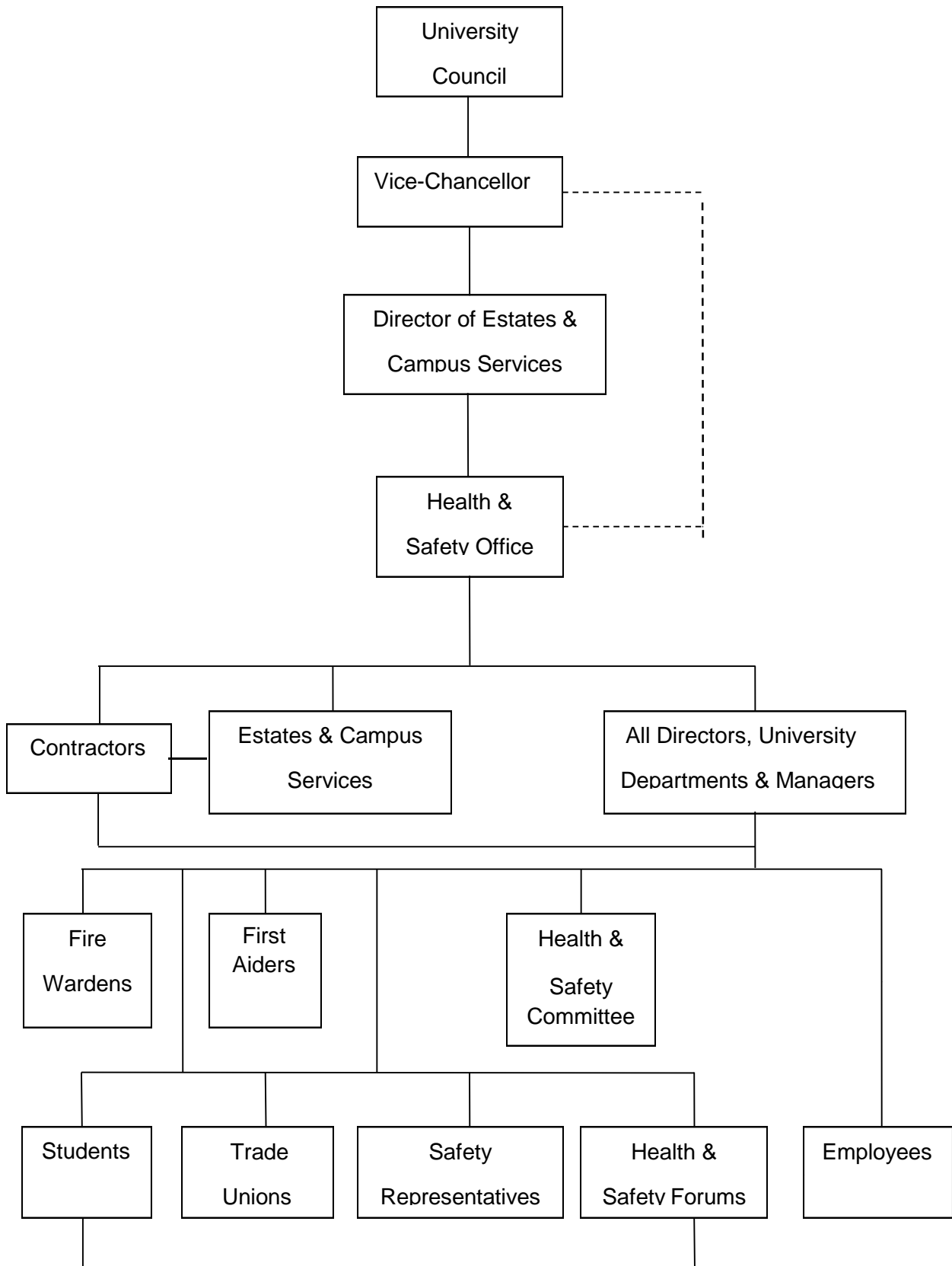
Directors and Heads of Department shall cooperate with the Head of Health and Safety to ensure that sufficient appropriately trained staff are available to fulfil the University's duty to provide first aid.

Designated first aiders shall:

- Be appointed in writing for a period not exceeding the duration of their first aid qualification
- Make themselves immediately available to attend to injured persons when notified of an accident or other emergency.
- Provide first aid treatment in accordance with their training and summon suitable emergency response support where necessary.
- Keep appropriate records of any treatment and advice provided to injured persons
- Attend the training necessary to maintain their competency to act as a workplace first aider.

## APPENDIX 1

### Health & Safety Organisational Structure



# UNIVERSITY OF ROEHAMPTON INTELLECTUAL PROPERTY POLICY

## 1. Objectives of the Policy

The objectives of this Intellectual Property Policy are to ensure that:

- 1.1 innovation, entrepreneurship and development of new ideas by anyone associated with the University of Roehampton (hereafter the “University”) is encouraged and supported;
- 1.2 ownership of Intellectual Property (IP) within the University is clearly established;
- 1.3 the University’s capacity for generating IP is recognised and realised;
- 1.4 all employees of the University and Students who have made a significant contribution to the creation of an item of IP receive a fair share of the benefits that may arise from it; and
- 1.5 discoveries, innovations and other significant items of IP arising from research and other contractual activity within the University are made widely available, particularly through UK companies and for the wider public benefit.

## 2. Definitions

For the purposes of this Policy the following words/terms shall have the following meanings:

“Head of Department” means the Head of Department responsible for an academic department or a Director responsible for an administrative office within the University.

“Commissioned Work” means work which the University has specifically employed or requested a person to produce, whether for a payment or not.

“Department” means an academic department or administrative office recognised by the University as part of its governance and management structures.

“More Than Incidental Use of University Resources” means more than infrequent or insignificant use of University funds, University employees; facilities, equipment, supplies or resources (including use of the University’s name in the promotion of the work). The use of the following would not generally fall within this definition: routinely available equipment such as desktop computers and other personal office equipment; the library and reference materials generally available outside of the University.

“Intellectual Property” or “IP” means all intellectual and industrial property including, without limitation, patents, rights in know-how (including by way of example, knowledge, information, experience, and data, such as descriptions of manufacturing processes, formulae, designs or drawings), trade marks, registered designs, models, unregistered design rights, unregistered trade marks and copyright (whether in drawings, plans, specifications, designs and computer software or otherwise), database rights, topography rights, any rights in any invention, discovery or process, and applications for and rights to apply for any of the foregoing, in each case in the United Kingdom and all other countries in the world.

“Originator” means the inventor, author, creator or other generator of IP who is also a University employee, engaged under a contract for services with the University, or a student of the University at the time the relevant IP arises.

“Performances” means any musical or dramatic performances, readings or recitations of literary works, performances or variety acts or other similar presentations given during, as

part of, or for the purposes of, a University course or assessment by the University, or in open lectures held at the University. Performances include a performance given during lectures, tutorials, seminars, and one to one teaching sessions.

“Scholarly Output” means academic research or other scholarly work produced by staff or students and includes without limitation, articles, theses, dissertations, plays, lyrics and scores.

“Student” means a person registered as an undergraduate or postgraduate student of the University and subject to the rules and regulations of the University.

“Third Party Collaboration” means any collaboration with an individual or body external to the University. Any spin-out company in which the University has less than 50% shareholding will be regarded as a third party.

### **3. Ownership of Intellectual Property**

- 3.1 Unless the University has otherwise agreed in writing, it owns all Intellectual Property specified in this Policy which is developed, made, or created by:
- (i) any person employed by the University in the course of their employment;
  - (ii) any person engaged by the University under a contract for services during the course of or incidentally to that engagement; and
  - (iii) any person engaged in study or research at the University where the IP arises from the use of the University’s facilities, equipment or resources except for Students who are dealt with under paragraph 3.2.
- 3.2 The University wants to encourage innovation, entrepreneurship and development of new ideas in its Students and therefore does not assert ownership over IP which is developed, made or created by Students in the course of their study or research at the University, except where they:
- (i) hold a sponsored studentship under which the sponsor has a claim on the arising IP;<sup>1</sup>
  - (ii) are employed by the University and the IP is developed, made or created in the course of their employment (in which case they will be treated as employees and the University Staff provisions of this Policy shall apply to them);
  - (iii) participate in a research programme under the terms of which arising IP is committed to the research sponsor;<sup>2</sup> or
  - (iv) generate IP which builds upon the existing IP of an employee of the University, which is generated jointly with such employee, or which is generated in collaboration with such employee (other than just being supervised).

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<sup>1</sup> To enable the University to contract with the sponsor, the Student must agree that such IP will initially belong to the University and assign such IP to the University. Ownership of the IP will then be determined in accordance with the terms of the agreement with the sponsor and the University may transfer the IP to the sponsor in return for the sponsorship or support.

<sup>2</sup> The Student must agree that such IP will initially belong to the University and assign such IP to the University. Ownership will then be determined in accordance with the terms of the agreement with the research sponsor.

If a Student develops, makes or creates IP outside the scope of his/her course of study or research at the University with More Than Incidental Use of University Resources, the Student will be required to transfer such IP to the University by way of assignment and the University or its subsidiary will manage any commercialisation in the same way as if the Student were an employee of the University.

Any Originator in doubt as to what constitutes More Than Incidental Use of University Resources should discuss this matter with his/her Head of Department who will review the issue.

- 3.3 In the circumstances described at paragraphs 3.2 (i) – (iv) above, the Student will assign their IP to the University or a party designated by the University and the provisions of paragraph 6 will apply to such IP in the same way as if the Student were an employee. Where a Student fails to assign his/her IP the University may take such actions as withdrawing the Student from the sponsored studentship, scheme, project or research programme.
- 3.4 Where a Student writes a thesis which is generated by research performed wholly or in part using facilities or equipment provided to the University under conditions that impose copyright restrictions, such as software licences, then, as a result of such use, the Student agrees that the ownership of copyright in the thesis shall be determined in accordance with such restrictions. Questions relating to any such restrictions may be addressed in the first instance to the Student's academic supervisor and then to the relevant Head of School.
- 3.5 Any thesis or dissertation submitted to the University for the award of a degree may be placed by the University in its repository in electronic or other format.
- 3.6 The Student grants the University on his/her enrolment a non-exclusive, perpetual, world-wide, royalty free licence to use IP created by the Student in the course of his/her studies or research with the University, for administrative, promotional, educational and teaching purposes of the University and the right to sub-licence.
- 3.7 The University may, by written agreement between itself and any individual specified in the paragraph 3.1 and 3.2 above, waive or modify its rights to the ownership of IP.
- 3.8 The Intellectual Property of which the University claims ownership includes:
  - (i) films, videos, multimedia works and other works developed or created with the aid of University facilities;
  - (ii) patentable and non-patentable inventions;
  - (iii) works generated by computer hardware or software which is owned or operated by the University;
  - (iv) registered and unregistered designs and plant varieties and topographies;
  - (v) any commissioned work which does not fall within subsections 3.5 (i) – 3.5(iv).
- 3.9 The University will not claim ownership of academic publications and other non-commercial outputs such as artistic works, books, and Scholarly Outputs – except where they are specifically commissioned by an internal or external sponsor, and assigns this to its employees.

- 3.10 It is the responsibility of each individual who is subject to this Policy to ensure that their arrangements with third parties do not conflict with their obligations to the University, including the University's rights of IP ownership under this Policy. Such arrangements include consultancy agreements, research agreements, sub-contracting arrangements and publisher arrangements.

Where a Student is being sponsored through their course by an external body (including spin-out companies), it is likely that such body will also need to be party to the arrangements in this paragraph 3 of this Policy relating to the transfer of IP.

#### **4. Reporting of IP Creation or Contribution**

- 4.1 Where employees make or contribute to IP capable of commercial exploitation in the course of their employment, or where individuals engaged under a contract for services make or contribute to IP capable of commercial exploitation during the course of, or incidental to such engagement, they shall bring this to the attention of the Head of Department. They shall report details in full and deliver up all relevant material and information.
- 4.2 Where Students make, develop, create or contribute to IP captured in paragraphs 3.1(i) - (v) capable of commercial exploitation, they shall bring this to the attention of their tutor or supervisor as soon as practicable. They shall report details in full and deliver up relevant material and information.
- 4.3 Where other people engaged in study or research at the University make, develop, create or contribute to IP captured in paragraph 3.1 (iii) capable of commercial exploitation during the course of or incidental to their engagement of study or research at the University, they shall bring this to the attention of their tutor or supervisor. They shall report details in full and deliver up relevant material and information.
- 4.4 The University recognizes the importance of innovation, entrepreneurship, and development of new ideas and where possible, wants to help University Staff, Students and other people engaged in study or research at the University to create, develop, manage and protect their IP. There is therefore a benefit in the abovementioned creators reporting the creation or development of, or contribution to any IP not captured by paragraphs 3.1 or 3.2 to their Head of Department, tutor or supervisor, as appropriate, so that discussions can be had about its viability, development and protection.
- 4.5 Where a supervisor or tutor is informed of the creation of IP or contribution to the creation of IP in the instances outlined at paragraphs 4.2 and 4.3 above, he or she should bring this to the immediate attention of the Head of Department.
- 4.6 The University will claim rights to IP where any individual specified in 3.1 is found to be commercially exploiting IP originally developed at the University, after they have left the University.



## 5. Performances

- 5.1 Students consent to the University recording their Performances or broadcasts of their Performances, broadcasting their Performances, copying recordings of their Performances, and showing, playing or communicating recordings of their Performances in public solely for non-commercial teaching purposes.
- 5.2 The University will respect the moral rights held by Students in the Performances specified in paragraph 5.1 above.

## 6. Revenue Sharing

- 6.1 Where revenue is generated by the exploitation of IP, any net income received by the University (after deduction of the full economic costs incurred in the production, commercial development, marketing, exploitation, application for and maintenance of IP protection) will be shared between the Originator(s) of that IP, their Department, and the University on the following terms (which shall be reviewed from time-to-time and may be revised):

Revenue Sharing:

Net income	Originator(s)	Department	University
First £50,000	70%	15%	15%
£50,001-£100,000	50%	25%	25%
Over £100,000	34%	33%	33%

- 6.2 The University will make no claim to University Staff or Student IP arising from wholly private consultancy work. If, however, University resources are involved, then the ownership and exploitation of any IP arising from such work is a matter to be settled between the University, the member of University Staff or Student, and the body for whom the work is being done.
- 6.3 Each member of University Staff and each Student, who may be entitled to payments under paragraph 6.1 as an Originator and who is no longer employed by the University or registered as a Student at the University, must ensure that the University is notified in writing at all times of his or her current address to where any revenue payments due to him or her may be sent. If the University is not given such current address details then they will be a missing Originator and all unclaimed revenue payments for such missing Originator may be invested in a deposit account until such revenue payments are claimed. The University will not be a trustee of any such unclaimed revenue payments.
- 6.4 Any revenue payments remaining unclaimed for 5 years from the date the revenue is received by the University will, after that date, be forfeited and will revert to the University, which will distribute such unclaimed revenue payments as between any other Originators of the IP, the University and the Department of the Originators plus any net interest actually earned (such distribution to be pro rata the entitlements set out at paragraph 6.1 in the event that there are other Originators who are not missing Originators and will be in equal shares as between the University and the Department in the event that all Originators are missing Originators).

- 6.5 All payments to be made to Originator(s) by the University whilst such Originator(s) are employees of the University will be subject to deduction of income tax and national insurance at source.

## **7. Third Party Collaboration**

- 7.1 Where the University is involved in a Third Party Collaboration, it will ensure that before releasing any share of funding, a legally binding agreement is in place to ensure that the IP arising from the collaboration can be managed effectively. Such agreement shall cover at a minimum:
- (i) Arrangements for the treatment of IP;
  - (ii) Reporting and publication arrangements, access to results and confidentiality provisions; and
  - (iii) Consequences of termination or default and ways of handling disputes.
- 7.2 Where revenue is generated by the exploitation of IP, any net income received by the University (after deduction of the full economic costs incurred in production, commercial development, marketing, exploitation, application for and maintenance of IP protection) will be shared between the Originator(s), their Department, the University and the contracted collaborative partners. Unless agreed otherwise, the revenue sharing table at 3.3 (i) above will apply to the proportion of net income due to the Originator(s), their Department and the University.
- 7.3 All University contracts shall establish the ownership of IP produced by consultants, contractors or fee earners.

## **8. Procedures for identification and protection of IP**

- 8.1 Following disclosure under paragraphs 4.1 – 4.4, the Head of Department request that the Assessment Panel make a decision regarding the ownership and exploitation of the IP, including whether to apply for or maintain registered protection of the IP.

*[The terms of reference, composition and procedures of the panel are contained in Annex A.]*

- 8.2 In the case of IP owned solely by the University and where the University does not want to continue ownership or apply for or maintain registered protection, the University will, on the written request of University staff or Student, at their expense, arrange for assignment of IP to them within 90 days. The staff member or Student will then be free to protect, exploit and exclusively benefit from the IP in any way that they see fit subject to the interests of third parties.

## **9. Confidentiality**

- 9.1 All University employees, Students, and other persons engaged in study, research or other activity in the University shall keep secret all confidential information of the University and shall:
- (i) Only use such confidential information for the proper purposes of their employment, agreed activities of engagement or course of study;
  - (ii) Ensure that confidentiality agreements are in effect before disclosing any valuable or potentially valuable information to others who are not University employees.

- (iii) Treat all information and discussions covered by secrecy agreements and understandings or non-disclosure agreements in confidence and act in accordance with the terms of such agreements and understandings.
- (iv) Notify the Legal Office if they have reason to believe that outside bodies or individuals which or who receive University information through a confidentiality disclosure agreement may be about to break, or appear to have broken that agreement or understanding.

## **10. Exclusions**

- 10.1 This policy shall not apply to the publication of books and the revenues generated by such publications.

## **11. Communication of Policy to Students**

- 11.1 Students, as part of their registration process, will be advised of the content of the University's Policy on Intellectual Property and will be required to sign a document indicating that they are aware of and agree to abide by its provisions.

## **12. Dispute Resolution**

- 12.1 Any question of interpretation or claim arising out of or relating to this Policy, or a dispute as to the ownership of rights to Intellectual Property under this Policy shall be settled by the following procedure:
- (i) The matter will be submitted in the first instance to the Head of the Department of the party. The aggrieved party or parties must submit a letter setting out the grievance or issue to be resolved. The Head of the Department will review the matter and advise the parties of their decision within 60 days of submission of the letter(s).
  - (ii) If the parties to the dispute are not satisfied with the decision or the Head of the Department, the matter will be referred to an Appeal Panel established in accordance with the terms of reference, composition and procedures asset out in Annex A of this Policy.

## **13. Information, accountability and review**

- 13.1 The University will ensure that this Policy is disseminated to its employees, Students and any others engaged in study or research at the University.
- 13.2 Each Head of Department shall submit an annual report to the External Engagement & Internationalisation Committee regarding all IP arising from work within their respective areas.
- 13.3 This Policy will be reviewed on an annual basis. It is a living document and may be subject to change by the University. Changes will be posted to the University's relevant policies page. Questions on the interpretation or the current status of this Policy may be addressed to the University Secretariat for the attention of the Legal Officer.

*Amended: 31 March and 26 October 2006; May and October 2007; May 2010; July 2015*

## **ANNEX A**

### **THE IP ASSESSMENT AND APPEAL PANELS**

#### **TERMS OF REFERENCE AND MEMBERSHIPS**

##### **1. IP Assessment Panel**

The role of the Assessment Panel is to consider and decide applications regarding the exploitation and ownership of IP under this Policy.

The Assessment Panel shall be composed of:

- (i) the Deputy Provost for Research;
- (ii) the Deputy Director of Finance and
- (iii) the relevant Head of Department.

The Legal Officer shall serve as Secretary to the Assessment Panel.

##### **2. IP Appeal Panel**

The role of the Appeal Panel is to:

- Hear and decide appeals from the decisions of the IP Assessment Panel.
- Hear and decide appeals under paragraph 12 of this Policy.
- Receive and consider evidence in respect of disputes arising under this Policy.
- Make recommendations to the External Engagement & Internationalisation Committee regarding policies relating to IP.

The Appeal Panel shall be composed of:

- (i) the Deputy Vice-Chancellor;
- (ii) the Pro Vice-Chancellor & Director of Finance; and
- (iii) the Deputy Provost for Academic Innovation, International & Recruitment

The Legal Officer shall serve as Secretary to the Appeal Panel.

## ANNEX B

### INTELLECTUAL PROPERTY RESPONSIBILITIES AT ROEHAMPTON UNIVERSITY

A number of individuals and bodies within the University are involved in IP Matters:

The **Head of Department** in the Department is the first point of contact for all matters relating to IP and will redirect queries as appropriate.

The **University Secretary** is the senior member of staff with responsibility for ensuring that IP matters within the University are considered and processed according to University procedures.

The **External Engagement & Internationalisation Committee** is the body within the University with responsibility for interpretations of, and amendments to, the IP Policy.

**Deputy Provosts and Heads of Departments** are responsible for the implementation of the IP Policy within their Departments and for bringing the Policy to the attention of their staff. Deputy Provosts and Heads of Department must be aware of IP capable of generating revenue within a Department, or, if negotiations are to occur with external bodies, activities that will use or generate IP.

**The University Librarian & Director of Library Services** is the University's Copyright Officer and The Digitisation & Document Delivery Coordinator is the principal contact point for copyright matters.

The **Director of Human Resources** is responsible for ensuring that all employees receive a copy of this Policy with their terms and conditions of employment.

The **Academic Registrar** is responsible for ensuring that this Policy is published on the University's website and accessible on that site to Students and prospective students.

## UNIVERSITY OF ROEHAMPTON MITIGATING CIRCUMSTANCES POLICY

This policy applies to students studying on a taught programme (undergraduate or masters or taught stage of a professional doctorate).

### Definitions

1. Mitigating circumstances are factors which have a detrimental effect on a student's academic work. A student may ask for mitigating circumstances to be taken into account in order:
  - to explain absence from an examination;
  - to explain failure to submit work, or to submit work on time;
  - to support a request for an extension to a submission deadline, or to defer assessment;
  - to explain cases where the student's academic performance falls below expectations.
2. Mitigating circumstances must be:
  - *significant*, meaning that they should have a clearly detrimental effect on the student's academic work; and
  - *relevant*, meaning that they must relate directly to the timing of the class, assessment or deadline in question; and
  - *outside the student's control*, meaning that the effect could not be avoided, counteracted or reduced by the student taking reasonable steps in preparation or in response.

### Submission of requests

3. All requests for mitigating circumstances to be taken into account must be submitted to the Department Office on a Mitigating Circumstances Form by the student concerned. Requests from third parties may not normally be considered. A discussion between a student and a member of staff does not constitute a request for mitigating circumstances later to be taken into account.
4. In submitting a request, the student should set out all the relevant factors via a Mitigating Circumstances Form, including details of the class, assessment or deadline in question, the nature of the circumstances and their effect on the student's work. Only that information which is included in the student's written submission may be considered.
5. Requests should be submitted at the earliest opportunity and within published assessment deadlines. Extensions to submission deadlines should be requested at least 2 working days before the day of the deadline in question; requests to defer should be submitted before the date and time of the assessment in question and must be prior to the result of the assessment being known.
6. Requests will not normally be considered retrospectively unless it is clearly communicated that the delay could not have been avoided or reduced due to the circumstances. Each case will be reviewed on an individual basis taking into account all factors leading up to the request. The private or confidential nature of the circumstances may restrict the documentary evidence submitted. In these cases confidential confirmation from support services eg. Student Welfare Officer will be taken into account.

7. The University reserves the right to check the authenticity of all documentation submitted as part of a request for mitigating circumstances to be taken into account. Any student who submits inauthentic documentation, or who misrepresents material facts in the request, may be subject to proceedings under the Disciplinary Regulations.
8. All requests and evidence will be retained by the University in accordance with the Records Retention Policy. Documentation will not be returned to students unless it is specifically requested (a copy will be taken for our records).

### **Documentary evidence**

9. Where possible, students should provide the original documentary evidence to corroborate their mitigating circumstances claims. All evidence must be submitted along with the printed copy of the mitigating circumstances form. The University may exceptionally decide to accept documentary evidence which is presented at a later date if it is clear that the delay could not have been avoided or reduced by the student taking reasonable steps to obtain and provide evidence at the appropriate time. In such cases, however, the delay may limit the action which is available to the University in response to the student's circumstances.
10. The nature of the evidence will necessarily depend on the nature of the circumstances in question. As far as possible the evidence should come from a relevant official body. For medical conditions, this should be a note from a suitably qualified medical practitioner who has seen the student during the period of the condition and is not a close friend or relative (evidence relating to alternative methods of treatment may be accepted only in combination with a written diagnosis of the condition by a practitioner in conventional medicine).
11. Documentary evidence must normally be presented in English, or in the original language with a certified translation into English.

### **Consideration of mitigating circumstances**

12. Requests may be rejected without further consideration:
  - if the circumstances described therein are not significant, not relevant and not outside the student's control; or
  - if the request was submitted late without acceptable cause, or was submitted without adequate supporting evidence.
13. The procedures for considering requests must promote consistency and confidentiality. To this end, all requests from within a single academic unit should be considered by one individual, or in the case of more significant assessment decisions, by a small group. Records should be kept of decisions taken for future reference and so that similar allowances can be applied to similar circumstances in future.
14. Academic judgments can only be based upon academic evidence in the form of student work. Whilst evidence of mitigating circumstances might suggest that a student may not have had a fair and uncompromised opportunity to demonstrate his/her academic achievement, it cannot indicate what the academic outcome should be. Therefore the preferable response is to provide the student with a further attempt at the assessment

without penalty at the next available opportunity. In all circumstances, the academic outcome must reflect a valid and justifiable assessment of work submitted by the student.

15. Those who are involved in considering requests should be aware of their duties under the Disabilities Discrimination Act. For students who have registered with Disability Services at the start of their studies and have been given reasonable adjustments during the year and at the point of assessment. No further action need be taken in these cases, provided that the adjustments were implemented and the student has not raised material concerns. However, it can happen that a student's disability is diagnosed part-way through the programme, or that a student does not report a long-term illness or condition until the very end of his/her studies. Whilst it is not the expectation in such cases that the examiners remark the student's work from previous years, the examiners do have a duty to consider in retrospect: (a) whether the student has been substantially disadvantaged compared to students without the same disability; (b) whether the substantial disadvantage was caused by University provision (e.g. teaching and assessment methods; arrangements for attendance and submission of work); (c) what steps could be taken at this stage to counteract any disadvantage; (d) whether it would be reasonable to take those steps. Under the terms of the Disability Equality Duty (2006), we are required to take steps to take account of students' disabilities, even where that involves treating disabled students more favourably than other students.
16. If a student has formally reported mitigating circumstances earlier in the year, or in a previous year, the evidence should be carried forward for consideration for as long as it remains relevant. However, requests should still be submitted at the appropriate time to identify which assessments have been affected.

### **Extensions to assessment deadlines**

(1) A student may apply on grounds of mitigating circumstances for an extension to the deadline for assessment in one or more components of a particular module. The maximum extension which is normally granted is 8 weeks.

(2) The extension shall only be granted where—

- (a) the mitigating circumstances and supporting evidence are judged to be sufficient; and
- (b) the assessment process, including consideration of recommendations by the relevant University Board, can be completed within three months of the normal end date of the student's programme.

(3) The application for an extension should be submitted at least 2 working days in advance so that the student would still have the opportunity to undertake the assessment at the normal time if the application were to be refused. In all cases the application must be submitted before the date and time of the assessment in question. For an examination or test, this means the published start time; for other types of assessment, this means the published submission deadline.

(4) Circumstances may prevent a student requesting an extension to a deadline or their request may not have been submitted sufficiently in advance of the deadline to know the outcome. Where this is the case, the assessment in question should be submitted at the earliest opportunity after



the deadline along with mitigating circumstances “Late Submission Form”. These will be reviewed to ascertain whether a Late Work Penalty should be applied (see Regulations no. 14).

(5 ) Under normal circumstances, all applications and supporting evidence must be submitted to the Department Office which is responsible for the module in question, using the appropriate proforma and in accordance with the University Policy on Mitigating Circumstances.

### **Deferral of assessment**

(1) A student may apply on grounds of mitigating circumstances for permission to defer assessment in one or more components of a particular module to the next available assessment opportunity. There is no provision to defer assessment beyond the end of the academic year.

(2) The deferral shall only be granted where—

- (a) the mitigating circumstances and supporting evidence are judged to be sufficient; and
- (b) an extension to the assessment deadline would not be appropriate; and
- (c) provision is normally made for a subsequent assessment opportunity in that module before the end of the academic year.

(3) The application to defer should be submitted sufficiently in advance so that the student would still have the opportunity to undertake the assessment at the normal time if the application were to be refused. In all cases the application must be submitted before the date and time of the assessment in question. For an examination or test, this means the published start time; for other types of assessment, this means the published submission deadline.

(4) Other than in exceptional circumstances, all applications and supporting evidence must be submitted to the Department Office which is responsible for the module in question, using the appropriate proforma and in accordance with the University Policy on Mitigating Circumstances.

(5) A student who has been granted a deferral may nonetheless decide to undertake the assessment at the normal time, in which case the deferral automatically shall be cancelled. Otherwise the decision to defer the assessment shall be recorded and shall appear on the student's transcript.

**UNIVERSITY OF ROEHAMPTON**  
**POLICY ON USE OF ILLEGAL DRUGS AND MISUSE OF LEGAL DRUGS BY**  
**STUDENTS**

**INTRODUCTION**

1. The University is committed to providing a safe and healthy study, work and leisure environment that respects the laws relating to the possession, supply and production of illegal substances.
2. The University recognises that the possession, use, supply or production of controlled drugs is a criminal offence under the Misuse of Drugs Act 1971 and that it is an offence for a landlord to permit or suffer illegal drug activity to take place on its premises.

**POLICY**

3. This policy articulates how the University will meet its responsibilities towards students with respect to the use of illegal substances and the misuse of legal drugs. More detailed procedures that support this policy are set out in the companion Procedures Document. The Staff Drugs and Alcohol Policy sets out the Policy with respect to staff.
4. The goals of this policy therefore are to:
  - Support the health and welfare of students, staff and visitors
  - Enable the University to fulfil its duty of care towards students with respect to the use of illegal drugs, and
  - Enable the University to discharge its legal obligations with respect to the use of illegal drugs
5. The University does not condone the possession, use or supply of illegal drugs within its community and will take disciplinary action and report matters to the Police or other authorities where appropriate. The Director of Student Services will act as liaison with the Police in student matters and should be consulted by University Disciplinary Officers when dealing with allegations relating to drugs.
6. In addition to disciplinary action, the possession, use or supply of illegal drugs may also trigger action under the University's accommodation contracts where the offence has taken place in University accommodation.

7. The penalties applied under the University's disciplinary procedures and accommodation contracts may vary depending on whether the offence involves the possession, use, or supply of illegal drugs.
8. The University also does not condone the misuse of legal drugs, including alcohol or drugs in sport, and is committed to reducing the risks associated with alcohol and drug use within its community. Whenever it is appropriate the University will take disciplinary action in response to unacceptable behaviour associated with the misuse of legal drugs.
9. The University is committed to providing a comprehensive educational and disciplinary framework by promoting awareness, understanding and knowledge about drugs and drug abuse. The University will provide supportive harm minimisation strategies which reduce the risks associated with drug use, including making available confidential counselling for those experiencing difficulties associated with drug use.
10. The fact that a student has engaged in aggressive, abusive or other anti-social behaviour as a result of the use of drugs will not excuse or mitigate that behaviour in so far as the application of the University's Student Disciplinary Regulations is concerned.
11. This policy complements other University policies, including those relating to health and safety, alcohol, mental health, equal opportunities and diversity, as well as the Code of Conduct and Academic Regulations. It complements the Events Policy of the Roehampton Students' Union (RSU).
12. This policy applies across all University campuses and to RSU-organised activities both on and off campus. The RSU is responsible for adhering to this policy when managing its events.
13. The Director of Student Services will report annually to the Student Experience Committee regarding the application of this policy.

# **UNIVERSITY OF ROEHAMPTON**

## **PROCEDURES REGARDING STUDENT PREGNANCY, MATERNITY, PATERNITY AND INFANT CARE**

### **Acknowledgement**

Particular thanks are due to the Equality Challenge Unit (ECU) documentation (2010).

### **1. Context – higher education**

**1.1** NUS research into the experience of students with children in further and higher education in the UK showed that 59% of respondents who had been pregnant while studying did not feel supported by their college or university (National Union of Students, 2009). The same research found that 29% of the students with children who participated in the study had become pregnant during their studies.

**1.2** Exact data is not available in England on the number of students who are parents either at Roehampton University or at other universities. However, the NUS estimates that approximately 33% of part-time students and 7% of full-time students are parents and this number is likely to increase. HESA does not currently require HEIs to collect data on students who are pregnant or who are parents. However, ECU recommends that HEIs do collect such data to ensure that they are aware of the number of registered students who are pregnant or are parents.

### **2. Legal context**

#### **2.1 The Equality Act 2010**

Legal protection for students during pregnancy and maternity has been significantly strengthened in England, Scotland and Wales with the commencement of the Equality Act 2010 (the Act). The Act lists pregnancy and maternity as one of nine protected characteristics and prohibits discrimination because of pregnancy and maternity.

Section 17 of the Act expands the protection from discrimination on the grounds of pregnancy and maternity that exists for women in the work place and vocational training, to women outside of the workplace. In doing so, the Act specifically mentions the HE sector. Under the Act, discrimination can occur against students because of pregnancy if:

- the student is treated unfavourably because of their pregnancy
- within 26 weeks of the day of giving birth the student is treated unfavourably because she has given birth. This applies if the student gives birth to a dead child and more than 24 weeks of the pregnancy has passed.
- the student is treated unfavourably because she is breast feeding

The law requires HEIs to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it

To advance equality of opportunity in relation to pregnancy and maternity, HEIs will, in particular, need to have due regard to the need to:

- remove or minimise disadvantages suffered by people who are pregnant or have given birth in the past 26 weeks
- take steps to meet the needs of people who are pregnant or have given birth in the past 26 weeks that are different from the needs of people who have not
- encourage people who are pregnant or have given birth in the past 26 weeks to participate in public life.

Section 17 of the Equality Act 2010 commenced in October 2010 and the Public Sector Equality Duty (PSED) of the Act is expected to commence in April 2011. In the meantime, the Sex Discrimination Act 1975 and its Gender Equality Duty will continue to apply to HEIs in England, Scotland and Wales.

## **POLICY STATEMENT**

### **Purpose**

Roehampton University is mindful of its responsibilities to all students and will support students who become pregnant or have young infants throughout the period of study.

This policy statement has the intention of enabling students at Roehampton during pregnancy and maternity to continue with their studies and to ensure that pregnant students and students who have recently given birth are aware of the University's approach to pregnant student support, their entitlements and receive appropriate information.

In addition, students who are partners of new mothers are able to take paternity related absence and receive advice and support.

### **Informed choice**

Members of staff should not attempt to influence a student's decision about the continuation of the pregnancy nor make any assumptions about whether the pregnancy was planned. Some students will be delighted to discover they are pregnant while others may find this news an unwelcome shock.

If a student seeks advice from a member of staff regarding her decision to continue her pregnancy, the staff member should refer the student to the Student Medical Centre, to their own GP or to the Family Planning Association. A booklet can be downloaded at:

[www.fpa.org.uk/Helpandadvice/Unplannedpregnancy/Pregnantanddontknowwhattodo](http://www.fpa.org.uk/Helpandadvice/Unplannedpregnancy/Pregnantanddontknowwhattodo)

## GUIDANCE

When a student discloses that she is pregnant it is important that she receives consistent support and advice.

### 3.1 Disclosure

It is important for pregnant students to be aware of the support available to them at the university with respect to their personal circumstances and with respect to their studies.

While it is not compulsory, it is therefore recommended that students disclose the fact that they are pregnant to an appropriate person at the University. The most appropriate person to inform at first instance is either the student's Personal Tutor, Director of Studies or her Student Welfare Officer.

In particular, if a student proceeds with her pregnancy the university should know of her circumstances in order to ensure that she is aware of the support available and to co-ordinate arrangements.

Students who need information about the implications of their pregnancy for studies should seek such information from their Personal Tutor and SWO. The Personal Tutor or Director of Studies should provide information about the implications for course or programme completion including arrangements that could be made for assessments, catching up on missed seminars and lectures, course placements, time to attend appointments, maternity related absence and deferment.

An SWO will be able to advise on where to find information about the financial implications of their pregnancy including availability of student loans, maternity benefits and maternity pay, if any and local childcare facilities.

### Informing staff and fellow students about pregnancy

Not all students will continue with their pregnancy and some may miscarry. Information concerning pregnancy should be treated sensitively and should only be passed on with the student's consent. When and who informs staff and fellow students about the pregnancy should be agreed with the student.

### 3.2 Health and safety

Pregnancy should not be equated with poor health nor is it an illness. There are, however, health and safety considerations that arise during pregnancy and breastfeeding and any risks that pregnant students could be exposed to during their studies will need to be assessed.

The highest risk of damage occurring to the foetus is during the first 14 weeks of pregnancy. Students should be encouraged to notify the University as early as possible of their pregnancy (see above). Where a student is unsure as to whether they will proceed with their pregnancy, it may still be appropriate to conduct a risk assessment.

The level of risk that a student is exposed to will depend on the requirements and nature of their programme. For many courses or areas of study the risks will be low but others that involve the following are more likely to present greater risks:

- physical activity, including lifting and carrying
- laboratory, field or other practical work particularly in relation to the use of chemicals or infectious disease
- field work

If a student is required to undertake a placement, for example a teaching placement, as part of their course, the Tutor will need to liaise with the placement provider to ensure that a health and safety assessment is conducted. If practical work is a requirement of the course or area of study, this will need to be considered within a health and safety assessment. Consideration should also be given to the risks that may arise during examinations. For further information on considerations in examinations see below.

Further information on health and safety considerations during pregnancy and breastfeeding is provided in 'New and expectant mothers at work: a guide for employers'

[www.hse.gov.uk/pubns/priced/hsg122.pdf](http://www.hse.gov.uk/pubns/priced/hsg122.pdf)

### 3.3 Student support plan

For students who proceed with their pregnancy, a student pregnancy support plan will help coordinate support and ensure that their needs are met during pregnancy, following birth and when the student returns to her studies. Support plans should be developed by the SWO and agreed with the student and cover the following issues:

- **Communication about the student's pregnancy** - what members of staff will need to be informed about the student's pregnancy and do they also want fellow students to know? When is the student happy for members of staff and fellow students to be informed? Who will be responsible for informing the members of staff and fellow students?
- **Communication with the student during pregnancy** –What information will need to be communicated to the student? What is the student's preferred method of communication and who should the student contact if they have any concerns or their circumstances change.
- **Health and safety** – ensure that a risk assessment has been conducted (see above).
- **Antenatal care** – when are the student's antenatal appointments? If any appointments coincide with seminars and lectures what arrangements will be made to enable the student to catch up?
- **Examinations and assessments** – will the student's pregnancy affect their ability to meet course work deadlines or sit examinations? If yes, what measures can be taken to ensure the student meets the requirements of their course. For example, would alternative methods of assessment be appropriate?
- **Placements and fieldwork** – is the student required to undertake a placement or fieldwork as part of their course or area of study, if so will the student's pregnancy affect their ability to complete the required placement or fieldwork? If yes, what measures can be taken to ensure the student can fulfil the placement or field work requirements. For example could the student undertake the placement or fieldwork at an earlier stage of their pregnancy?
- **Study and placements abroad** – If the student is already abroad do they want to and will they be able to complete their programme of study or placement? If they return home what arrangements will be made for them to resume their programme of study or placement? If the student is required to undertake a programme of study or a placement abroad that they have not started, what arrangements will need to be made with any host institution?

- **Maternity related absence** – the student may wish to intermit for a year or they may wish to return to study as soon as possible after giving birth. When is the student likely to start their maternity related absence and when are they likely to return? The student should be asked to notify the institution at least 15 weeks before the expected birth of their child when they would like to their maternity related absence to commence. If the student is not deferring for a year, they must also let their institution know when they plan to return from maternity related absence. Research students should apply for a period of interruption.
- **Communication with the student during maternity related absence** – what information will need to be communicated to the student? What is the student's preferred method of communication during maternity related absence and when will student confirm their return date from maternity related absence.

Support plans will need to be reviewed at key stages for example at 24 weeks pregnant and on return to study.

An example of a student support plan is attached at **Annex A**.

### **3.4 Assessments and examinations**

If a student is due to give birth near to or during assessment deadlines or the examinations period and wishes to complete their assessed work or sit their examinations, they should be allowed to do so.

In examinations, pregnant students may require rest breaks and they may need to visit the toilet more frequently than a student who is not pregnant. They may also require a more comfortable and supportive chair. Consequently, the student may need to sit the examination in a separate location to other students.

If students are concerned about sitting examinations or meeting assessed work deadlines or if they have a pregnancy related health condition, they should be advised to seek advice from their midwife or doctor. If the students' midwife or doctor advises against the student sitting an examination or trying to meet the assessed work deadline, the student should contact the Department in order to explore options such as extensions to submission deadlines, deferrals and alternative forms of assessment.

### **3.5 Length of maternity related absence**

All students should be allowed to take maternity related absence following the birth of their child. How long the student will want to take and can take will be determined by their personal circumstances and the structure and content of their course. Tutors should not automatically require students to interrupt for a year but should work with the student to establish a suitable return to study date.

Where course structure or content prevent a student from returning to study sooner than they would like to, the reason given will need to be justified in writing to the student.

If the Tutor has concerns about the health of the student in relation to the student's proposed return date and course requirements, these concerns should be expressed in writing and the student should be recommended to return to their GP, health visitor or an occupational therapist for clearance before recommencing their course.

As a minimum, students are required to take two weeks compulsory maternity related absence.



The maximum period that students may take off at any one time for maternity related absence is normally 12 months, although this may be extended in very exceptional circumstances. The student's Department should take steps to ensure the student is kept up to speed with developments in the field.

Students should be enabled, as far as is possible, to complete the requirements of their course or module before they take maternity related absence. In some cases, the student may want sit examinations or submit alternative forms of assessment during their maternity related absence. Where a student is unable to complete their course or module before taking maternity related absence, they should, if possible, be allowed to complete the course or module on return.

Students need to decide when they start their maternity related absence in agreement with their Tutor. Where a student is close to their due date and unable to study as planned, the University may, in consultation with the student, start their maternity related absence earlier or, if appropriate, explore alternative methods through which the student can meet their course requirements.

### **Returning from maternity related absence**

The date that a student intends on returning from maternity related absence should be agreed with the student prior to their starting maternity related absence (see above). However, this date may change during the course of the student's maternity related absence and students should be encouraged to notify their Tutor as soon as possible of any change in their expected return date.

Before a student returns from a period of maternity related absence consideration should be given to their needs on their return. Options should be discussed with the student in the development of their support plan and can be confirmed with the student prior to their return from maternity related absence. For example:

- **Varying the rate of study:** students should be made aware of any options that exist to resume their programme on a part-time basis. If no current options are available and a student requests to study on a part-time rather than a full-time basis, the request should not be declined unless it can be justified. If requests are declined, justification should be provided in writing.
- **Ensuring a smooth return:** Formal welcome back meetings with key staff for example, their Personal Tutor or Director of Studies and SWO will help to ensure a smooth return.

## **4. Support for students**

### **4.1 Student Scholarships**

Students in receipt of a scholarship will be entitled to the scholarship for the months within a year that they are registered for study on a pro rata basis. ....

### **4.2 Research council training grants**

On 01 April 2010 the UK research councils introduced harmonised maternity leave and pay entitlements for students in receipt of training grants. Students in receipt of a training grant should refer to the current terms and conditions of their grant provider as early as possible.

[www.rcuk.ac.uk/aboutrcuk/efficiency/resgrantsterms.htm](http://www.rcuk.ac.uk/aboutrcuk/efficiency/resgrantsterms.htm)

## Sources of financial support for students during pregnancy and maternity

This section focuses on sources of support for UK home students. EU and international students should be advised to contact their home government and sponsor for information on pregnancy and maternity entitlements.

Regulations on undergraduate student financial support in England, Scotland, Wales and Northern Ireland contain provisions for discretion when determining if all or part of a student's **grant or loan** due is payable when a student is absent from their course for reasons other than illness. When deciding whether it would be appropriate to pay all or part of the grant or loan support consideration is given to:

- the reasons for the student's absence
- the length of the absence; and
- the financial hardship caused by not paying all or part of the support

Students are likely to require support if they want to continue receiving their grant or loan when they take maternity related absence and further information should be sought on the process for continuing loan or grant payments from the grant or loan administrator.

Any student can apply for the University **Access to Learning Fund (ALF)** if they are absent from their course for reasons other than illness and would be unable to return due to hardship. However, the funds are increasingly being relied upon and are limited.

Pregnant students may be entitled to **government welfare benefits and grants** and these should be explored in the first instance as, unlike student loans, they do not need to be repaid. SWOs and the University Money Doctor will be able to provide information on the benefits and grants available and information is also provided by ante natal clinics and on the government's website [www.direct.gov.co.uk](http://www.direct.gov.co.uk)

### 4.3 Breastfeeding and resting facilities

The University provides rest and breastfeeding facilities for students' use. For Whitelands College, contact staff at Reception. For Froebel, Digby Stuart and Southlands Colleges, Student Welfare Officers should be contacted for advice.

Some students may want to breastfeed in public. It is unlawful under the Sex Discrimination Act (1975) to ask students not to breastfeed in public places. Tensions may arise if other people feel uncomfortable when women breastfeed in public. Where the protected rights of others conflict with the rights of the mother to breastfeed, the needs of the woman who is breastfeeding should take precedence.

## 5. International students and students on placement or studying abroad

### 5.1 Travel

Unless they are advised not to do so by their doctor or midwife, students should be able to travel during pregnancy.

- Pregnant students who are contemplating travel, particularly if for the purpose of returning home to have their baby, should check airline policies before travelling. Airlines have different policies and some may impose restrictions on travel for women in the advanced stages of their pregnancy. Some airlines will ask pregnant women for a letter from a doctor stating that it is safe for them to travel. UK students who are on placement

or studying abroad will need to check their visa terms and conditions as they may need to extend their stay or return to the country at a later date.

- As pregnancy is considered a pre-existing condition by insurance companies, students who are pregnant prior to commencing a field trip or their placement or study abroad will need to check that the university insurance covers them sufficiently.

## **5.2 UK student visas**

If an international student becomes pregnant during their studies they may require a longer stay in the UK. Students requiring visas to study in the UK are restricted in the length of time that they can remain in the UK. The length of time that students are entitled to remain in the UK following the end of their programme depends on the nature of the course and its length. The additional time allowed may not be sufficient for students who have recently given birth and student visas are typically not extendable. International students who become pregnant during their studies in the UK will need to be provided with the latest information by staff responsible for supporting international students on the visa implications of:

- staying longer in the UK
- returning home to have their baby
- having a dependent to support in the UK

Further information on student visas can be found on the Home Office website  
[www.ukba.homeoffice.gov.uk/studyingintheuk/student-visitors](http://www.ukba.homeoffice.gov.uk/studyingintheuk/student-visitors)

## **5.3 Liaison with study abroad or placement provider**

If students are studying or on placement abroad during their pregnancy or maternity, the University will liaise with any host institution or placement provider to ensure, where possible, that the student's needs are met.

## **6. Access to university facilities**

Students who are breastfeeding will not be denied access to university facilities or service on the grounds that they are breastfeeding. As long as babies are supervised at all times by the student parent and the student is considerate of the needs of others, babies should be allowed onto university premises and as long any health and safety risks identified can be resolved, into seminars and lectures. The University statement relation to children on site can be found at <http://studentzone.roehampton.ac.uk/nursery>

## **7. Paternity**

If a male student is unable to meet a coursework deadline or other requirement of their programme because of their partner's pregnancy and is not given an extension, this could constitute sex discrimination. If male students who become fathers can take paternity leave but a female student in a same sex relationship whose partner is expecting a child cannot take paternity leave, this could constitute discrimination because of sexual orientation

Flexibility will be shown to students want to attend their partner's antenatal appointments. In addition, students may need to take time off if their partner has complications with their pregnancy or a serious pregnancy-related illness.

If students want to take paternity related absence, they should inform their Programme Convenor, Direct of Studies Personal Tutor or a member of the student services team of their partner's pregnancy as soon as possible and preferably at least 15 weeks before the baby is due. Early notification should be encouraged as partners may need to attend antenatal appointments. Tutors of students who are on paternity related absence should provide materials from seminars and lectures missed.

If a student chooses to sit an exam while their partner is in labour or during their paternity related absence, they should be made aware of the University mitigating circumstances policy. If a student is unable to sit an exam or submit coursework on time because of their partner's pregnancy or labour the student should contact the Department in order to explore options such as extensions to submission deadlines, deferrals and resits. Such arrangements may also be appropriate if the student's partner has a serious pregnancy related illness.

In other compulsory elements of courses such as field trips or work placements, the University will consider the feasibility of students undertaking them at an alternative time.

## **8. Adoption**

Students who have been matched for adoption should inform their Personal Tutor or SWO. If the student is the primary adopter, a plan should be in line with the guidance relating to when a student informs the University that they are pregnant. If the student's partner is the primary adopter the student should be allowed time off study in line with advice provided on paternity leave upon the formal adoption of the child.

## **9. Miscarriage, still births and neo-natal death**

If a student miscarries, has a still birth or their baby dies shortly after he or she is born, tutors and SWOs should meet with the student to determine what support they are receiving and to identify what further support the University can to provide.

If a student miscarries they are likely to need time off study for tests and to recover. If they become pregnant again they are likely to require more tests and monitoring than women who have not previously miscarried.

A student who has a still birth or whose baby dies shortly after birth should be entitled to the same length of maternity related absence and financial and wellbeing support as a student whose baby does not die.

Further information

### **Adoption UK**

Adoption UK is a national charity run by and for adopters, providing self-help information, advice, support and training on all aspects of adoption and adoptive parenting.

[www.adoptionuk.org.uk](http://www.adoptionuk.org.uk)

### **Direct Gov**

Direct Gov is the UK government's website. It provides information on health, care and benefits during pregnancy; benefits for parents and; information on childcare providers in your local area which can be found at [www.childcarelink.gov.uk](http://www.childcarelink.gov.uk).

[www.direct.gov.uk](http://www.direct.gov.uk)

### **Family and Parenting Institute**

The Family and Parenting Institute provides support to parents in bringing up their children and has a range of resources for parents.

[www.familyandparenting.org](http://www.familyandparenting.org)

### **Family Planning Association**

The Family Planning Association's mission is to establish a society in which everyone can make informed choices about sex, relationships and reproduction. Its web site contains impartial advice on pregnancy, abortion and adoption and also contains a list of useful organisations.

[www.fpa.org.uk](http://www.fpa.org.uk)

Helpline: 0845 122 8690

### **Miscarriage Association**

The Miscarriage Association offers support and information to anyone affected by the loss of a baby in pregnancy.

[www.miscarriageassociation.org.uk](http://www.miscarriageassociation.org.uk)

### **National Union of Students**

Many student unions provide impartial advice and free pregnancy testing kits for students.

[www.nus.org.uk](http://www.nus.org.uk)

### **SANDS**

The Still birth and neonatal death charity provides support to anyone affected by the loss of a baby and conducts research into the causes of still and neo-natal death.

[www.uk-sands.org/Home.html](http://www.uk-sands.org/Home.html)

## ANNEX A: MATERNITY SUPPORT PLAN

This form should be completed with the student and agreed with the student. It should also be reviewed at 24 weeks pregnant and prior to their return to study. In addition, should the student's circumstances change the plan will also need to be reviewed.

Student details	
Name of student	
Address	
Telephone number	
Email	
Student number	

Programme details	
Programme title	
Department	
Departmental contact	
Year of Programme	

Named contact	Name, title and contact details:		
<b>Key dates</b>	What is the student's due date?		
	How many weeks pregnant was the student when they notified RU of pregnancy?		
<b>Communication with the student</b>	What is the preferred method of communication:		
	During pregnancy?		
	During maternity related absence?		
	On return to study?		
<b>Informing other staff and students</b>	Who will need to be informed about the student's pregnancy and when would the student like them to be informed?	<b>Name and title</b>	<b>Date</b>
<b>Health and Safety assessment</b>	Has an assessment been conducted that covers:	<b>Yes</b>	<b>No</b>
	The student's Programme?		
	Programme placements or study abroad?		
	Examinations or other assessments?		

		<b>Yes</b>	<b>No</b>
	Field trips, lab work, other practical work?		
	Return from maternity related absence?		
	Breastfeeding?		
	Safety of baby if attending seminars and lectures with a parent?		
	Where changes are required to mitigate risks who will be responsible for ensuring they are implemented?	<b>Name and title</b>	
<b>Rest facilities</b>	Has the student been informed about rest facilities on campus for use by pregnant students?	<b>Yes</b>	<b>No</b>
<b>Pregnancy related absence</b>	Will the dates or times of antenatal appointments affect the student's study?		
	Have you discussed any pregnancy related illness that has affected the student's ability to undertake their programme?		
	If yes to either of the above questions what arrangements have been made to enable the student to catch up?		
<b>Assessments</b>	Is the student unable to complete any assessments due to their pregnancy or maternity?	<b>Yes</b>	<b>No</b>
	If so provide details:		
	What alternative arrangements have been made for any outstanding or incomplete assessments?		
<b>Maternity related absence</b>	How much maternity related absence does the student intend to take? Students should be required to provide this information 15 weeks before their due date.		
	When does the student intend to start maternity related absence?		
	When does the student intend to return from maternity related absence?		

	Will the dates of maternity related absence affect the student's ability to complete any programme requirements?	<b>Yes</b>	<b>No</b>
	If so what arrangements have been made to enable the student to complete the module or other programme requirements?		
	What information will the student require during maternity related absence to keep up to date on course developments?		
	Who will be responsible for providing the information to the student?	<b>Name and title:</b>	
	What information will the student need to provide the HEI with during maternity related absence?		
<b>Financial support</b>	Has the student been informed about sources of financial support or been referred to an external organisation that can?	<b>Yes</b>	<b>No</b>
	Please specify any follow-up required		
<b>Baby feeding</b>	Does the student intend to feed their baby on university facilities on their return to study?	<b>Yes</b>	<b>No</b>
	Does the student intend to breastfeed? If so see health and safety section above		
	Has the student been informed about the facilities available?		
<b>Childcare facilities</b>	Has the student been informed about childcare facilities on campus or in the local community?		
<b>International students or students on placement abroad</b>	Have international students or students studying abroad been informed about:		
	Possible airline restrictions		
	The need to check visa implications of returning home or extending their stay in due to pregnancy and maternity?		
<b>Students on placement</b>	Has the placement provider been notified of the student's pregnancy?		



	Has the placement provider conducted a health and safety assessment		
	Is the placement provider aware of the HEIs policy on supporting students during pregnancy and maternity?		
	Will the student be able to complete their placement?		
	If not what alternative arrangements will be made?		
	Who is responsible for liaising with the placement provider?	<b>Name and title:</b>	
<b>Extenuating circumstances</b>	Have students been informed about the extenuating circumstances policy?	<b>Yes</b>	<b>No</b>
<b>Return to study</b>	What support will be provided to the student on their return to study?		
	Will student require university accommodation?	<b>Yes</b>	<b>No</b>
<b>Any other information or comments:</b>			

<b>Plan to be reviewed on:</b>
<b>Agreed by staff member</b>
<b>Name:</b>
<b>Title:</b>
<b>Signature:</b>
<b>Date:</b>

<b>Agreed by student:</b>
<b>Name:</b>
<b>Signature</b>
<b>Date:</b>

# UNIVERSITY OF ROEHAMPTON

## RECOGNITION OF PRIOR LEARNING POLICY

### 1. Preamble

The recognition of prior learning is the recognition of credits, qualifications or professional experience that may be counted towards a Roehampton programme of study. The benefits for students are that it avoids repetition of previous learning, reduces tuition costs as well as lessening the time required for the completion of an award and increases the opportunities for flexible learning.

The QAA Quality Code states the following in relation to the recognition of prior learning:

“Degree-awarding bodies make explicit their arrangements for making decisions to recognise prior learning, including specifying where the authority lies to make such decisions, and the procedures to be followed centrally and/or at departmental or equivalent level. In deciding these matters they balance the need to ensure decisions are valid, reliable and consistent across students and programmes, with operating processes which are proportionate and flexible and which may operate on a different cycle compared with decisions about assessments within their programmes.”

*QAA Quality Code, Part B, Chapter B6: Assessment of Students and Recognition of Prior Learning*

This policy seeks to articulate the different forms of prior learning that the University recognises and the process for accrediting that learning within the University's academic regulations.

### 2. Terminology

#### 2.1 Recognition of Prior Certificated Learning (RPCL)

RPCL is the recognition of credits or credit-bearing academic or professional courses that may allow exemption from part of a Roehampton programme. Credit transfer is the process of translating prior learning into University credits to contribute towards a Roehampton programme of study.

#### 2.2 Articulation Agreement

An articulation agreement is another form of assessment of certificated learning and is an arrangement between the University and a partner institution which formalises the recognition of part, or all, of the partner's programme as meeting the requirements for part of a Roehampton programme of study.

#### 2.3 Recognition of Prior Experiential Learning (RPEL)

RPEL is the recognition of learning, gained through professional or other experience, as equivalent to the learning outcomes of a Roehampton programme of study for which exemption of credit is being sought.

#### 2.4 Transfer credits

These are credits that have been achieved at another institution.

### **3. Criteria**

The following criteria should be applied when assessing RPL applications.

- Sufficiency – there is sufficient evidence to assess the claim
- Relevance – the evidence must be able to be mapped to the content and learning outcomes of the programme for which exemptions of credit are being sought;
- Authenticity – the evidence can be authenticated, for example, through the endorsement of an employer, or a reference from an educational establishment;
- Currency – the evidence of the learning has been achieved within a specified number of years prior to the start of the programme at the University.

### **4. Assessment**

The University must satisfy itself that it is safeguarding academic standards around the awarding of credit. The principle behind assessing prior learning is that the candidate should demonstrate that the learning they have achieved through the award of individual credits, or through the completion of an academic or professional course, matches sufficiently the parts of the University programme of study from which the applicant is seeking exemption.

Therefore, when making judgements on RPL, the assessor must ensure that:

- there is a match between the content of the course the applicant has studied mapped against the content (for example, module descriptors) and the learning outcomes of the target programme. This might be, typically, module or course handbooks, a portfolio of evidence, or a combination of the two;
- there is evidence of the achievement, which maybe a transcript, or endorsement by an employer;
- the level of the prior learning is comparable to that of the Roehampton credits for which the exemption is being granted;
- the volume of credits, or content overall if the course is not credit-rated, should match the volume of the Roehampton programme for which exemptions are being sought;
- there is evidence of current learning. There is a limit to how long ago the credits were achieved, the course was passed, or the learning from the experience took place.

### **5. Restrictions**

- 5.1 A previous award may count towards the requirements for a Roehampton programme of study where the exemption of credit from a higher award is being sought. An example of this is the use of the credits from a Foundation Degree towards a top-up level 6 Bachelor's Degree. The transfer of credits from an award at the same level, for example from one Master's programme to another, should not normally exceed 20 credits.
- 5.2 There may be restrictions imposed by Professional Statutory and Regulatory Bodies.
- 5.3 The transfer credits should normally have been achieved no more than five years before the proposed date of initial registration at the University.
- 5.4 Only the number of transfer credits is recorded on a student's transcript, not the marks.
- 5.5 There are restrictions on the amount of credit that may be transferred into programmes of study at the University as follows:
  - (i) No more than 60 credits:  
Certificate of Higher Education; Graduate

- Diploma;  
Postgraduate Certificate in  
Education; Postgraduate  
Diploma;
- (ii) No more than 12  
credits:  
  
Master's Degree.
- (iii) No more than 120 credits at Level 4 and no more than 40 credits at Level 5:  
  
Diploma of Higher  
Education; Foundation  
Degree.
- (iv) No more than 160  
credits:  
  
Master of Fine Arts.
- (v) No more than 120 credits at Level 4, and no more than 120 credits at Level 5:  
  
Bachelor's Degree.  
Integrated Master's  
Degree

Applications for credit transfer will not be accepted towards programmes of study at the University comprising fewer than 120 credits in total.

## **6. Process**

### **6.1 Individual applications**

Applicants seeking recognition of prior learning will be expected to submit evidence supporting their claim. For RPCL, this will include transcripts, certificates and information on the programme content of their previous study. The Programme Convener, admissions tutors, or nominee of Head of Department or School, will assess the evidence according to the criteria set out in c) above. Advice about levels, credit volume and equivalences are supplied by the Academic Office, or Admissions. Final sign-off will be through the Academic Office on behalf of the Academic Registrar.

Prior experiential learning will be assessed through a portfolio of evidence, including a statement of the credit being applied for and a summary of the learning claimed in relation to the programme the applicant is applying for. The statement should cross-reference the module learning outcomes to the applicant's learning to demonstrate that the applicant has acquired the relevant knowledge and skills to be exempted from the Roehampton programme. The portfolio might include practice-based documents, certificates, employer references, or other endorsement, reports on observations of practice, video/audio tapes with commentary and analysis related to the applicant's achievement as well as an evaluation of how the experience demonstrates the learning achievements claimed, its authenticity as the applicant's own accomplishment and whether the learning is current or, if not, has been updated to make it so. Alternatively, RPEL may be assessed through a specific RPEL module attached to a programme with credit values assigned to it, typically, 20-, 40- and 60-credits. The portfolio of evidence will be assessed against the module content and learning outcomes.

### **6.2 Articulation agreements**

Articulation agreements formalise the recognition of prior certificate learning at an institutional level, recognising exemption from part of a Roehampton programme of study.

Academic tutors will compare the content and learning outcomes of the Roehampton programme against the source programme and will produce a mapping document that will be approved by the School or Department LTQG. A formal agreement will then be produced, outlining the conditions of entry for students to transfer into the Roehampton programme.

*Academic  
Office July  
2016*

# **UNIVERSITY OF ROEHAMPTON**

## **SAFEGUARDING CHILDREN & VULNERABLE ADULTS - POLICY**

### **1. Introduction**

- 1.1. This document sets out the policy and procedures of the University of Roehampton to ensure a safe environment for children and vulnerable adults.
- 1.2. The University believes all individuals have a right to learn and develop within a safe environment, and is committed to protecting children and vulnerable adults from harm. The University is not however 'in loco parentis' (in the place of the parent) and cannot accept the responsibilities of guardian to any member of its community.
- 1.3. The University also recognises its responsibilities to protect staff, students and volunteers against unfounded allegations of abuse.
- 1.4. This policy aims to ensure children and vulnerable adults, and all those who work with them, are safe and supported within the institution and its organised activities.

### **2. Scope**

This policy applies to all University staff, applicants, students, volunteers, University representatives, and visitors to the University. It applies to all activities involving contact with children or vulnerable adults, including where those activities are delivered virtually via an online environment.

For the purposes of this policy University staff refers to any permanent, fixed term, associate, temporary or other members of staff employed by the University, including student ambassadors.

### **3. Definitions**

- 3.1. A "student" is anybody who is enrolled on a University of Roehampton programme of study, as defined in the University's Academic Regulations.
- 3.2. "Children"<sup>5</sup> are people under the age of 18 years.
- 3.3. "Vulnerable Adults" are people over the age of 18 years who receive assistance or support in the form of a Regulated Activity.
- 3.4. "Regulated Activity" includes health care; personal care; social work; daily assistance; teaching, training or instructing and advice or guidance provided mainly for children. (Further details at Appendix C).

### **4. Policy statement**

The University safeguards children and vulnerable adults in the following ways:

- 4.1. By seeking to make the University safe and welcoming to all.
- 4.2. By prioritising specifically the welfare and protection of children and vulnerable adults.
- 4.3. By appointing staff with specific responsibilities regarding safeguarding (see section 6).

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<sup>5</sup> In this document, as in the Children Acts 1989 and 2004 respectively, a child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

- 4.4. By giving staff information, training and guidance about how to recognise potential abuse, how to respond appropriately and how to report it, and by making staff aware that they have a responsibility to report any concerns they are aware of regarding a safeguarding matter to the appropriate person (see sections 11 and 12).
- 4.5. By adopting a broad approach to its safeguarding responsibilities which encompasses well recognised forms of abuse (see Appendix B), but also considers issues such as the prevention of radicalisation amongst students<sup>6</sup>.
- 4.6. By ensuring all suspicions and allegations of abuse are taken seriously, investigated and responded to swiftly and appropriately.
- 4.7. By consulting potential victims of abuse and taking their views into account as part of deciding an appropriate course of action and considering the proportionality of response, as part of making decisions.
- 4.8. By sharing information appropriately, working in partnership with relevant agencies, ensuring that all parties recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.
- 4.9. By giving staff information, training and guidance about general good practice.

## **5. General good practice for staff**

- 5.1. Everyone who works at Roehampton shares a responsibility for making the University a safe and secure environment for all its members.
- 5.2. Child protection over-rides confidentiality, internal hierarchies and objectives. Staff should not collude with a parent, a child, or another staff member to keep concerns secret in areas of child protection
- 5.3. Any member of staff whose normal duties will include Regulated Activity will be vetted by a DBS check (see Appendix C) before taking up the role, and are contractually obliged to notify the University of any subsequent criminal convictions that may impact upon their future employment with the University.
- 5.4. Intimate or sexual relationships between staff and students under the age of 18 or who are vulnerable adults are an abuse of trust, and may constitute a criminal offence.
- 5.5. One-to-one meetings with a child or vulnerable adult, or meetings outside the normal teaching / office environment, should be conducted with due regard to the potential sensitivity of the situation. Ideally meetings should be conducted in an open area.
- 5.6. Unnecessary physical contact with children or vulnerable adults should generally be avoided. Whilst these gestures may be well intentioned, such acts are sometimes misinterpreted.
- 5.7. Staff administering first aid should ensure, wherever possible, that another member of staff is present if they are in any doubt as to whether necessary physical contact could be misconstrued.
- 5.8. Care should be exercised in the use of language. For example, unnecessary comments which could be interpreted as having a sexual connotation should be avoided.
- 5.9. The personal telephone number, personal email or home address of any staff member should not be given to children or students who are vulnerable adults.

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<sup>6</sup> e.g. Guidelines on Dealing with Sensitive Issues at: <http://www.roehampton.ac.uk/corporate-information/Policies/>

- 5.10. In situations where it is necessary for staff to restrain a person in order to prevent injury or damage, only the minimum force necessary must be used and any action taken must be to restrain only, and only for as long as is necessary to prevent harm.
- 5.11. There will be occasions when children are placed in settings outside of their normal place of study (e.g. a placement, field trip, summer school, or taster event). Organisers must ensure that appropriate DBS checks have been made, risk assessments are conducted and procedures are in place to protect children from harm.
- 5.12. In the case of any student making a disclosure of abuse or where there is cause for concern, explain to the student that this information will have to be referred on and follow the advice in section 12. Do not attempt to resolve any concerns alone, and report all allegations or suspicions of abuse.
- 5.13. If a member of staff feels that they or other members of the University may be at risk from being the subject of or exposed to unwarranted accusations in connection with children or students who are vulnerable adults, they should alert their Head of Department or line manager.

## DETAILED PROCEDURES

### 6. Safeguarding Roles & Responsibilities

<b>Lead Safeguarding Officer</b>	<b>University Registrar</b>
<ul style="list-style-type: none"> <li>Has overall responsibility for the University's Safeguarding Policy, its implementation and promotion.</li> <li>Updates the Safeguarding Policy guidance regularly to ensure it reflects legislative changes and good practice.</li> </ul>	
<b>Designated Safeguarding Officers</b>	<b>Academic Registrar (students)</b> <i>Deputy: Head of Wellbeing</i> <b>Director of Human Resources (staff)</b> <i>Deputy: Head of Employee Relations</i>
<ul style="list-style-type: none"> <li>Investigate allegations of abuse or non-compliance occurring on University premises or involving University staff, students or volunteers.</li> <li>Makes adult and child protection referrals to relevant agencies as appropriate.</li> </ul>	
<b>Human Resources Department</b>	
<ul style="list-style-type: none"> <li>Determine which staff roles require DBS checks, and undertake all checks for relevant staff, maintaining appropriate records.</li> <li>Keeps up to date with legal requirements and recommendations for good practice in relation to staff DBS checks and other relevant aspects of recruitment and selection of staff.</li> <li>Ensures that safeguarding information is disseminated to HR staff.</li> <li>Provide update training in safeguarding as part of the staff development programme</li> </ul>	
<b>Heads of Departments/Directors of Services</b>	



<ul style="list-style-type: none"> <li>• Ensure that all activity and contact in their area involving children or vulnerable people is in accordance with the Safeguarding Policy and Procedures.</li> <li>• Investigate and remedy any apparent non-compliance.</li> <li>• Appoint a Safeguarding Coordinator on a standing basis or, where appropriate, for specific events.</li> <li>• Where relevant, arrange appropriate training for their staff.</li> </ul>
<b>Line managers</b>
<ul style="list-style-type: none"> <li>• Ensure that all staff in their area are made aware of the Safeguarding Policy and Procedures.</li> <li>• Where relevant, arrange appropriate training for their staff.</li> <li>• Provide information to HR to enable identification of any staff roles which require a DBS check (See Appendix C).</li> <li>• Where relevant, monitor and evaluate staff compliance with Safeguarding Policy and Procedures as part of ongoing work review processes.</li> <li>• Investigate and remedy any apparent non-compliance.</li> </ul>
<b>Organisers of activities involving students</b>
<ul style="list-style-type: none"> <li>• Ensure that all aspects of the activity is compliant with the Safeguarding Policy and Procedures.</li> <li>• Ensure students are DBS checked as appropriate and in compliance with this Policy.</li> <li>• Ensure comprehensive risk assessments are undertaken.</li> </ul>
<b>Organisers of activities involving <u>non</u>-students</b>
<ul style="list-style-type: none"> <li>• Ensure that all aspects of the activity is compliant with the Safeguarding Policy and Procedures.</li> <li>• Ensure staff and others involved in providing the activity (e.g. students, volunteers, etc) are DBS checked as appropriate and in compliance with this Policy.</li> <li>• Ensure comprehensive risk assessments are undertaken.</li> </ul>
<b>All staff, volunteers and students acting on behalf of the University</b>
<ul style="list-style-type: none"> <li>• Responsible to report any concerns for the welfare of children and/or vulnerable adults to their line manager, supervisor or a Designated Safeguarding Officer.</li> </ul>
<b>Visitors</b>
<ul style="list-style-type: none"> <li>• All visitors who bring children or vulnerable adults into the University (unless to participate in a University organised activity) retain responsibility for their safety and welfare at all times.</li> </ul>

## **7. Safeguarding for students who are vulnerable adults or under the age of 18 years**

### **7.1. General**

The University does not discriminate on the basis of age or disability and admits suitably qualified applicants who are under 18 years old or who are vulnerable adults.

The University and all its services and facilities constitute an open access and predominantly adult environment. As such the University treats all students as independent, mature individuals. Staff members are not routinely DBS checked unless their work warrants it by involvement in Regulated Activity.

The University does not accept the rights, responsibilities and authority that parents have in relation to a child, and will not act in loco parentis in relation to students who are under the age of 18 years.

The standard personal and academic support arrangements apply equally for students who are under and over 18 years of age. However, the University acknowledges that students under the age of 18 and vulnerable adults may have additional needs in relation to their support and welfare and the University encourages self disclosure of information by students to support this.

### **7.2. Admission**

#### ***Under 18 year olds and vulnerable adults***

- 7.2.1. Under 18 year olds and vulnerable adults who are admitted as students to the University are subject to the standard admissions procedures.
- 7.2.2. The University identifies students who are under 18 on entry and provides this information to staff who may come into contact with them in order to ensure appropriate safeguarding measures are put in place. These staff may include Heads of Colleges and College Residence Officers, Heads of Academic Departments and relevant Programme Tutors or Convenors and Personal Tutors, staff in student support services, the Head of Security and Managers of Bars and Catering outlets.
- 7.2.3. The parents or guardians of international students who are under 18 are required to nominate a guardian permanently resident in the UK for the period that the student remains under the age of 18. This nomination is to be made and communicated to the University prior to the student's entry.
- 7.2.4. The University will seek to work with applicants who will be under the age of 17 on entry and their parent or guardian to carry out an individual 'risk and readiness' assessment to ensure that appropriate safeguarding measures are put in place, and to ensure that the parent or guardian has a full understanding of the nature of the University environment and the support that is (and is not) available.

#### ***Applicants who have a criminal record***

- 7.2.5. The University has an enhanced review process regarding the admission of applicants who have a criminal record. Full details are available within the Admissions Policy<sup>7</sup>. In summary, this states that unspent criminal convictions will not necessarily prevent applicants from gaining admission.

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<sup>7</sup> Available at: <http://www.roehampton.ac.uk/corporate-information/Policies/>

- 7.2.6. Where the course of study is likely to bring the individual into contact with children or vulnerable adults, information is required through the Disclosure & Barring Service. All admissions decisions are made in good faith on the basis of the information in the application, and are final, having no right of appeal as long as the decision has been reached fairly and in accordance with the published criteria.
- 7.2.7. The University may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in his/her application.
- 7.2.8. Students are required to inform the University and their professional placement (if applicable) of any cautions or convictions that may occur after their DBS check.

### **7.3. Contracts**

People who are 16 or 17 years old are able to enter into necessary contracts for such matters as education and accommodation, even though they are not considered legally competent under English law to enter into all legal contracts. Students of 16 years and above will therefore be expected to sign their own University registration, and accommodation contract where appropriate.

Vulnerable adults are similarly able to enter into contracts unless they lack capacity to make decisions for themselves. It is assumed by the University that students who are classed as vulnerable adults have the capacity to sign contracts for themselves unless the University is presented with evidence to the contrary.

### **7.4. Alcohol**

It is illegal for alcohol to be sold to or bought by people who are under the age of 18 years. The University takes reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but cannot undertake to supervise individual students. The Students' Union is responsible for ensuring that appropriate arrangements are in place for its own licensed premises.

### **7.5. Parental and third party involvement**

In normal circumstances the University deals directly with students (with whom it has a contractual relationship) and not with parents or other third parties, and this approach applies to students who are vulnerable adults or are under 18 years.

The University has duties under data protection legislation to preserve the right to privacy and confidentiality of students. The University therefore only discloses information regarding students (including vulnerable adults or under 18 year olds) to third parties (including parents, guardians and next of kin) in accordance with its Data Protection Policy<sup>8</sup>.

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<sup>8</sup> Available at: <http://www.roehampton.ac.uk/corporate-information/Policies/>

## 7.6. Sexual relationships

Under the Sexual Offences Act 2003, it is a criminal offence for a person to engage in a sexual relationship with a person under the age of 18 when they are in a position of trust in relation to that person. At the University of Roehampton, all staff, volunteers and anyone formally representing the University are considered to be in a position of trust for this purpose.

## 7.7. Field Trips

Courses may involve compulsory or optional field trips or periods of study away from the University. The University includes the safeguarding of under 18 year olds and vulnerable adults in the pre-departure risk assessment procedure and makes appropriate arrangements on the basis of this assessment, advised by the Health & Safety Department. Beyond this, and the general requirements of this policy and procedure, no additional arrangements are made.

## 7.8. Use of IT facilities

The University's Conditions of Use of Communications and IT Facilities<sup>9</sup> prohibits their use to access, store or distribute material which is offensive, obscene, indecent, discriminatory, or harassing. The IT facilities are however an open access environment, and use of IT facilities by students is not routinely monitored in detail.

Advice on data and computer security, and keeping safe online is provided for staff and students<sup>10</sup>.

# 8. Safeguarding arrangements for children and vulnerable adults who are not students

## 8.1. Lost children

Any concerns or information regarding lost children should be reported urgently to the 24-hour Security Control Room (ext 3333 or 020 8392 3333).

## 8.2. Organised activities

The safeguarding of children or vulnerable adults visiting the University is the responsibility of the organiser of the activities in which the children or vulnerable adults are participating. This includes Summer Schools and organised visits.

Where the University is not formally the organiser of the activities, it accepts no liability.

It is the responsibility of the organiser of activities to ensure that appropriate staff and volunteers are DBS checked and comprehensive risk assessments are undertaken in relation to the health, safety and wellbeing of children participating in activities on the University campus. Advice on safeguarding for University staff organising activities for children or vulnerable adults should be sought from the Designated Safeguarding Officers (section 6) and the Health & Safety department (regarding risk assessment).

**Members of the Department of Recruitment, International and Admissions, including those employed to the Department on a temporary basis, for example Student Ambassadors, who work very closely with school and college partner students, to whom a disclosure is made or who have cause for concern should follow the procedures below, speaking in the first instance to their line manager. The line manager will then liaise directly with the Departmental Safeguarding Coordinator. The Departmental Safeguarding**

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<sup>9</sup> Available at: <http://studentzone.roehampton.ac.uk/itservices/policies/index.html>

<sup>10</sup> For example at: <http://my.roehampton.ac.uk/keepitsafe/default.aspx>

**Coordinator will then seek further advice from the Lead Safeguarding Officer or Designated Safeguarding Officers.**

Where the University is not the organiser of the activities, fully completed risk assessment documentation and assurances regarding completion of DBS checking procedures must be provided before any booking may be confirmed.

**8.3. Ad hoc visitors**

Children of visitors, staff or students on campus remain the responsibility of their parent/guardian at all times.

**8.4. Employment of children**

From time to time the University may employ, or offer periods of formal or informal work experience, to people under the age of 18 years. If the child is over 16 years old, their supervision is not constituted as regulated activity and the supervisor does not need to be DBS checked, although careful thought should be given to ensuring the work environment is safe and appropriate.

Different provisions apply for children aged less than 16 years, and the advice of a Designated Safeguarding Officer (section 6) should be sought in relation to ensuring safeguarding responsibilities are fulfilled.

**8.5. Use of IT facilities**

The University's 'Conditions of Use of Communications and IT Facilities' prohibit their use to access, store or distribute material which is offensive, obscene, indecent, discriminatory, or harassing. The IT facilities are however an open access environment, and use of IT facilities by students is not routinely monitored in detail. There are however no physical restrictions on access and appropriate supervision must be given if children are allowed to make use of the University's IT facilities.

**8.6. Insurance**

The University's insurance covers most of the risks likely to be involved in activities involving children. However, specific activity and event organisers should contact the Management Accountant in the Finance Department for confirmation that their activities are appropriately covered.

**8.7. Photography and film**

Written consent to take and use images of children should be obtained prior to the taking of photographs and/or video footage. Parents/guardians must be made aware of when, where and how the images may be used and their intended audiences in order that they can give informed consent. Where there is a reasonable expectation of observation (e.g. in research) written consent may not always be needed. Security footage is also excluded from the need for written consent.

**8.8. Children as participants in research**

Procedures to be followed if children are to participate in research projects are outlined in the Ethics Board's Guidelines for Research, Practice and Teaching.

**9. Safeguarding arrangements for student placements**

9.1. Whilst engaged in University activities, students may come into contact with children or vulnerable adults, for example whilst they are on placement or visiting a setting as part of their programme of studies.

9.2. Programme Tutors will ensure that:

- 9.2.1. appropriate Disclosure & Barring Service checks are made regarding students in such situations;
  - 9.2.2. the students are informed about the requirements of this Safeguarding Policy and of the Safeguarding Policy of the setting in which their placement will be undertaken, including who they should contact should any issues arise;
  - 9.2.3. the students have undertaken appropriate Safeguarding Awareness Training (such as an online tutorial module); and
  - 9.2.4. any students entering placement settings which are covered by the Childcare Act (2006)<sup>11</sup> are notified of the regulations regarding 'disqualification by association' and the duty to disclose a relevant association (such as living in the same household as someone who is disqualified from providing childcare).
- 9.3. Programme Tutors will also ensure that a copy of the Safeguarding Policy is sent as relevant to all settings that receive students as part of University activities.
  - 9.4. The University requires that all settings that receive students as part of University activities have a Safeguarding Policy in place.
  - 9.5. If a student has safeguarding concerns while on placement they should immediately report these to the Safeguarding Officer of the setting and, for students on programmes within the School of Education, also to the School of Education's Designated Safeguarding Co-ordinator at the University.
  - 9.6. Children may visit campus with their Roehampton student teachers to access facilities here and safeguarding issues remain the responsibility of the placement setting, as they would with any other field trip.

## **10. Recruitment, vetting and training of staff**

- 10.1. The University takes all appropriate steps to safeguard children or vulnerable adults and complies with the Disclosure and Barring Scheme (DBS)<sup>12</sup>.
- 10.2. The University complies with its on-going duty to notify DBS with any relevant information regarding the conduct of any individual which the University considers to have caused harm or pose a risk of harm to vulnerable groups.
- 10.3. Decisions regarding which staff roles require DBS checks are made by the Human Resources Department, on the basis of information provided by line managers (See Appendix C). Staff roles which may require a DBS check include:
  - Staff working with children and vulnerable adults in Regulated Activity
  - Counsellors, and any others providing treatment, therapy or healthcare (and their managers)
  - Specialist disability advisors (and their managers) - except any who provide only advice or services to students with dyslexia

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<sup>11</sup> i.e. Schools and certain Local Authority placements (see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/414345/disqual\\_stat-guidance\\_Feb\\_15\\_3\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15_3_.pdf) for further information)

<sup>12</sup> The DBS was established under the Protection of Freedoms Act 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) for England and Wales and the Independent Safeguarding Authority (ISA) for England, Wales and Northern Ireland. Functions of the CRB and ISA have been transferred to the DBS under the Protection of Freedoms Act 2012 and it became operational on 1 December 2012.

- Tutors and supervisors on summer schools for under 18 year participants, and their managers
- Staff who carry out frequent, unsupervised outreach work in schools (although not those whose work is simply marketing the University)
- Research staff and PhD students involved in supervising children or vulnerable adults in the course of conducting the research
- Staff who hold alcohol licences

#### **10.4. Staff duty to notify**

All staff engaged in Regulated Activity undergo compulsory DBS checks, and are contractually obliged to notify the University of any post employment criminal convictions that may impact upon their future employment with the University. If staff members are found to be in breach of this obligation, disciplinary action may be taken with potential sanctions including summary dismissal.

#### **10.5. Training & Support**

- The University provides a copy of this policy and procedure in induction packs for all new staff.
- The University provides training, including regarding child and vulnerable adult protection and health & safety guidance, to all relevant staff, students and volunteers upon appointment.
- Update safeguarding training is also offered every three years to all staff who work with students whose programme of study requires involvement in Regulated Activity.
- Designated Safeguarding Officers offer advice on request.

### **11. Recognising potential abuse**

There are a number of ways in which abuse of a child or vulnerable adult can become apparent:

- A child or vulnerable adult discloses abuse.
- A third party discloses that a child or vulnerable adult has told him or her that abuse is taking place.
- A child or vulnerable adult shows signs of physical injury for which there appears to be no satisfactory explanation.
- A child or vulnerable adult's behaviour leads to suspicion that he or she is being, or has been, abused.
- A member of staff's behaviour in the way in which he or she relates to a child or vulnerable adult causes concern.

### **12. Responding to safeguarding concerns**

12.1. The University will respond in an appropriate, proportionate and timely way to suspicions or allegations of abuse.

12.2. If staff, in the course of their work at the University, have a child protection issue brought to their notice, or observe an instance of abuse themselves, or have cause for concern, they must treat this as a priority and address the issue immediately. All members of the University have a duty to raise concerns, without prejudice to their own position, about behaviour by staff, managers, volunteers, students or others. Staff should recognise that it is their duty to inform but not to investigate.

- 12.3. Staff are required to report any incident of abuse or cause for concern which arises in the course of their work with children and vulnerable adults. This must be done immediately to the Departmental Safeguarding Coordinator or directly to the line manager who will then inform the relevant Departmental Safeguarding Coordinator who will then speak to the Designated Safeguarding Officer. The following list gives examples of incidents which are required to be reported. It is not exhaustive:
- 12.3.1. A child or vulnerable adult is accidentally hurt
  - 12.3.2. There is concern that relationship is developing which may be an abuse of trust
  - 12.3.3. A member of staff is worried that a child or vulnerable adult is becoming attracted to them or a colleague; or a member of staff is becoming attracted to someone in his/her care
  - 12.3.4. A child or vulnerable adult displays inappropriate sexually explicit behaviour or sexual awareness
  - 12.3.5. A member of staff believes a child or vulnerable adult has misinterpreted or misunderstood something that has happened or something that a colleague has done
  - 12.3.6. A member of staff notices any suspicious marks on a child or vulnerable adult or receives a report/hears of an allegation of abuse from a child or vulnerable adult regarding events outside the University
  - 12.3.7. A member of staff, or a colleague, has had to use reasonable physical restraint to prevent a child or vulnerable adult harming themselves or another, or from causing significant damage to property
  - 12.3.8. There is suspicion of or an allegation is made of abuse
- 12.4. If there is an immediate risk of significant harm and emergency medical treatment is required, this must be arranged following normal health and safety procedures.
- 12.5. Any suspicions or allegations should be reported to a Designated Safeguarding Officer who will investigate the matter and determine an appropriate course of action, including contacting external authorities where this is indicated.
- 12.6. Disclosing abuse is difficult for variety of reasons. Some children and vulnerable adults do not disclose because they feel they will not be believed or be taken seriously. It is very important that staff actively listen and respond sensitively. Creating a safe space to talk is crucial in breaking down barriers to disclosure.



DO	DO NOT
Stay calm	Panic or delay
Recognise your feelings, but keep them to yourself	Over-react
Use language that the person can understand	Use jargon or express opinions
Reassure the person: <ul style="list-style-type: none"> <li>▪ they have done the right thing telling you</li> <li>▪ they are not to blame</li> <li>▪ you believe they are telling the truth</li> </ul>	Probe deeply for information  Use leading questions
Listen carefully, record what the person says and keep these notes	Make them repeat the story
Explain what you will do next (i.e. tell the Safeguarding Officer) in a simple and clear way	Promise unconditional confidentiality
Follow the procedure outlined in informing a Safeguarding Officer, and seek advice and support for yourself	Approach the person against whom the allegation has been made or discuss the disclosure with anyone other than a Safeguarding Officer

- 12.7. This procedure below must be followed whenever an allegation is made that a child or vulnerable adult has been abused or there is a suspicion that this may have occurred, whatever your personal feelings.
- 12.8. The procedure below must also be followed if allegations or suspicions of abuse are made against a staff member of the University at work or in a private capacity; against someone not directly connected to the University; against another child or vulnerable adult; or if the suspected or alleged abuse is taking place outside the University.
- 12.9. Staff, students and volunteers should also follow the procedure below for any suspected or alleged abuse, even if it appears insignificant. There may be other undisclosed aspects of abuse which, when considered together, may add up to a more serious concern.
- 12.10. Make a detailed written record of the matter and report it without delay to your line manager and/or a Designated Safeguarding Officer. If the allegation concerns someone who is not a student this should be the Director of Human Resources. If the allegation concerns a student, this should be the Academic Registrar.
- 12.11. The Designated Safeguarding Officer will inform the Lead Safeguarding Officer and will investigate the matter, consulting with relevant internal departments and external agencies as appropriate.
- 12.12. If a member of staff feels that they or other members of the University may be at risk from being the subject of or exposed to accusations in connection with children or students who are vulnerable adults, they should alert their Head of Department or line manager.
- 12.13. If an allegation is raised against a member of staff or student they may be informed of the allegation, on the advice of the Local Authority and/or Police, and may be removed from contact with children and vulnerable adults in line with the appropriate disciplinary process (staff or student).
- 12.14. Any internal disciplinary action arising from an investigation will be handled in accordance with the relevant disciplinary process (staff or student).
- 12.15. If the matter is the subject of a criminal investigation:

- The University is entitled to pursue its own or complementary confidential enquiries and disciplinary action and the Lead Safeguarding Officer will consult with the relevant agencies in such cases.
  - To maintain the integrity of the investigation, individuals who face an allegation may be advised to only discuss the substance of the allegation with his or her union or legal representative, immediate family or as directed by the investigating officer.
  - Following an investigation, disciplinary action may be taken as appropriate
- 12.16. Information is shared and discussed between staff and relevant agencies on a need-to-act basis only.
- 12.17. The written record of the matter will be retained by the Lead Safeguarding Officer.

### **13. Compliance with these procedures**

- 13.1. The University expects staff and all those contributing to its activities to follow the requirements of this policy and procedure and to promote a safe environment in which the welfare of children and vulnerable adults is protected and promoted.
- 13.2. Failure to follow this policy and procedures may not constitute abuse, but is nonetheless a matter of concern for the University and may lead to disciplinary action.
- 13.3. If members of staff, students, or volunteers are concerned that the guidance and procedures are not being followed, they should contact their line manager, Designated Safeguarding Officer or Lead Safeguarding Officer.

## **Appendix A - Underpinning Legislative Framework**

The guidance and legislative framework that underpins this document includes:

- Children Act (1989, 2004)
- Sexual Offences Act (2003)
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children (2010)
- Statement of Government Policy on Adult Safeguarding (2011)
- Protection of Freedoms Act (2012)

### **Implementation**

Depending upon the circumstances of the safeguarding issue, this document may be used in conjunction with other relevant guidance:

- Data Protection Policy
- Disability Policy
- Diversity and Equal Opportunities
- Employment Policies and Procedures
- Ethics Board's Guidelines for Research, Practice and Teaching
- Freedom of Information Policy
- Health & Safety Policy
- IT Policies and Conditions of Use
- Lone Working Policy
- Risk Management Policy
- Security Policy
- Admissions Policy
- Harassment Complaints Procedure
- Sensitive Issues Guidelines
- Student Code of Conduct
- Student Contract
- Student Disciplinary Regulations
- Student Mental Health Policy

## **Appendix B - Definitions of Abuse**

### **Definitions of Abuse relating to Children**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse can take a number of forms, which are not mutually exclusive. It can include direct ill-treatment or the impairment of health or development through neglect. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. For the purposes of safeguarding children, there are four categories of abuse: physical; sexual; neglect; emotional.

Staff, students and volunteers should seek advice on and/or report any suspected or alleged abuse, even if it appears insignificant. There may be other undisclosed aspects of abuse which, when considered together, may add up to a more serious concern.

#### Physical abuse

Hitting, pushing, scalding, hair pulling, shaking, pinching, kicking, misuse of medicines, restraint, or inappropriate sanctions.

#### Sexual abuse

Rape and sexual assault, sexual acts to which the adult has not consented, or could not consent to, or was pressured into consenting.

#### Emotional abuse

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, bullying, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or being prevented/ withdrawn from receiving services or supportive networks.

#### Neglect

Not meeting appropriate medical or physical care needs, or withholding the necessities of life such as food, heating and medicines which causes the person to suffer.

### **Definitions of Abuse relating to Vulnerable Adults**

Vulnerable adult can be abused in many different ways. For the purposes of safeguarding vulnerable adults, please see the Definitions of Abuse relating to Children (above) in addition to the following categories of abuse defined below:

#### Financial abuse

Theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

#### Discriminatory Abuse

Any abuse or harassment because of a person's race, gender, sexuality, disability or age.

#### Institutional Abuse

Abuse as result of persistently poor care or a rigid and oppressive regime.

**An act of abuse normally falls under more than one type of abuse.**

**The University recognises a broad range of safeguarding responsibilities, including abuse as defined above, but also in relation to matters such as preventing radicalisation.**

## Appendix C: Defining Regulated Activity

The following information assists in defining whether a role requires a DBS check. Line Managers should provide this information to the HR Department to enable decisions regarding staff DBS checks.

**Does the job role or activity involve:**

**Y/N**

One-to-one, frequent or overnight, unsupervised contact with children or vulnerable adults?	
Provision of health care (physical, mental, counselling or therapy)?	
Provision of specialist disability advice (except where provided only to people with dyslexia)?	
Physical assistance (e.g. with eating, drinking, toileting, washing, dressing) which is provided for reasons of age, illness or disability?	
Day to day management or supervision on a regular basis, of another person who is providing a regulated activity?	
<b>For activity involving children only (Regulated Activity)</b>	
Unsupervised teaching, training, care or supervision, where children are the main recipients?	
Overnight teaching, training, care or supervision, where children are the main recipients?	
Unsupervised advice or guidance on physical, emotional or educational wellbeing, which is provided mainly for children?	
Advice or guidance on physical, emotional or educational wellbeing, which is provided mainly for children, and is provided between 0200h and 0600h?	
Activity in any of the following places: school, pupil referral unit, childcare premises, FE establishment mostly for children, children's detention centre, children's home, or children's centre?	
<b>For activity involving adults only (Regulated Activity)</b>	
The activities of Regulated Social Work?	
Day to day assistance in a person's household affairs required because of their age, illness or disability, and in relation to their cash, bills, or shopping?	
Power of attorney, mental health advocacy, and similar?	
Transporting a person because of their age, illness or disability to or from places where they receive health or personal care or social work?	

Further detail is available at: <https://www.gov.uk/government/publications/dbs-referrals-factsheets>

# STUDENT CODE OF CONDUCT

## PREAMBLE

Roehampton University's approach to higher education is based on a clear set of values. Among these are the following:

- we challenge, inspire and support our students as individuals, to grow intellectually, personally and spiritually
- we prepare our students to be responsible citizens and leaders in a fast-changing and complex world
- we encourage learning, creativity and the arts as ways of nurturing the human spirit and improving the quality of life
- we promote equality, diversity, mutual respect and understanding

As members of Roehampton University's diverse community, all students are expected to be familiar with this Code and to conduct themselves with due regard to the University's objectives; its good name and reputation; and the rights of others. We are all fortunate that anti-social behaviour is not common at Roehampton. However, it is important for everyone to be confident that there is a clear resolve to deal with any instances that do occur.

The Student Code of Conduct [the "Code"] provides a framework, underpinned by and linked to the University's Disciplinary Regulations, through which members of the University community can work together to create a positive environment in which these important values can be realised. We hope that by following the Code and understanding the reasons behind it, students will be able to make the most of the University experience.

The Code does not, however, deal with issues related to academic misconduct or behaviour which are addressed in the [Student Disciplinary Regulations](#). Similarly, the Code does not address conduct by staff towards students as this is addressed elsewhere.

The Code is in two parts. The overarching principles of the Code are set out in the Code itself, which is a document approved by Senate and Council. The Guidance that accompanies the Code helps to interpret its provisions and can be modified by Senate alone.

## STUDENT CODE OF CONDUCT

### GUIDING PRINCIPLES

The Student Code of Conduct provides the primary definition of what constitutes appropriate and inappropriate conduct or behaviour for students registered at Roehampton University.

The Code applies to behaviour:

- while on Roehampton University or College campuses
- while representing Roehampton University or one of the Colleges.

Guidance in the interpretation of the Guiding Principles, set out below, can be found in the Annex to the Code.

**Failure to comply with the Code of Conduct constitutes non-academic misconduct and may result in students being referred to the University's disciplinary procedures** [<http://www.roehampton.ac.uk/universitysecretariat/StudentDisciplinaryRegs.pdf>].

### GUIDING PRINCIPLES REGARDING GOOD CONDUCT

Students should

- behave in a responsible manner designed to foster mutual respect and understanding between all members of the University community;
- not behave in any way which may be considered threatening or disruptive, or being likely to lead to injury or physical or emotional harm to any of its students or staff;
- not intentionally damage or deface any University, College or Student Union building or other property;
- act within the law and not engage in any activity or behaviour likely to bring the University into disrepute.

### GUIDING PRINCIPLES REGARDING MISCONDUCT

The University considers the following inappropriate conduct to constitute misconduct that is likely to lead to disciplinary proceedings. The list should not be considered to be exhaustive.

- Failure to respect the rights of others to freedom of belief, orientation or practices, or freedom of speech;
- Violent, disorderly, threatening, bullying, or offensive behaviour or language whilst on University or College premises, engaged in University or College activity or using University or College computers or email accounts;
- Serious acts of fraud, deceit, deception or dishonesty in relation to the University or a College or their staff or students;
- Any action likely to cause significant injury or impairment of safety on University or College premises;
- Any action likely to bring the University into disrepute;
- Serious disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University or a College;
- Harassment of any kind towards a student, member of staff or authorised visitor to the University or a College by any means including cyber-bullying or cyber-harassment;
- Any interference with fire detectors, fire alarms or fire extinguishing equipment
- Serious damage to, or defacement of, University or College property;

- Serious damage to the property of other members of the University caused intentionally or recklessly, or misappropriation of such property;
- Serious misuse or unauthorised use of University or a College premises and property, including computer misuse;
- Failure to disclose details of identity to a member of staff of the University or a College in circumstances in which it is reasonable to require that such information be given.

Minor misconduct, if repeated, may be regarded and therefore punished as if more serious.

In addition to the Code of Conduct, a number of other university policies and codes set out appropriate norms of behaviour. These include:

- [Drugs Policy](#)
- [Accommodation contract \(where applicable\)](#)
- [Alcohol Policy](#)
- [Non- Smoking Policy](#)
- [Guidelines for Conduct for Formal Written Examinations](#)
- [Parking Policy](#)
- [Learning Compacts](#)
- [Conditions of Use of Communications and IT Facilities](#)
- [CHEST Code of Conduct](#) for the Use of Computer Software or Datasets
- [JANET Acceptable Use Policy](#)
- [Students' Union Constitution](#)
- [Student Terms and Conditions \(or Student Contract\)](#)

The failure to comply with these policies may result in proceedings being brought under the [Student Disciplinary Regulations](#).

Details of student disciplinary procedures can be found at <http://studentzone.roehampton.ac.uk/disciplinaryregulations/index.html>

The University will normally refer to the Police any incident that involves illegal activity.

Details of the Student Complaints Procedures can be found at: <http://studentzone.roehampton.ac.uk/complaints/index.html>



# STUDENT CODE OF CONDUCT

## ANNEX 1: GUIDANCE ON APPROPRIATE CONDUCT

This Guidance serves as a supplement to the Code of Conduct and provides practical advice on what is appropriate and inappropriate conduct.

### ON CAMPUS --- GENERAL

The University campus is a place of study, work and, for some, their home. Balancing all these aspects to maintain a sense of respect for others and their needs is a complex matter. In a diverse and multicultural community certain behaviour, dress and activities may offend others, and this needs to be appreciated by all. The University also takes matters of health very seriously and will not tolerate behaviour that poses a threat to the health or security of students or staff.

Please note that the Code applies to property and premises owned or controlled by the University, the Colleges or the Roehampton's Students' Union. Additional requirements related specifically to college or university residences are set out in accommodation contracts.

Students are also advised that:

- Students must not interfere with fire detection equipment, fire alarms or fire extinguishers
- Students must observe fire alarms and related procedures and evacuate buildings when alarms sound; ;
- Only students with Parking Permits or Local Authority disabled parking permits may park on site. Security staff will issue tickets for failing to adhere to parking rules;
- Flyers or stickers may only be posted on appropriate notice boards and must not be put on signage, trees, walls, doors or windows;
- Students must comply with the University's Non-Smoking Policy;
- Security staff are responsible to the University for the overall safety of everyone on campus, must be obeyed, treated courteously and must not be impeded in their duties;
- Students should refrain from consumption of food and drink in lectures, meetings, seminars, tutorials, chapels, and prayer rooms.

### LECTURES

Students should arrive in time for the start of a lecture as late arrival is extremely disruptive to other students;

- Students must not disrupt a lecture or interfere with other students' ability to benefit from it;
- The use of mobile phones to take or make calls, to send or receive text messages, or to record or send images is forbidden in lectures. Special permission may be requested in exceptional circumstances;
- Taping of lectures should only take place with the agreement of the lecturer.

### MEETINGS, SEMINARS AND TUTORIALS

Students are expected to:

- Arrange meetings with staff by appointment, so that all concerned are clear about the venue and time;

- Attend meetings with members of staff when requested to do so and note that the failure to attend a disciplinary interview when given appropriate notice is itself a disciplinary offence possibly subject to further sanction; Ensure that they know the venue and time for meetings, seminars or tutorials, arrive in good time for appointments, and adhere to any agreed arrangements;
- Contact the staff member in good time if unable to attend, and make an alternative appointment if necessary;
- Respect the rights of others to freedom of belief or religion, orientation or practices, and freedom of speech;
- Refrain from taping meetings, seminars or tutorials unless specifically agreed by staff, and if relevant any other students present.

In the most serious cases, Security Staff may be asked to assist when a student fails to comply with a request to leave a lecture, meeting, seminar or tutorial.

### **EXAMINATIONS**

Students must follow the requirements of the Guidelines and Conduct for Written Formal Examination, found on [StudentZone](#).

### **LIBRARY, LEARNING RESOURCES CENTRE AND SELF-STUDY AREAS**

The Library, Learning Resources Centre, and associated computer suites across the University, are used by hundreds of visitors each day. Students and borrowers are expected to be considerate towards each other and to staff in order to preserve these valuable learning environments. Computer Suites can be used for personal use (such as receipt of e- mail etc.), but students who do so are expected to be considerate towards others who have more pressing academic business, allowing them priority on the computers.

Students are expected to:

- Refrain from consumption of food and drink except in areas where their consumption is indicated as permitted;
- Refrain from the use of mobile phones, IT-based or electrical equipment, except in areas where their use is indicated as permitted;
- Remain silent in areas designated as silent spaces;
- Replace books and resource materials in the appropriate place, so that others can find them, and to treat the resources within the LRC with respect;
- Ensure that they have all items they are borrowing issued to them before leaving the Library/LRC;
- Respect noise zoning notices, so that other students in the area can continue studying;
- Be considerate towards staff and to one another.

### **RECEPTION AREAS**

There are reception areas, enquiry points and help desks in the main University buildings, the Colleges, Security Gatehouses, the Library, the Welcome Centre, and many other areas of the University. They represent a point of contact between University staff and students with particular needs and requests. Students are advised that staff in reception areas are usually very well informed, but may not be able to solve every problem brought to them, or have the information needed.

The staff will make every endeavour to meet your needs, but may advise you to enquire elsewhere. Students are expected to:

- Queue, and wait their turn with patience;
- Be courteous and polite at all times;

- Request rather than demand;
- Respect the needs and rights of others, even when a need is urgent, making staff aware of the urgency in a manner that does not cause offence;
- Be prepared to provide their Student ID card or other form of identity when requested.

#### **IN CHAPELS/PRAYER ROOMS**

Students are expected to:

- Respect the purpose of these spaces and co-operate with the appointed staff member;
- Avoid disruption of an essentially peaceful space by making a noise, discarding litter, eating, drinking, smoking, or using mobile phones or other similar devices.

#### **IN DINING AREAS**

Students are expected to:

- Observe the usual conventions of queuing and paying for what they order or buy;
- Follow requests for clearing dirty plates and glasses and disposing of packaging;
- Recognise that removal of cutlery or crockery is theft;
- Respect others using the dining areas.

#### **IN BARS**

Students are expected to:

- Recognise that University and College bars operate under licence and the conditions of the licence require rules to be set for customers;
- Understand that, at the discretion of bar staff, a customer may be refused service;
- Recognise the authority of University Security staff and security staff employed by outside firms;
- Recognise that students less than 18 years of age are not permitted to drink;
- Carry identification (ID) and, if requested, produce it for inspection. If necessary, Student ID may have to be surrendered to a member of staff;
- Be aware that any student banned from a College bar on campus may also be banned from other University or College bars.

#### **OFF CAMPUS: THE NEIGHBOURHOOD**

The University constantly works on building good relationships with its surrounding neighbours. We work with residents' associations and the Police in order to help make the Roehampton area a safe and friendly environment to live in.

Students are expected to:

- Help us build on these relationships by the way they conduct themselves in the surrounding area;
- Be considerate to their neighbours, especially regarding noise levels and rubbish;
- Be considerate when parking so they do not obstruct residents;
- Act within the law and not engage in activity or behaviour that is likely to bring the University into disrepute;
- Be aware that incidents involving local residents may lead to police action.

#### **OFF CAMPUS ACTIVITIES**

There are many opportunities at Roehampton to undertake activities that will take students off campus. These include trips linked to study, students' union sports activities, students' union holidays and students' union events. Any student engaged in a university activity is seen as representing Roehampton, even if not formally doing so. During these activities students should adhere to the rules of the venue, of the transport companies and where appropriate any other outside organisations involved in the activity

Failure to comply with these rules at a Students' Union event may result in a student being banned by the Union from attending any other events.

**USE OF THE INTERNET, EMAIL AND OTHER I.T.**

Students must adhere to:

- [Conditions of Use of Communications and IT Facilities](#)
- [CHEST Code of Conduct](#) for the Use of Computer Software or Datasets
- [JANET Acceptable Use Policy](#)

## STUDENT COMPLAINTS PROCEDURE

The University endeavours to provide quality in all of its activities. However there may be times when students feel that they have not received the high quality of education or level of service which might reasonably be expected. In those circumstances, you are entitled to complain, and to make known your concerns, without fear of reprisal or victimisation. You can expect the University to deal with a complaint seriously, fairly, within a reasonable timescale and, where appropriate, in confidence.

This guide is designed to advise you of the appropriate procedure, and to inform you about the process.

Advice can be sought from the designated academic adviser in Roehampton Students' Union, and thereafter from the University Secretary or their staff in the University Secretariat.

The designated academic adviser can advise you whether you may have appropriate cause for complaint, and also advise you about putting your case and information together to submit. The University Secretary can advise you on the processes that the University follows to consider complaints from students.

Many complaints can be resolved relatively easily and informally at an early stage. You should normally talk in the first instance with the person(s) most directly concerned with your complaint. Programme Conveners, Course tutors, Academic Department Business Managers and other staff are always prepared to discuss any problems or concerns that you have, before they become major complaints.

If you are not able to resolve the problem informally, you will need to follow the formal Students' Complaints Procedure detailed below. The Procedure consists of a series of steps which will be followed by you and the University in order to find a way forward to a mutually agreed solution. After the appropriate steps, have been taken (which will not necessarily be all of those detailed below), the University will advise you of the outcome.

Your rights - and responsibilities - as a student making a complaint to the University are detailed at the end of this procedure. If a group of students wishes to make the same complaint, the University will require one student to be nominated as a point of contact for all.

Please note that you must ensure that you follow the correct procedure, and fulfil requirements yourself if you wish the complaint to be considered by the University.

If, however, after completing the University's procedures, you have not been able to agree a solution with the University, you can take the matter to the Office of the Independent Adjudicator (OIA) for Higher Education. The Adjudicator considers such disputed decisions for universities across the country, acting in an ombudsman role. The service provided by the Adjudicator is free of charge to students and details are available on the OIA Website:

<http://www.oiahe.org.uk>

## SPECIAL NOTE: ACADEMIC APPEAL PROCEDURES

*The following Complaints Procedure **does not apply** if you wish to appeal against a mark, termination or other academic decision of the University. If you are uncertain whether you wish to proceed with an appeal or a complaint, please seek advice from the University Secretary before you begin.*

*If you believe that you have grounds for appeal against the result of an examination, assessment or of a degree classification, against a requirement to retake an examination or a decision to terminate your programme of study, or any other academic decision, please refer to the University's Academic Regulations which can be found on the website at: <http://www.roehampton.ac.uk/acprognw/acregsnew.asp>.*

*The section of the Academic Regulations relating to appeals is at:  
[http://studentzone.roehampton.ac.uk/programmedetails/acregspartsix.asp#annex\\_4](http://studentzone.roehampton.ac.uk/programmedetails/acregspartsix.asp#annex_4)*

## PROCEDURE FOR MAKING A COMPLAINT TO THE UNIVERSITY

### STAGE 1 – INFORMAL DISCUSSION

If you are considering making a complaint, you should first contact the designated academic adviser in the Roehampton Students Union. Please do this *before* you write a letter of complaint to any member of the University. You will normally be asked to summarise your concerns briefly in an e-mail or letter.

The designated academic adviser may be able to help you to address your concerns informally, either by advising you of the appropriate member of staff to contact and how to proceed, or by contacting that person on your behalf, and advising the outcome.

Please also note that complaints related to accommodation at the University are considered by, and under processes administered by, Estates and Campus Services. If appropriate you will be advised to follow those procedures.

### STAGE 2 - LODGING A FORMAL COMPLAINT

If the substance of your complaint cannot be solved informally, you should contact the University Secretary who will ask you to submit a Complaints Summary Form, together with supporting evidence.

The Form must be signed by you, and be addressed to the University Secretary, who will act as your contact in relation to the complaint. Please do not write directly to the Department, School or College or any other member of staff of the University yourself once you are following the formal complaints procedure.

**Please note that complaints cannot usually be accepted from third parties, such as relatives or solicitors acting on your behalf.**

**The submission of a Complaints Summary Form and its date of receipt will represent the commencement of consideration under the Formal Complaints**

## Procedure.

Your submission will be referred by the University Secretary to an appropriate senior member of staff in a School, Department or College of the University. This member of staff will be asked to investigate your complaint and to advise the University Secretary in writing of their findings, recommendations and any action proposed. The University Secretary will advise you of this outcome by letter, and of any action you should take in relation to it.

You will have the right to reply to this 'Outcome Letter' containing the University's initial decision about your complaint. If in the light of the response you still feel that the complaint remains unresolved from your point of view, you should notify the University Secretary, by letter in reply, stating clearly your reasons for wishing to pursue the matter further.

## STAGE 3 - PURSUING A FORMAL COMPLAINT

If you consider that your complaint has not been fully concluded to your satisfaction at the end of Stage 2, your response to the Outcome Letter will be considered by a Pro Vice-Chancellor (or their nominee), who will also consult with other senior staff if/as appropriate.

The University will normally consider taking complaint consideration further only if you can demonstrate one or more of the following:

- (i) that you have relevant new evidence which was not made available to the investigator previously;
- (ii) that there has been a clear failure of due process in consideration of the complaint, which you can define and provide evidence for.

If the Pro Vice-Chancellor (or their nominee) finds that your grounds for pursuing your complaint *are not* justified, you will be advised why by the University Secretary, and a 'Letter of Completion' will be issued to you. This letter will advise that the University has completed its investigation of your complaint, has provided its final decision on it and does not intend to take the matter any further. Details of how to take your complaint to the Office of the Independent Adjudicator for Higher Education (OIA), should you wish to do so, will be included in this letter. Please note that you will need to have a 'Letter of Completion' in order to apply to the Independent Adjudicator. The OIA service is free to students, but you must follow their procedures.

If your reasons for pursuing a formal complaint *are* considered by the Pro Vice-Chancellor (or their nominee) to be justified, the University Secretary will advise you and arrange a hearing of the complaint by a panel of three senior staff members of the University. An independent member of the University's governing body, the Council, *may* be invited to be a member or Chair of the Panel. Council Members have an independent role and are not University staff members.

The University Secretary will ensure that all Panel members chosen will have had no previous connection with the investigation of your complaint. The Panel will interview

both you as the complainant, and any or all of the persons complained against, and will determine the University's final decision on the complaint.

The University Secretary will confirm to you the decision of the Panel, and any recommendations. A 'Letter of Completion' will be issued to you, indicating that the University has completed its investigation of your complaint, has provided its final decision on it and does not intend to take the matter any further. Details of how to take your complaint to the Office of the Independent Adjudicator for Higher Education (OIA), should you wish to do so, will be included in this letter.

Please note that you will need to have a 'Letter of Completion of Procedures' in order to apply to the Independent Adjudicator. The OIA service is free to students, but you must follow their procedures.

### **COMPLAINTS AGAINST ASSOCIATED INSTITUTIONS OR OTHER COLLABORATIVE PARTNERS OF ROEHAMPTON UNIVERSITY**

If your complaint is against an Associated Institution of the University, Roehampton will normally have an agreement with the institution concerned about how complaints are to be dealt with. The nature of the complaint will normally determine whether the matter is considered locally by the institution, or at Roehampton in line with the procedures detailed above. Please contact the Administration of the Associated Institution, and/or the University Secretary at Roehampton for advice on how to proceed before you commence pursuing a complaint.

### **TIMESCALE FOR THE PROCEDURE**

The University will make every endeavour to deal with your complaint quickly. If there is a delay because of the nature of your complaint, or owing to unavailability of appropriate staff you will be kept informed of progress.

- You should receive an *acknowledgement* of any written submission within five working days of its receipt, provided that you have followed the guidelines
- You will normally receive an *initial* written response to your written complaint within 28 days of its receipt, provided that you have followed the guidelines
- You will normally receive a *final* response to your complaint within three calendar months from receipt of a formal submission, provided that you have followed the guidelines; but if your complaint is complex, or involves several departments, this timescale may be extended

**If there are any exceptional time constraints relating to responding to your complaint, you will be advised at the earliest opportunity. Please note that these may emerge during consideration of your complaint, and it may not be possible to advise you of them at the beginning of the process.**



*NOTE TO ALL STUDENTS: RIGHTS AND RESPONSIBILITIES*

**WHEN MAKING A COMPLAINT YOU HAVE THE RIGHT TO:**

- Seek help from the Roehampton Students' Union;
- Be notified of the reasons for a complaint being upheld or not upheld, or any delay in a decision;
- Be interviewed by a Complaints Panel, at an appropriate point in their proceedings (ONLY if you get beyond STAGE 2);
- Be accompanied by a friend at meetings related to the Complaints Procedure (but not the Students' Union President or any other member of University Council);

**WHEN MAKING A COMPLAINT YOUR RESPONSIBILITIES ARE:**

- To state clearly the substance of your complaint;
- To indicate as clearly as you can the remedy that you seek;
- To follow the correct procedures as advised;
- To provide written statements on request;
- To attend a Complaints Panel, or any other meeting about your complaint, when requested.

*When writing to the University Secretary, please address correspondence to:*

*The University Secretary, Grove House,  
Froebel College, University of Roehampton, Roehampton Lane, London SW15 5PJ*

*Please note that any complaints about the University Secretary should be referred in the first instance to the Vice-Chancellor's Office.*

*Andrew Skinner  
University Secretary*

*August 2008/ revised June & July 2015*

*Recommended by Curriculum Strategy Committee: 24 July 2015*

*Approved by Senate under Chair's Action: 30 July 2015*

## STUDENT CONTRACT 2016/17

### 1. Introduction

- 1.1 When you accept an offer of admission from Roehampton University (the 'University') and you satisfy any conditions which the University may have attached to the offer, a contractual relationship is established between you and the University. It is important that you understand this document (the 'Contract') because it identifies the terms that govern the contractual relationship between us. You will be asked to accept these terms and conditions once the University has confirmed that all the conditions required for you to enrol at the University have been satisfied.
- 1.2 Before accepting an offer of admission, you must read this Contract in full and raise any questions with the University if there is any part of it that you do not understand, using the address/email address below:

Registry  
Roehampton University  
Roehampton Lane  
London  
SW15 5PU

[Registry@roehampton.ac.uk](mailto:Registry@roehampton.ac.uk)

### 2. Rules and Regulations

- 2.1 You agree as part of the Contract to abide by the University's rules, regulations, policies and codes (collectively referred to as rules and regulations in this Contract) that are in force at any given time. These include in particular, rules and regulations relating to academic study, learning and assessment; conduct and discipline; fitness to study; use of services and facilities; payment of fees and expenses; health and safety; and intellectual property. Such rules and regulations are available on the University's website and are included in the [Student Policies Handbook](#).
- 2.2 **You should read these rules and regulations carefully as breach of them may lead to the imposition of sanctions by the University including your expulsion from the University.**

If you are registered on a programme of study that leads to a professional qualification such as teaching or Counselling Psychology, you may also be subject to fitness to practice or fitness to teach regulations. Such regulations are drafted in keeping with guidance issued by the professional body relevant to your programme of study ("programme"). You will need to continue to satisfy the relevant fitness to practice or fitness to teach requirements in order to continue to be registered on any such programme. Programmes with fitness to practice or teach requirements have materials which detail the standards expected and provide other important information such as the procedures for appealing against a fitness to practice or teach determination made by the University.

- 2.3 The University will abide by its own rules and regulations and may make changes to them at any time where in the opinion of the University this will assist in the proper delivery of education. Changes are usually made for one or more of the following reasons:
- to update the rules and regulations to ensure that they are fit for purpose;
  - to reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance;
  - to incorporate sector guidance or best practice;
  - to incorporate feedback from students; and/or
  - to aid clarity or consistency of approach.
- 2.4 Where the University makes changes to its rules and regulations, it will make reasonable efforts to bring them to your attention before they take effect.

### **3. Registration at the University**

- 3.1 Before registering at the University, you shall:
- (a) comply with any conditions set out in the University's offer of admission;
  - (b) inform the University of any criminal convictions in the circumstances set out in the Admissions Policy;  
[http://www.roehampton.ac.uk/uploadedFiles/Pages\\_Assets/PDFs\\_and\\_Word\\_Docs/Policies/Admissions%20Policy.pdf](http://www.roehampton.ac.uk/uploadedFiles/Pages_Assets/PDFs_and_Word_Docs/Policies/Admissions%20Policy.pdf)
  - (c) where necessary, obtain the correct visa giving the entitlement to enter and remain in the UK for the purpose of study in accordance with the [UK Immigration Rules](#).
- 3.2 The University may terminate your registration if at any time:
- (a) it is discovered that you made false statements or omitted significant information in your application to the University;
  - (b) it is decided by the University student disciplinary procedure that any criminal convictions you may have are incompatible with study at the University;
  - (c) you are unable to prove that you currently have the entitlement to enter and remain in the UK for the purpose of study in accordance with the UK Immigration Rules;
  - (d) it is decided in accordance with a Fitness to Practice Procedure or a Fitness to Teach Procedure (for students registered on certain programmes leading to a professional qualification) that you are not fit to proceed on the programme; or
  - (e) for any other reason specified in its rules and regulations.
- 3.3 On registration, you will automatically become a member of Roehampton University Students' Union ("RSU"). Membership will allow you access to events, societies, advice and representation throughout your time as a student at Roehampton. It will also allow you such rights as attendance of general meetings, voting in elections and standing for positions within the RSU. It is your right to opt out of membership of the RSU in accordance with section 22 Education Act 1994 at any time whilst you are a member of the University. Further information on the right to opt out can be found in the RSU's Code of Practice:  
[http://www.roehamptonstudent.com/uploads/documents/RUS\\_Code\\_of\\_Practice.pdf](http://www.roehamptonstudent.com/uploads/documents/RUS_Code_of_Practice.pdf)
- Further details about the RSU are available via the [RSU website](#).

#### **4. Fees**

- 4.1 You agree as part of this Contract to pay, or make acceptable arrangements to pay to the University all deposits, fees, charges and expenses when these fall due.

The University will publish information on deposits, fees, charges and expenses and will inform you of the date by which these shall be paid. The University will also refund any fees paid by you which may be refundable in accordance with the Student Fee Payment & Enrolment Regulations:

[http://www.roehampton.ac.uk/uploadedFiles/Pages\\_Assets/PDFs\\_and\\_Word\\_Docs/Policies/University-of-Roehampton-Student-Fee-Regulations.pdf](http://www.roehampton.ac.uk/uploadedFiles/Pages_Assets/PDFs_and_Word_Docs/Policies/University-of-Roehampton-Student-Fee-Regulations.pdf)

- 4.2 **Failure to pay fees and charges (collectively referred to as fees and charges in this Contract) when due may lead to the imposition of sanctions by the University, including suspension from access to University facilities or termination of your membership of the University.**

#### **5. Accommodation**

- 5.1 You will be responsible for making your own arrangements for accommodation and insurance of your personal belongings for the duration of your studies. Any use by you of University accommodation or any arrangements for off campus accommodation made by the University on your behalf will be subject to separate agreements. Further information is available via the [University's Accommodation Services](#).

#### **6. Disabled Students**

- 6.1 If you have a disability you are encouraged to disclose this early so that support and/or access requirements can be considered in an effective and timely manner. Disclosing a disability will not impact on its selection of an applicant, as all admissions decisions are made on academic merit.
- 6.2 The University will make reasonable adjustments to its provision of education to ensure that applicants and students are not placed at a substantial disadvantage in comparison to non-disabled people. Though the University takes reasonable and proportionate steps to ensure that adjustments are planned, provided in advance and in anticipation of disabled people requiring support, cases may occasionally arise, where it would not be reasonable for the University to make adjustments for a particular applicant or student, for example, where that individual's needs are complex.
- 6.3 In such circumstances, the University may not be able to offer you a place or may need to terminate the Contract. You will be informed of the decision and the reasons for it.

#### **7. Academic Study**

- 7.1 You agree as part of this Contract to:
- (a) participate fully in your programme. Such participation includes, attending and taking part in classes and activities, and undertaking assessment within set deadlines;
  - (b) notify the University and provide reasons if you are unable to attend or submit assessment, in accordance with the Mitigating Circumstances Policy:  
[http://www.roehampton.ac.uk/uploadedFiles/Pages\\_Assets/PDFs\\_and\\_Word\\_Docs/Quality\\_and\\_Standards/Mitigating%20circumstances%20policy%20August%202013.pdf](http://www.roehampton.ac.uk/uploadedFiles/Pages_Assets/PDFs_and_Word_Docs/Quality_and_Standards/Mitigating%20circumstances%20policy%20August%202013.pdf)

- (c) not seek to obtain, or assist another student in obtaining, an unfair advantage over other students in relation to his/her programme of study, in accordance with the [Student Disciplinary Regulations](#);
- (d) submit your work to the [TurnitinUK](#) to assist you in your learning but to also act as a plagiarism detective service when required to do so by the University. You authorise the University and third parties authorised by the University to make and to retain copies of such work in order to assess it for originality and to compare it at a later date with future submissions.

7.1.1 The University will use lecture capture technology to record and publish educational activities such as lectures. It is assumed that you consent to your educational activity being recorded but you have the right to opt out of appearing in any recordings in the interest of privacy and safety. You must not share the contents of a captured lecture with any third party.

## **8. Disclaimers**

8.1 The University will do all that it reasonably can to provide you with the educational services as described in the University prospectus and on the University's website. Sometimes circumstances beyond the control of the University mean that it cannot provide such educational services or that it is not possible for the University to deliver an appropriate quality to education for applicants or students registered on a particular course, for example, where the numbers recruited to a course are too low. Examples of other such circumstances include:

- the unexpected departure of key members of University staff;
- acts of God;
- terrorism, war or national emergencies;
- fire or flood;
- power failure;
- damage to buildings or equipment;
- the acts of any governmental or local authority; and/or
- industrial disputes, including disputes involving the University's employees.

In these circumstances, the University will take all reasonable steps to minimise the resulting disruption to services to affected individuals by, for example, offering them the chance to move to another course or by delivering a modified version of the same course. Applicants will be entitled to withdraw their applications and any deposits and fees already paid to the University will be refunded in full. Save as otherwise stated above, to the fullest extent that it is possible under the general law the University excludes liability for any loss and/or damage suffered by any student as a result of those circumstances.

8.2 The University will deliver your chosen programme of study in accordance with the descriptions set out in the University prospectus and on the University's website, subject to certain circumstances specified below, which may necessitate changes to the content and/or delivery of programmes. Such circumstances include the need to:

- maintain accreditation from or compliance with the requirements of a professional, statutory or regulatory body;
- respond to desirable developments in a subject area (e.g. changes in teaching practices); or
- respond to feedback from students or external examiners.

Changes may be made either before or after your admission but in all cases the University will take the reasonable expectation of its students who are admitted to or engaged on any affected programme into account, and will have due regard to the quality of the student experience. The University will provide adequate notice of any proposed changes and take all reasonable steps to minimise disruption.

Students affected by substantial and/or material changes will be offered the opportunity to withdraw from the affected programme and, where appropriate, offered reasonable support to transfer to another programme at the University or at another institution.

- 8.3 The University will provide the learning facilities (e.g. the library, IT, laboratory and other facilities) described in the University prospectus, provided it is not prevented from doing so by circumstances beyond its reasonable control. Should such circumstances arise, the University will take reasonable steps to provide acceptable alternative facilities.
- 8.4 The University does not exclude or limit in any way its liability for:
- death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors;
  - fraud or fraudulent misrepresentation.
- 8.5 The University does not accept responsibility and expressly excludes liability to the fullest extent possible under the general law for loss or damage to students' property or for infection of students' equipment caused by computer viruses, and for the consequences of any such damage.

## **9. Communications**

- 9.1 The University will provide you with a Roehampton e-mail account for the duration of your studies and will use this when communicating with you by e-mail.
- 9.2 You will:
- (a) be expected to use your Roehampton account when contacting University staff by e-mail, so that University staff can be reasonably sure of your identity;
  - (b) inform the University promptly via [StudentZone](#) about any changes to your personal details including; postal address, telephone number and contact details.

## **10. Personal Data collection, publication and sharing**

- 10.1 The University is notified as a data controller with the Office of the Information Commissioner and will need to collect and use ("process") your personal data including sensitive personal data for certain purposes as specified in the University's Data Protection Policy:  
[http://www.roehampton.ac.uk/uploadedFiles/Pages\\_Assets/PDFs\\_and\\_Word\\_Docs/Policies/Data-Protection-Policy.pdf](http://www.roehampton.ac.uk/uploadedFiles/Pages_Assets/PDFs_and_Word_Docs/Policies/Data-Protection-Policy.pdf)

By accepting this Contract, you agree to the University's processing of your individual personal data, including your sensitive personal data.

- 10.2 The University recognises the importance of the protection of personal data and will process your personal data in accordance with the Data Protection Act 1998. You may raise any queries relating to the processing of your personal data with the University's Data Protection Officer within the University Secretariat via the address/email address below:
- The Data Protection Officer  
University of Roehampton  
Grove House  
Roehampton Lane  
London SW15 5PJ
- [Unisec@roehampton.ac.uk](mailto:Unisec@roehampton.ac.uk)
- 10.3 The University will share your personal data with its employees and agents when they have a legitimate reason to access relevant information about you. Any sharing of your personal information will be in accordance with the University's Data Protection Policy (see 10.1 above) and data sharing guidance published by the Information Commissioner's Office in the UK.
- 10.4 The University will also need to share certain personal data with a variety of third parties or their agents, notably:
- Student sponsors (including Student Finance, the Student Loans Company and Funding Councils);
  - University of Roehampton Students' Union (for membership and student elections purposes);
  - Relevant government departments to whom we have a statutory obligation to release information (including the Higher Education Funding Council for England, the Higher Education Statistics Agency, the National College for Teaching Leadership, the Home Office or the Department for Work and Pensions);
  - Examining bodies, other educational establishments and other relevant academic bodies;
  - Potential employers and placement providers;
  - The Police
  - The Electoral Registration Officer of Wandsworth Borough Council (Personal data of students living in University Halls, accommodation managed by the University or in private accommodation which falls within the electoral boundary of the borough of Wandsworth is shared for the purpose of maintaining the register of electors).
  - Local Authorities (In order to administer exemptions of properties from council tax)
  - Santander for the production of ID cards.
- 10.5 Disclosure of certain personal data may also be made to other entities not listed above in specific legitimate circumstances. In such cases, your consent will be sought where necessary.
- 10.6 Information relating to your studies, including your student ID and results, may be published on the University's electronic notice boards and StudentZone. The email address that you enter when you enrol may be displayed within StudentZone and other related systems (eg Moodle) and may be viewable by other students on your module or programme. Please consider this when choosing and entering your email address when enrolling.



- 10.7 You may meet the criteria required to be contacted in the future in relation to the Destination of Leavers from Higher Education Survey (DLHE) and the National Student Survey (NSS). If you would prefer not to take part you have the right to opt out. Information on how to opt-out will be provided when the University invites you to take part.
- 10.8 For further information regarding HESA and the Student Collection Notice please visit the [HESA website](#).

## 11. Attendance and Academic Regulations

- 11.1 You are expected to manage your own learning which includes attendance in scheduled teaching and spending sufficient time undertaking private study. You are expected to undertake assessment within set deadlines. **Students who fail to attend classes or make satisfactory progression may have their registration with the university terminated in accordance with the Academic Regulations.**

## 12. If things go wrong

- 12.1 Complaints about the University are made through the Student Complaints Procedure: [http://www.roehampton.ac.uk/uploadedFiles/Pages\\_Assets/PDFs\\_and\\_Word\\_Docs/Policies/StudentComplaintsProcedure.pdf](http://www.roehampton.ac.uk/uploadedFiles/Pages_Assets/PDFs_and_Word_Docs/Policies/StudentComplaintsProcedure.pdf). This procedure has been devised to help to resolve any student complaints as promptly, fairly and amicably as possible.
- 12.2 If you remain dissatisfied after following the Student Complaints Procedure (see link in 12.1 above) to completion, you have the right to ask the [Office of the Independent Adjudicator for Higher Education \(OIA\)](#) to review the complaint.
- 12.3 The University may take disciplinary action under the [Student Disciplinary Regulations](#) against you if you do not act in accordance with the terms set out in this Contract, or with any of the University's rules and regulations in force at any given time. You agree that all relevant staff will be advised of the outcome. One of the possible outcomes of disciplinary action is that your registration at the University may be terminated.

## 13. Notices

- 13.1 Any notice to be given to the University by you under or in connection with this Contract shall be deemed to have been properly served if sent by first class post or email to the University Registrar at the following address/email address:

University Registrar  
Grove House  
Roehampton University  
Roehampton Lane  
London SW15 5PJ  
[Registrar@roehampton.ac.uk](mailto:Registrar@roehampton.ac.uk)

- 13.2 Any notice to be given to you under or in connection with this Contract shall be deemed to have been properly served if:
- (a) sent by first class post to the last address you provided to the University; or
  - (b) sent to your Roehampton e-mail account.



#### **14. General**

- 14.1 This Contract is only enforceable by you and the University. No other person shall have any rights in connection with this Contract.
- 14.2 If any part of this Contract becomes illegal or invalid, the parts of the Contract which are not illegal or invalid shall remain in force.
- 14.3 Failure of either you or the University to enforce any part of this Contract shall not be construed as a waiver of a right to enforce that part of the Contract and shall not affect the right later to enforce any part of this Contract.
- 14.4 All representations, warranties, terms and commitments not expressly set out in this contract (whether implied by law, conduct, statute or otherwise) are excluded to the maximum extent permissible at law.
- 14.5 This Contract is governed and construed in accordance with English Law. By agreeing to its terms and conditions you submit to the exclusive jurisdiction of the English courts for the resolution of any disputes which may arise out of or in connection with this contract or your studies.

*University of  
Roehampton Academic  
Registrar August 2015*

*Updated: October 2015 & July 2016*

## **STUDENT FEE PAYMENT & ENROLMENT REGULATIONS 2016/17**

### **1. Introduction**

This document outlines the **Student Fee Payment and Enrolment Regulations** which will be in place for the academic year 2016/17 and covers the following areas:

- The arrangements for the successful enrolment as a student of the University of Roehampton (the “University”),
- The payment of student fees
- The procedures to be applied in the event of non-payment of fees.

These Regulations are designed to ensure that all students are treated fairly and equitably and understand their tuition fees and other fees and charges. Students are defined as persons registered onto any programme of study at the University.

Student fees are defined as any charges for tuition, accommodation, the use of special equipment, consumables/materials and facilities, library fines, charges for the non-return of equipment, field trips, travel costs, attendance at performances, printing and unpaid hardship loans.

The University's academic year starts on 1 September 2016. All students are required to enroll at the start of each year of their programme of study and following any period of suspension of studies.

Accommodation fees and charges are due in accordance with the University Accommodation Contract. Details regarding the methods of payment of Accommodation fees and charges are included in documentation given to the student at the time of enrolment and are available on the University website.

These regulations apply to all students – this includes part-time, full-time, undergraduates, postgraduates, home, European Union and international students.

### **2. Tuition Fees**

Tuition fees are reviewed annually and a schedule can be found at <http://www.roehampton.ac.uk/finance>

The Department for Business Innovation & Skills (BIS) sets the maximum tuition fee chargeable and any annual increments for full-time home and European Union (“EU”) undergraduate students. The University sets all other tuition fees and the fee listed on the course page is for the first year of study only (for those starting in 2016/17).

Other than those tuition fees set by BIS, all other tuition fees are reviewed annually and may increase.

The fees rise each year to allow for a combination of factors, including inflation. However, the percentage rise is not necessarily the same as the rate of inflation in any one year, because inflation is just one factor of many which are considered when setting the University's fees.

The tuition fees contribute to providing the resources, staff contact and the support students need as well as an attractive learning environment.

Any changes for the following academic year will ordinarily be confirmed in the preceding autumn, giving students almost one year's notice of their fee liability for the following year.

Further details can be found on the University website via this link: [www.roehampton.ac.uk/finance](http://www.roehampton.ac.uk/finance).

Outside of the annual fee review process the only changes that could occur during an academic year are as follows:

- a requested change in the mode of study (e.g. moving from full-time to part-time or vice versa),
- re-assessment by the Student Loans Company or Local Authority,
- enrolment of additional modules

In these cases a revised invoice will be sent directly to the student requesting payment of any additional tuition fees.

### **3. Determination of Fee Status**

All international applicants joining the University must provide all necessary fee assessment information to the Admissions Department to enable their fee assessment to take place prior to the start of their programme. The University adheres to the guidelines as set out by the UK Council for International Student Affairs. Please refer to <http://www.ukcisa.org.uk/> for the rules and procedures regarding tuition fee status.

With exception to the specific cases, as defined by UKCISA, tuition fees will be charged relative to a student's fee status at the point of enrolment and will continue to be charged at that rate for the duration of the academic year.

### **4. Enrolment**

In order to become a fully enrolled student at the University, applicants must complete all the necessary academic requirements and make arrangements to pay all fees as directed by the University. Tuition fees are due for payment at the start of each academic year, or the start of each enrolment period for non-standard start dates.

The University allows self-funding students to pay their tuition and accommodation fees in set instalments as detailed in Section 5.1, Self-funding Students. For the purposes of these regulations self-funding students are defined as students not applying for Government loans.

Enrolment will not be complete until payment details have been provided. Failure to complete the enrolment process will result in the application to the University being delayed and/or terminated.

Home/EU Undergraduate or PGCE applicants and continuing students who have applied for a Government loan to cover the cost of their tuition fees, will receive written confirmation of their entitlement from their loan provider. Applicants and students in receipt of a Government loan will be required to provide their Student Support Number (SSN) or Customer Reference Number (CRN) during the online enrolment process - See Section 5.2 for further details.

All applicants and continuing students enrolling at the University are bound by the conditions set out in these Regulations and related policies.

Failure to complete the enrolment process as stated will result in application or affiliation to the University being terminated.

## **5. Payment of Tuition fees**

Student fees should be paid at the time of registration in accordance with the current arrangements for paying fees which are updated annually. Payment options are listed below and further details can be found in Appendix 1.

Western Union Business Solutions Bank Transfer  
Online Payment using a credit or debit card  
In Person

### **5.1 Self-funding Students**

Self-funding students, who pay their tuition fees in full by the start of the academic year, or the start of each enrolment period, will be entitled to a 2% discount. Self-funding student instalment dates are detailed below:

For courses commencing September 2016 and running over the full academic year

Instalment One: Due by Monday 19<sup>th</sup> September 2016 (50%)

Instalment Two: Due by Thursday 5<sup>th</sup> January 2017 (50%)

For courses commencing January 2017

Instalment One: Due by Monday Thursday 16<sup>th</sup> January 2017 (50%)

Instalment Two: Due by Monday 24<sup>th</sup> April 2017 (50%)

Students who have a start date outside of these times will be made aware of the appropriate payment arrangements at the point of registration.

Should an applicant or continuing student be considered by the University as having extenuating circumstances, the University may agree for the tuition fees to be paid on dates other than those specified above. In this instance, the University reserves the right to ask a student to produce evidence to support the extenuating circumstances. Any agreement entered into by the University will be subject to periodic review.

Payment must be in sterling and can be made in full via bank transfer through Western Union Business Solutions or by debit/credit card using the University's Tuition Fee Payment Portal.

**Under no circumstances will cash, in any currency, be accepted.**

Those students who would normally be eligible for a Government loan but who opt to pay tuition fees as a self-funding student and subsequently fall behind on their second instalment payment of tuition fees, will normally be expected to transfer to the deferred Government Loan scheme and request a loan from the Student Loan Company (SLC)/ Student Finance England (SFE) or the regional equivalent to cover the outstanding balance.

Students who subsequently have payments not honoured or reclaimed will be charged a £25 administration fee and will be subject to the sanctions in this document.

The University reserves the right to decide which organisations or companies will be accepted as approved or official financial sponsors

## 5.2 Students who have applied for a Government loan from Student Finance England or its regional equivalent

For the purposes of this document loans provided by Student Finance England, Student Finance Wales and the Student Awards Agency for Scotland are classified as Government loans.

Students who apply for a Government loan will usually be given a Student Support Number (SSN) or Customer Reference Number (CRN).

Where a student has not yet received a decision from the appropriate student support provider as to whether they are eligible for a tuition fee loan, the student will normally be permitted to register under arrangements outlined in Section 4.

Should the student support provider advise the student that they are not eligible for support or that they have failed to provide satisfactory documentary evidence that their application is still being assessed, they will become subject to the procedure and sanctions for the non-payment of tuition fees detailed below in Section 11.

## 5.3 Payment by an approved financial sponsor

If student tuition fees are to be paid by an approved sponsor such as the National Health Service, an employer, or by a Professional Career Development Loan, it is the student's personal responsibility to ensure that the tuition fees are paid by the student sponsor.

Applicants or continuing students in receipt of funding, either in full or in part by a private sponsor, such as a commercial or charitable organisation, must provide an official letter of sponsorship to the University.

This is to be provided prior to or during, the enrolment period and should:

- be an official letter of sponsorship on the organisations headed paper signed by an authorised signatory of the sponsor
- include the invoice address, contact details and name of the official contact at the sponsor,
- the full name of the student and the amount of the sponsorship

The University will invoice the sponsor directly and payment must be made in full within 30 days from the date of the invoice.

Parents, family members or friends are not classed as sponsors.

Should the sponsor default on payments or withdraw funding, the responsibility will fall upon the student to pay the fees. In which case the student must contact the Finance Department and make acceptable arrangements to pay any outstanding fees promptly.

#### 5.4 Payment by an approved non-UK Government Loan provider

Students who are in receipt of a loan from an approved non-UK Government loan provider for the payment of tuition fees, for example US Federal Aid, will be expected to undertake all the steps necessary to enable the University to invoice the provider for your tuition fees and receive payment.

Should the loan provider default on payment of the fees the student is responsible for paying the fees.

In the event that the loan received is insufficient to cover the tuition fees due the student is responsible for paying the balance of the fees.

The University reserves the right to decide which loan providers they will accept as approved.

#### 5.5 International Student Deposits

All International students (*except those from the USA or Norway*) looking to undertake an undergraduate or taught postgraduate programme at the University will be required to pay a deposit to secure a place on the course and to obtain a Confirmation of Acceptance letter.

The amount of deposit payable, along with payment instructions, will be confirmed to students in their offer letter from the University. The deposit payable for the academic year 2016/17 is £2,500.

Deposit payments made to the University will be deducted from the total annual tuition fee. Where payment of tuition fees by instalments is selected, the balance of the total annual tuition fee will be split into 2 equal instalments. Deposits can be paid by following the link <https://epay.roehampton.ac.uk/deposits>.

The University follows UK Home Office guidance on international student applications and as such the tuition fee deposit is non-refundable.

However, a refund of a deposit may be considered in the instances of an applicant failing to meet the conditions of their offer, is refused a visa to enter the UK or the programme of study is cancelled by the University.

In order to apply for a tuition fee deposit refund, a request must be made in writing and sent to the International Office.

In the event of a visa refusal you must provide a clear copy of the refusal stamp in the applicant's passport, a copy of the refusal letter from the Visa Office, a copy of the deposit payment receipt and any other relevant documentation which the University may have requested you to send.

If a student requires a visa to study in the UK, they are expected to be able to fund the whole of their programme of study themselves, unless they have an official financial sponsor. An official financial sponsor is:

- Her Majesty's Government;
- the student's home government;
- the British Council;
- an international organisation or company; or
- a university.

## 5.6 Postgraduate Taught and Research Students

Postgraduate taught and research students are liable to pay fees in respect of each academic year or part thereof in which they are registered. Special arrangements for payment of fees apply to some programmes of study where fees are not due per academic year, i.e. fees relate to specific stages, or modules, and are payable prior to commencement of each stage or module.

New postgraduate students should refer to their postgraduate offer letter for details of arrangements for payment of their fees.

## 5.7 Tuition Fee Liability

Students are personally liable for payment of their fees as detailed in the *Payment of Tuition Fees in Section 5* above, except where a contractual agreement exists between a sponsor and the University. Where the student has produced written evidence, satisfactory to the University that he or she is the holder of an award, scholarship or sponsorship which includes payment of fees direct to the University, an invoice for fees will be issued to the sponsoring organisation. If the sponsor fails to pay fees within 30 days of an invoice being issued, the University may no longer recognise them as a sponsor. Where this is the case, the student will be invoiced as self-funding.

## 5.8 Non-Credit Bearing Courses and Part-Time Programmes

Students on certain part-time programmes, where fees are paid on a modular or stage basis, are not eligible to pay their fees by instalment and must be paid in full at the time of enrolment.

# 6. **Payment of Accommodation Fees**

All University accommodation fees are governed by the conditions set out in the Terms and Conditions for the Occupation of Accommodation at Roehampton University, and by any subsequent terms, agreements or policies. Accommodation charges are reviewed annually and are set out in the offer of accommodation letter provided to the student upon acceptance of their application, depending on the type of accommodation chosen.

Applicants or continuing students who wish to accept a place in University accommodation are required to pay a deposit of £250 to secure their place.

The University may retain all or part of the deposit in settlement or part-settlement of any sums which the student owes to the University under these Regulations including rent arrears, charges for damage or loss to the accommodation or contents and any other reasonable costs resulting from any other breaches by a student of his/her obligations under these Regulations. If the deposit is insufficient to meet any outstanding charges or costs, the student shall promptly pay the balance owed to the University.

Please refer to the individual offer letter for the amount and payment terms of the deposit and rent payable to the University. The deposit shall be refunded to the student within five weeks of the end of the Accommodation Agreement, subject to the conditions in the paragraph below.

The University may terminate the tenancy at any time by serving notice if any payment is overdue by 14 days or the student ceases to be registered with the University.

The University reserves the right to commence eviction proceedings for non-payment of rent.

Full details of the University's terms and conditions pertaining to Accommodation will be provided to the student upon acceptance of their application. Please refer to this for further details of fees and charges.

## **7. Other Charges and Fees**

Students undertaking certain programmes and courses may be required to pay an additional fee to cover part or all the cost of special equipment, consumables or facilities over and above the tuition fee.

Where applicable these mandatory course costs include field trips, travel costs and attendance at performances. We encourage you to check with the relevant academic school or department when you choose your modules so that you are aware of any extra costs you will incur.

## **8. University Scholarships, Bursaries and Discounts**

Where a student is eligible for a bursary or scholarship resulting in a reduction in tuition fees this will be deducted from the amount owed at the time of invoicing. Where a student is entitled to a payment for a bursary, scholarship or stipend the Head of Finance will arrange to pay the relevant amount to the student's bank account.

### **8.1 Scholarships and Bursaries**

All scholarships offered by the University are awarded based on completion of the year of study for which they are granted. If you have a sponsor who will be paying the full balance of your fees, you will not be eligible for a scholarship. If you are in receipt of partial sponsorship, your scholarship will be applied to the balance of fees that you are funding yourself. Students withdrawing or interrupting their studies during the course of the academic year will have any scholarships awarded withdrawn and will become liable for any tuition fee shortfall as a result. Students who withdraw or interrupt their studies will only be entitled to the proportion of scholarship or bursary that relates to their period of study.

### **8.2 Discounts**

A 2% discount will be given to all students who make one full payment of their tuition fees online by the published date of enrolment.

A 20% tuition fee discount is available on campus-based courses for all UK, EU and international alumni holding a full undergraduate degree or postgraduate qualification and those who studied here on an exchange/Study Abroad programme, for any higher programme of study.

This reduction will be applied to the tuition fee prior to payment.



## 9. Withdrawals and Interruptions of Study

The student's date of withdrawal or interruption of studies is the date which the student enters on the official Withdrawal (SR8) or Interruption of Studies (SR5) Form as the last date of attendance. This must be confirmed by the signature of the appropriate Programme Convener.

For programmes of study commencing in September 2016, should a student chose to withdraw from their programme or interrupt their studies, the student fee liability will be adjusted as stated below.

### 9.1 Undergraduate Students and PGCE

Before Friday 7<sup>th</sup> October 2016: **No Fee Charged**

After Friday 7<sup>th</sup> October 2016 and before Friday 20<sup>th</sup> January 2017:

**25% of annual tuition fee payable**

After Friday 20<sup>th</sup> January 2017 and before Friday 28<sup>th</sup> April 2017:

**50% of annual tuition fee payable**

After Friday 28<sup>th</sup> April 2017: **100% of annual tuition fee payable**

### 9.2 Postgraduate Students (excluding PGCE)

Before Friday 7<sup>th</sup> October 2016: **No Fee Charged**

After Friday 7<sup>th</sup> October 2016 and before Friday 20<sup>th</sup> January 2017:

**50% of annual tuition fee payable**

After Friday 20<sup>th</sup> January 2017: **100% of annual tuition fee payable.**

For programmes of study commencing in January 2017, should a student chose to withdraw from their programme or interrupt their studies, the student fee liability will be adjusted as set out in Section 9 .3 below.

### 9.3 Undergraduate and Postgraduate Students from January 2017

Before Friday 6<sup>th</sup> February 2017:: **No fee Charged**

After Friday 6<sup>th</sup> February 2017: **50% of annual tuition fee payable**

All refunds will be less any registration fees, compulsory field trip fees, credit charges or deposits.

## 10. Refunds

All refunds are at the discretion of the University and, prior to consideration for any refund or waiver, all necessary withdrawal or interruption of studies procedures must have been completed by the student and the student recorded as withdrawn in the Student Record System.

To claim a refund, requests must be submitted in writing to the Finance Department along with any necessary supporting documentation. Any refunds due will be made by the same method as the original payment, with the exception of cheque payments, which will be refunded by Bank Transfer.

Where a student has other outstanding debts to the University, any refund amount due may be offset to clear the outstanding balance.

No refunds will be given if withdrawing from or interrupting studies on non-degree courses.

In the event of a student failing to complete a programme of study, other than in the withdrawal situations described above, all outstanding fees owed to the University must be paid and no refunds will be due.

#### 10.1 Revisions

The University will review the fees liability of students whose registered status changes during the academic session, for example in the case of a student who moves from full-time to part-time study. In such cases, the fee liability will generally be determined by the date on which the change of status is effected.

### **11. Penalties for late or Non-Payment of Tuition Fees for Self-Funding Students**

Failure to pay fees within 30 days of the due date will result in the immediate termination of registration and, in the case of international students, reporting to UKBA in accordance with the University's Tier 4 Sponsorship Licence.

The University reserves the right to withhold the award of a degree, diploma or certificate to a student who has not paid their tuition fees in full.

Students, who are registered on a programme of study and have overdue tuition fees, and have not contacted the Finance Department to discuss an alternative payment plan will have their access to University facilities suspended. This includes computer access, University network access and access to any areas requiring a Student ID card. Students may also have their registration at the University suspended.

#### 11.1 Student Debt

Student debt is defined as an outstanding payment owed to the University in respect of student fees. This includes but is not limited to:

- an outstanding prior year tuition or accommodation fee payment
- non-payment of tuition fees for the current year, which have not been paid by an agreed (instalment) date
- where a payment is subsequently not honoured by the payee's bank or is reclaimed by the card provider
- where a sponsor or loan provider has not made payment or reclaimed payment either in part or of the total fee due
- other ad hoc fees such as library fines and charges, materials, rental of equipment etc.

Students retain the ultimate liability for the payment of their fees and charges. Where any fees remain outstanding, the University reserves the right to engage a third party, such as a debt collection agency, to collect these fees.

The University has the right to withhold any marks gained whilst a student is suspended.

Students in debt to the University will not be permitted to attend any graduation or award ceremonies, or receive any awards, until all debts to the University are paid in full and funds have cleared.

The University reserves the right to exclude any students who have not paid their fees/charges, or make satisfactory arrangements to pay, during the course of their studies. Students in debt to the University are not permitted to re-enrol for the following academic year until all debts have been paid in full and the funds have cleared.

The University reserves the right to claim any late payment charges, interest, legal or other debt collection costs from students who fail to pay in accordance with any agreements or invoices issued by the University.

## **12. Process for the Recovery of Outstanding Fees**

### **Stage 1**

Students will be sent an email to their University email account and a letter to the postal address we hold for them in the student records system, advising them of their outstanding obligation to the University with a link to the Tuition Fee Payment Portal.

### **Stage 2**

If after 14 days of the issuing of this first communication, the fees remain unpaid or the student has failed to agree an exceptional payment plan with the University, they will be sent a second communication via email and letter as above advising them of their continued outstanding debt.

This communication will confirm that their access to University facilities has been suspended until any debt owed has been repaid or an exceptional payment plan has been agreed. This communication will include a link to the University Tuition Payment Portal and will also confirm the University's bank account details.

Students who subsequently make payment in full or agree an exceptional payment plan will have their access reinstated.

### **Stage 3**

After a further 7 days if the student has failed to respond to the previous communications sent to them and they have failed to pay the outstanding fees or agreed an exceptional payment plan, they will be sent a final letter. This will advise them of their outstanding debt to the University.

This final letter will state that if the student fails to pay their outstanding debt in full or make an exceptional payment plan with the University within 48 hours of the date of this letter, then the University reserves the right to terminate the student's registration for the non-payment of fees. The letter will also confirm that the student's account will be passed to an external debt collection agent for recovery.

Students who are to be terminated will be sent a final letter and an email advising them of the date they are due to be terminated, should they not make payment in full or agree an exceptional payment plan during the intervening period.

Students who make payment in full or receive an exceptional payment plan before the withdrawal process will have their access to services reinstated.

### 12.1 Sanctions for the failure of a payment to be honoured by the payee's bank or where a payment is reclaimed

Where a payment by debit/credit card is not honoured on the first presentation or is subsequently reclaimed, an administration charge of £25 will be payable as well as the outstanding fee payment.

Students will be contacted and advised that any subsequent payment(s) will need to be made in person by visiting the Finance Desk in the Information Centre, Richardson Building, Digby Stuart Campus. Students may also pay funds directly to our bank (The University bank details are available at the end of this document) and they will need to provide the Finance Department with satisfactory proof of the transfer so that the student access can be reactivated.

Students will also be advised in the letter that an immediate restriction has been placed on access to University services.

Students who make any further or multiple payments that fail to be honoured or are reclaimed will also be asked to make an appointment to see the Credit Control team. Student's access to University services as described above will not be reinstated until an appointment has been attended and satisfactory arrangements are in place for the payment of the outstanding fees.

### 12.2 Sanctions for failure to respond to University correspondence that affects the payment of fees

#### **Student Support eligibility**

#### **Stage 1**

Where a student has applied for a loan from a student funding provider and the application is unsuccessful for whatever reason, the student will receive a communication advising them that they need to contact the Finance Department within 14 days of the date of the communication. This email will advise the student that they will need to provide documentation that substantiates their eligibility for a loan or make acceptable alternative arrangements for the payment of the tuition fees due.

#### **Stage 2**

If a student fails to substantiate their eligibility, make acceptable arrangements for the payment of the tuition fee due or respond to the communication they have been sent, they will be sent a letter to the postal address we hold for them in the student records system advising them that they need to contact the Credit control team within 7 days of the date of the letter and either provide documentation that substantiates their eligibility as requested by the University or make acceptable alternative arrangements for the payment of the tuition fees due.

Students who fail to substantiate their eligibility, make acceptable arrangements for the payment of the tuition fee due or respond to the letter they have been sent will have their tuition fee loan payment rejected by the University and will then be subject to the procedures above for non-payment of tuition fees.

### 12.3 Sanctions for incomplete applications for non UK Government funded loans

#### **Stage 1**

Where a student has failed to undertake the steps necessary for the University to be able to issue them with the relevant paperwork so that their tuition fees may be paid and/or so that the University may fulfil its obligations to the loan provider, they will be sent communication advising them that they need to contact the Credit Control team within 14 days of the date of the email and undertake the necessary steps required or agree an acceptable alternative arrangement for the payment of the tuition fees due.

#### **Stage 2**

Students who fail to undertake the necessary steps required or fail to make an acceptable alternative arrangement for the payment of the tuition fees due or fail to respond to the communications they have been sent further communication advising them that they need to contact the Credit Control Team within 7 days of the date of the letter and undertake the necessary steps required or make an acceptable alternative arrangement for the payment of the tuition fees due.

Students who fail to undertake the necessary steps required, make an acceptable alternative arrangement for the payment of the tuition fees due or respond to the letter they have been sent will have a restriction placed on their access to University services. Student's access to certain services as described above will not be resumed until the student has either completed the necessary steps as requested by the University or agreed an acceptable alternative arrangement for the payment of the tuition fees due.

### 12.4 Important General information on Sanctions

Where any fees remain outstanding, the University reserves the right to engage a third party, such as a debt collection agency, to collect these fees on behalf of the University. The University reserves the right to claim any late payment interest, legal fees or other debt collection related costs incurred in the collection of outstanding student fees.

### 12.5 Transcripts and Certificates

Transcripts or certificates of assessment results will not be provided to the student whilst there are outstanding tuition fees owed to the University.

### 12.6 Registration

Students with a previous year tuition fee debt or debt from a previous programme will not be allowed to re-register until acceptable arrangements are made for this debt to be cleared in full. Students who are not permitted to register due to outstanding tuition fee payments should also note that there is an annual closure date for registration. Students who make acceptable arrangements for the payment of fees after this date will also be subject to the late registration procedures of the University and may be too late to resume studies for that academic year and should contact their academic department promptly to discuss this.

If a student's registration is withdrawn for non-payment of fees this means that they will no longer be considered a student at the University. Withdrawal is a final act that will not be reversed, unless the student can demonstrate that they have been withdrawn erroneously. The consequences of withdrawal in these circumstances include the following:

- Any academic credit a student may have accumulated during their study, whether for individual modules/credit points or awards, will not be made or verified by the University in circumstances where a student leaves without paying their academic fee liability. This means that we will not officially confirm a student's academic attainment for third-parties such as employers or other academic providers; they will not be eligible for a paper transcript of results nor an electronic Higher Education Achievement Report.
- If a student subsequently makes a fresh application for registration on the same or a different programme of study as described above, they will have to settle any outstanding academic fee liability owed to the University and demonstrate how circumstances have changed such that future tuition fees liabilities will be met as part of their application.
- Students who have not paid their tuition fees in full will not normally be allowed to attend the Graduation ceremonies.
- Once a student has left the University should they have tuition fees outstanding the University reserves the right to refer the debt to an outside collection agency.

### **13. Data Protection**

The University processes information about its staff, students and other individuals for a variety of purposes. When processing information, the University is committed to protecting the rights and privacy of students, staff and others in compliance with the Data Protection Act 1998 and related legislation.

The Data Protection Policy:

[http://www.roehampton.ac.uk/uploadedFiles/Pages\\_Assets/PDFs\\_and\\_Word\\_Docs/Policies/Data-Protection-Policy.pdf](http://www.roehampton.ac.uk/uploadedFiles/Pages_Assets/PDFs_and_Word_Docs/Policies/Data-Protection-Policy.pdf) sets out the principles that apply in meeting this commitment.

#### **13.1 Data Subject Access Requests**

Staff, students and other data subjects in the University have the right to access personal data that is being kept about them either on computer or in structured and accessible manual files. Any person wishing to exercise this right should submit a request in writing. Please see the [Data Subject Access Request guidance](#) for further details.

Please contact the [Data Protection Officer](#) for any queries relating to data protection.

## 14. Email Correspondence

Please note all email correspondence will be sent to your University email account and where possible your preferred email address also. Students are advised therefore to check their University email account regularly as the main channel for email communication from the University.

## 15. Financial support and advice

Information, advice and guidance is available to students on a wide range of student financial matters including outstanding tuition fee payments and students can contact the Student Finance advice team at the University. Details about such services are available and students are also welcome to contact us.

Home and EU students studying undergraduate or PGCE programmes may be able to arrange payment of their tuition fees by taking out a fee loan. For information on obtaining a fee loan please see <http://www.direct.gov.uk/studentfinance> and follow the appropriate links.

Loans to students may be given in the case of hardship and will be recorded on the student's account. All loans must be repaid before graduation or leaving University. The University scheme for emergency and similar loans can be found by the following links:

[Student Hardship Fund](#)

[University Student Access Fund](#)

Additional support and advice is also available from the [Roehampton Students' Union](#) and from the following independent services:

[The Money Advice Trust](#)

[Citizens Advice Bureau](#)

[StepChange](#)

## 16. Students with unforeseen circumstances

Students who are experiencing unforeseen financial difficulties in paying their tuition fees after they have registered onto the programme for that academic year should seek help at the earliest possible opportunity.

The University will be sympathetic and assist where it can, however, the quality of teaching is dependent upon funding and the University must therefore act to recover all outstanding debts.

In exceptional circumstances, which are supported by documentary evidence, a student may be permitted to defer payments. These arrangements may only be made by the Credit Control Team following individual consultation and negotiation.

Students should normally submit a letter to the Credit Control team at the Information Centre, Richardson Building, or send an email to [credit.control@roehampton.ac.uk](mailto:credit.control@roehampton.ac.uk)

This letter must include:

- Your Student ID
- Your full current postal address
- Your full Student Name
- Your University of Roehampton email address

The letter must:

- give the reasons why they are unable to pay their tuition fee on the due date and specify the date by which they will make the payment; and
- explain why sufficient funds will be available at this time and must be supported by third party documentary evidence

Letters from friends or relatives are not acceptable if presented as the only evidence.

Should a student wish to discuss their proposal with the Credit Control team, an appointment will be made, however a letter as outlined above should normally be submitted in the first instance.

Students will normally receive a reply from the Credit Control team in writing advising one of these options:

1. Acceptance of proposal with conditions; or
2. Decline letter; or
3. Request for further information or to attend an appointment.

We will aim to answer such requests with 3 working days and therefore students are advised to contact us as swiftly as possible to avoid unnecessary sanctions being applied to their accounts.

Any exceptional payment agreements given to students will confirm the monthly due date by which payments should be made. Should the renegotiated payment date not be met, any exceptional payment agreement made will be cancelled immediately and the full outstanding balance will be due for payment. Students will then be subject to the sanctions for the Non-Payment of Student Fees as detailed above. Students will not be permitted to carry tuition fees into the next academic year.

## **17. If things go wrong**

If the Student wishes to make a complaint about the University, they should use the Student Complaints Procedure:

<http://www.roehampton.ac.uk/universitysecretariat/StudentComplaintsProcedure.pdf>

This procedure has been devised to help to resolve any complaints by the Student as promptly, fairly and amicably as possible.

If the Student remains dissatisfied after following the Student Complaints Procedure to completion, they have the right to ask the [Office of the Independent Adjudicator for Higher Education \(OIA\)](#) to review the complaint.

If the Student does not act in accordance with any of the University's rules, regulations, policies and codes that are in force at any given time, the University may take disciplinary action against the Student in accordance with the [Student Disciplinary Regulations](#). The Student agrees that all relevant staff will be advised of the outcome. One of the possible outcomes of disciplinary action is that the Student's registration at the University may be terminated.



## STUDENT FEE PAYMENT & ENROLMENT REGULATIONS 2016/17

### PAYMENT OPTIONS

The University has made the following options available to help students settle their fees quickly and efficiently. They should already have been advised by the appropriate University authority of the amounts payable for their accommodation and/or tuition fees.

#### 1. Western Union Business Solutions Bank Transfer

The University of Roehampton has chosen to partner with Western Union Business Solutions in order to offer their students an international bank transfer service via WU GlobalPay for Students platform.

The WU® GlobalPay for Students is a web-based application that facilitates online international payments by bank transfer in the student's local currency while the university receives their payments in GBP, in full, with correct and complete reference information attached. Students benefit from a fast and reliable payment option chosen and trusted by their University ensuring payments are posted to the student's account quickly.

Students who wish to make payments from overseas often lose money to fluctuating exchange rates, expensive bank charges and unforeseen card charges. Using the free service provided by Western Union Business Solutions helps eliminate these problems and ensures your payment can be processed quickly, and that the University receives 100% of the payment you send.

The exchange rate you obtain is guaranteed for 72 hours to give you time to make the payment using the internet, telephone or your local bank, and you will be notified as soon as your payment is received via email. Please note that this service is also open to students including domestic students wishing to pay in British Pounds, at no cost. To access this service, please use the following link:

<https://student.globalpay.wu.com/geo-buyer/roehampton>

Once payment has been sent through the nominated bank to Western Union Business Solutions, the University will be advised and the payment will be applied to the student's fees account

If you have any queries regarding this service or your payment you can contact Western Union's dedicated student support helpline on +44 (0) 1733 871871 or email [education@westernunion.com](mailto:education@westernunion.com)

## 2. Online Payments - Tuition and Accommodation Fee Payments

Students can make online payments via the payment portal as part of the Enrolment process by using the following link: <https://epay.roehampton.ac.uk>, which will be sent to the student when Enrolment opens.

All students must have accepted the University Terms and Conditions, completed and updated your contact details and selected your modules before you attempt to make your payment.

## 3. Online Payments- Postgraduate Tuition Fee Deposits (Prepayments)

Payment can be made via our deposit payment pathway at:  
<https://epay.roehampton.ac.uk/deposits>.

We accept Visa and MasterCard for payment of fees for all online payments.

## 4. Paying by Bank Transfer

### 4.1 Important notes for paying by bank transfer

- Please use the full name of the student and student ID number as the transfer reference number so the Finance Department can locate and allocate the payment to the student finance record.
- Students should ensure that they retain a copy of the transaction record in case any difficulties are encountered during the bank to University transfer.
- Please note payments can take a few days to reach the University and be credited to the student finance record.

### 4.2 University Bank Details for payment by Bank Transfer

Bank name and address:	Lloyds Bank PLC 119 Putney High Street London SW15 1RG
Account Name:	University of Roehampton
Sort Code:	30-96-88
Account No:	00838501
SWIFT/BIC No:	LOYDGB21312
IBAN No:	GB21 LOYD 3096 8800 8385 01

### 4.3 In Person

Please visit the Finance Desk in the Information Centre, Richardson Building, Digby Stuart Campus, University of Roehampton. Opening Times are 9.00am – 5.00pm Monday to Friday.

Please note that there may be queues at peak times so to save time please use one of the online options above.

**Please be advised that we are not able to accept cash payments in any currency.**

# UNIVERSITY OF ROEHAMPTON

## MENTAL HEALTH POLICY

### 1. Introduction

- 1.1 The purpose of the University's Mental Health Policy is to provide a coherent institutional framework for responding to students with mental health difficulties. Specific guidance for staff and students can be found in the appendices to this document.
- 1.2 An earlier version of this document (Roehampton University Mental Health Policy, 2007) together with a publication in the Higher Education sector (University of Sussex Student Mental Health Policy, 2007) have been used as resources to develop this version.

This policy should be read and used in conjunction with other relevant University policies:  
[www.roehampton.ac.uk/about/policies/index.html](http://www.roehampton.ac.uk/about/policies/index.html)

- 1.3 The University recognises and understands its legal obligations in relation to people with mental health difficulties. These are found primarily but not exclusively within disability legislation which sets out duty of care responsibilities. Disability legislation, along with other diversity and equal opportunity-related duties and responsibilities are dealt with in the University's Diversity and Equal Opportunities Policy.

### 2. Definitions of mental health and mental difficulty

- 2.1 An individual's mental health can change over time and is influenced by a variety of circumstances. Estimates suggest that one in four people will experience a mental health problem at some point in their lives and approximately one in fifty people will experience serious issues. Although figures and definitions vary, millions of people in the UK will be affected, either themselves or by knowing someone with such an issue. Mental health, as referred to in this policy, extends beyond conditions which are medically diagnosed illnesses and any conditions which might also be legally defined as disabilities. There are numerous ways to define and describe mental health and mental illness. The current working definitions of mental health and mental difficulty / distress, as provided by Mind, an organisation in the UK for better mental health, underpin this policy and are given here.
- 2.2 Mental Health refers to, "A level of emotional wellbeing that allows an individual to function in society or an absence of significant mental health problems."
- 2.3 Mental Difficulty or mental distress, refers to "a range of experiences that can seriously limit an individual's ability to cope with day-to-day living."

### 3. The University Recognises that:

- 3.1 Some people manage emotional or psychological difficulties quite effectively without needing or wishing to disclose information or take up services that others might use.
- 3.2 Mental health difficulties may or may not also be considered a disability.
- 3.3 It has a responsibility to carry out its duty of care by promoting a culture:
  - That encourages good mental health;
  - That is non-stigmatising;

- where students and staff with mental health difficulties are treated with dignity;
  - that responds purposefully to situations where action is required; and
  - that deals with mental health disclosures in a clear and confidential manner.
- 3.4 A good standard of line management, and training and development opportunities, are necessary to support relevant staff to undertake their roles and responsibilities effectively.
- 3.5 Effective and accessible support mechanisms are fundamental to address and meet the needs of students with mental health difficulties.
- 3.6 Access to support is dependent upon clear, accurate and accessible information on courses, academic procedures, support services and links with external mental health agencies.
- 3.7 Effective systems and processes relating to mental health are necessary so that individual reasonable adjustments can be made to enable people to participate, succeed and derive satisfaction through their experience at University.

Whilst the University is committed to providing a supportive environment, it is important to recognise that it is an educational community and neither a mental health facility nor a therapeutic community. There are, of necessity, limits to the extent of the support that can be provided and it is not the responsibility of the University to replicate services that already exist in the community.

- 3.8 Procedures for the maintenance of good order and for safeguarding academic standards will apply to all students irrespective of their medical condition or specific needs.
- 3.9 Students who are 18 years or older are independent adults who are responsible for their own health and wellbeing and, as responsible adults, are expected to engage with others in the University context in ways that are mindful of the mental health needs of themselves or others. In this regard the university may sometimes need to intervene to maintain a fair and reasonable balance between the needs of individuals and those of the wider student and staff community.

#### **4. Roles, rights and responsibilities**

##### **4.1 Students**

- 4.1.1 All students should help create a community that does not stigmatise individuals with mental health difficulties.
- 4.1.2 Considering disclosing a mental health difficulty and discuss this with an appropriate member of staff in confidence. This might be the Departmental Disability Co-ordinator (DDC), the Disability Officer, the Health and Wellbeing Advisor, a Student Welfare Officer, Chaplain, a Personal Tutor, Director of Studies or other person with a pastoral role.

Students wishing to find out about confidentiality and how the University processes the personal and sensitive information arising from the disclosure of a mental health difficulty, should read the University's Data Protection Policy (see 1.3 above for the website address).

- 4.1.3 Students are encouraged to take an active part in, and take responsibility for, communicating their needs and seeking support within the University. Students with mental health difficulties are encouraged to inform relevant staff of their difficulties and, if needed, to avail themselves of the University's support services in order that appropriate arrangements can be put in place.
- 4.1.4 If a student chooses not to disclose a mental health difficulty that affects their study, the University will not be able to provide appropriate individual support arrangements.
- 4.1.5 Students who are supporting friends and peers with mental health difficulties need to understand when, where and how to refer on and should recognise their own personal limits.

Advice and support for fellow students is also provided in **Appendix A** and can be sought, in confidence, from the University's Health & Wellbeing Advisor.

## 4.2 Staff

All staff are expected to:

- 4.2.1 Help create a community that does not stigmatise those with mental health difficulties and where students and staff are treated with dignity.
- 4.2.2 Take responsibility for their own mental health and seek appropriate support from managers.
- 4.2.3 Exercise a duty of care in their dealings with students. If a person shows signs of a mental health difficulty, staff should offer or seek appropriate assistance.  
See **Appendix B**
- 4.2.4 Recognise the boundaries of their roles, knowing when, where and how to refer on; staff should always seek advice if in doubt about this from Human Resources or the Health & Wellbeing Advisor.
- 4.2.5 Be familiar with and understand the University's support arrangements, policies and procedures for students with mental health difficulties many of which can be found on the University's website <http://www.roehampton.ac.uk/about/policies/index.html> and in Appendices to this policy.
- 4.2.6 Uphold confidentiality and exercise responsibility regarding disclosure; protect sensitive personal information in accordance with University policies and procedures and legal requirements; understand what to do in the (rare) circumstances where it may be necessary to breach expectations of confidentiality to enable wider disclosure, consulting the University Secretariat where appropriate.

## 5. **Students with a mental health difficulty**

- 5.1 The University has a number of procedures and practices, both formal and informal, that are used in relation to students with mental health difficulties. **The Fitness to Study Policy** (*insert weblink*) provides detailed information on the way in which the University's procedures and practices impact on students with mental health difficulties and the way in which these can be adjusted to meet students' needs.

5.2 Academic and support provision, as well as the associated systems, reflect the University's commitment to recognising that students with mental health difficulties are an integral part of the academic community, specifically in relation to:

- Admission and selection
- Confidentiality and disclosure
- Registration and induction
- Student accommodation
- Support services and assessment of needs
- Academic support
- Learning, teaching and assessment

5.2.1 **Appendix C**– 'Further Sources of Information', provides information about internal and external agencies and sources of support.

5.3 It is recognised that the vast majority of students and staff with mental health difficulties are unlikely to cause disruption. However, the University recognises that even when in the midst of a crisis situation, which may be alarming or dangerous, it is important for staff to respond in a way that is fair and non-discriminatory.

5.4 Complaints from students with mental health difficulties will be dealt with in accordance with the University's Student Complaints Procedure. The Students' Union and the University Secretariat can give advice about the complaints procedure. The procedure can be found on the website <http://www.roehampton.ac.uk/universitysecretariat/StudentComplaintsProcedure.pdf>.

The University's Harassment Complaints policy and procedure specifically includes harassment relating to a person's disability. This policy can be found at [www.roehampton.ac.uk/humanresources/files/harassment.doc](http://www.roehampton.ac.uk/humanresources/files/harassment.doc).

A student complainant with a mental health difficulty can be provided with support to engage with this process by a University's Student Welfare Officer or the Students' Union. <http://www.roehampton.ac.uk/humanresources/grievanceandharassment/harassmentadvisers/>

5.5 The University has a duty under the Equality Act 2010 not to discriminate against anyone including disabled students; thereby treating all students equally in relation to policies, procedures, resources and services. Information about the Equality Act 2010 can be found at: <http://www.ecu.ac.uk/law/equality-bill/?searchterm=None>

5.6 The University Code of Conduct for Students sets out the expectations of students in relation to behaviour and conduct. Breaches of this code may result in disciplinary action being taken by the University under its Disciplinary Regulations to make it clear to the individual concerned that her/his behaviour is unacceptable and to ensure that other students and staff are protected. It is acknowledged that breaches of conduct thought likely to be a consequence of mental health difficulties can be difficult to deal with. The University is committed to taking a non-discriminatory approach, whilst balancing the need to operate a fair and consistent code of conduct for all students, observe its duty of care and ensure the health and safety of all. Certain disruptive behaviours may be more appropriately addressed in the first instance through the procedures for crisis incidents, see **Appendix D – What to do in a crisis**.

5.7 The University recognises that some students with mental health difficulties may

need to interrupt their studies for a reason relating to their difficulty. If a student is considering interrupting his/her studies for a reason relating to a mental health difficulty, the University can offer advice and support in relation to the interruption and possible return to study.

See **Fitness to Study Policy** (*insert weblink*).

5.7.1 In some circumstances a student with a mental health difficulty may be advised to interrupt their studies until they are well enough to return to their course. While the University will make every possible effort to welcome such students back, a return to study may be conditional on the student being able to meet certain requirements.

## **6. Implementation, monitoring and review**

- 6.1 This policy was written, and continues to be developed, through ongoing dialogue about the adequacy and congruence of the beliefs and practices that inform both the policy itself and the local practices that such policy is designed to implement.
- 6.2 This policy and associated procedures will be formally monitored by the Student Affairs Committee and Diversity & Equal Opportunities Committee and reported on annually to consider its effectiveness.
- 6.3 The policy will be fully reviewed every three years.

## **MENTAL HEALTH POLICY: APPENDICES APPENDIX A – GUIDANCE TO STUDENTS**

Appendix A of the Mental Health Policy gives guidance and information to students on mental health in relation to:

1. A student's own mental health
2. What students can do if another student appears to be experiencing mental ill-health.

### **General Information**

#### **a. Adapting to change**

When you arrive at university for the first time you may need to learn to adapt to an environment that is significantly different from any you have experienced before. The changes may include:

- Moving to a new area
- Separation from family and friends
- Establishing new social situations
- Managing a tight budget, or managing their own money, for the first time
- Combining academic study with family commitments
- Being solely responsible for themselves
- Increased academic pressures

For international students the new environment typically includes:

- Living in a different country
- Adjusting to a different culture

These changes can be exciting and managing them successfully is an intrinsic part of the university experience. However, dealing with so much change can be stressful for many students and may contribute to feelings of anxiety.

#### **b. Self-awareness**

Studying for a degree is personally and intellectually demanding. Some students can tolerate a lot of stress, while other may find this much more difficult. It will be easier to manage the stresses and strains of being a student if you are conscious of how you react to physical and emotional stress. It will be particularly helpful to understand how your environment affects your stress – for example:

- what you eat and drink,
- how much sleep you get,
- who you spend your time with,
- how much time you spend alone,
- how much exercise you get, and
- the types of activities you engage in

Learning how to balance the things that influence your energy levels, mood and stress helps you to gain greater control over your life. Taking better care of ourselves is one of the best ways to successfully manage stress.

#### **c. Mental health**

Our state of mind is constantly changing and responding to either positive or negative influences in our lives and the challenging and changing situations at university can contribute to this.



Many feel that a person's mental health shifts along a „spectrum“ (or continuum) from very good/healthy to very poor/unhealthy. Most of the time, if we are lucky, we function at the “well” end of the mental health spectrum. Sometimes, though, negative factors can shift us towards the “not so well” end of the spectrum. If we are aware of this, manage it to the extent we can on our own, and seek help when it is needed, we can shift ourselves back. Occasionally we may not be so able to do this and may find ourselves being at or staying nearer the “unwell” end of the spectrum.

Taking a thoughtful approach and not rushing into things is vital. Eating properly, resting, being active, engaging with people and things at University, and having enough sleep is crucial for staying well and enjoying oneself.

## **A1. Guidance to students regarding your own mental health**

Appendix A1 is intended to give you guidance if you have anxieties about your mental wellbeing and some pointers to look for in order to address their anxiety. You might ask yourself a series of questions and if necessary, seek help.

Questions to consider:

- I am neglecting myself or self-harming
- I have problems with food/eating
- I feel stressed or can't cope
- I feel lethargic
- I feel down, or high
- I am really drinking too much alcohol
- I am using/misusing drugs
- My friends expressed concern
- I have been doing things that “aren't me”

A combination of just a few negative pressures could begin to lead to high levels of stress.

**It is best to start dealing with problems when they are small.**

If things are beginning to add up, then you should start by talking to someone: a friend, flat rep, someone in a society or sports team you are involved in, family member, student welfare officer, chaplain, friend from home or someone in the Student Union.

If problems are persisting, or are bigger than first thought you might want to share them with someone who has more experience and might be in a better position to advise. This advice might be available in the University, or outside it. A Student Welfare Officer (SWO) may well be the first port of call.

## **A2. What you can do if another student appears to be experiencing mental health problems**

This may be a friend, flat mate, someone on course or in a society or sports team with you.

- Have they told you they have a problem?
- Has their weight or appearance been changing?
- Are you concerned about their alcohol consumption?
- Are you concerned about their drug use?
- Has their mood been changeable: down, high, unmotivated?
- Have others expressed concern about them?

Some **more serious** signs are:

- Disturbed sleep
- Loss of appetite
- Inability to concentrate
- Thoughts or intentions to self-harm (including suicide)

Try not to take responsibility for their problem. It is best to suggest they start dealing with problems when they are small. Talk to your friend. Tell them you are concerned and tell them why you are concerned. If the problems persist, or are bigger than you first thought, you might want to share them with someone who has more experience and might be in a better position to advise you. This might be in the University, or outside it – **see Appendix C**. Encourage your fellow student to make contact with an SWO or the Health and Wellbeing Service.

If they agree, you could make first contact with someone on their behalf. If you can't find or aren't sure which is the most appropriate service, then speak to your Student Welfare Officer

**NB:** It can be stressful supporting a friend; **make sure that you look after yourself** and seek support and help from others for yourself

## **APPENDIX B – GENERAL GUIDANCE TO STAFF IN DEALING WITH STUDENTS**

Appendix B of the Mental Health Policy gives guidance to staff on mental health in relation to:

1. Dealing with student mental health issues
2. Confidentiality and disclosure
3. Support Services and assessment of needs
4. Student Accommodation
5. Complaints
6. Disciplinary procedures

Academic issues and academic progression related to mental ill health are dealt with in the Fitness to Student Policy (*insert weblink*).

### **B1. General guidance on dealing with mental health issues**

In discussions with his or her tutor a student may disclose a personal problem or the fact that they are experiencing stress or anxiety or students may approach a tutor to express concern about another student on their programme.

The role of the Personal Tutor in this regard is defined in the PT Handbook. The Director of Studies has a similar role for doctoral students. Tutors can discuss difficult issues in confidence with a colleague or their line manager. Tutors should be clear about their boundaries, of how much help they can offer and where the student can access any additional help that might be needed.

Tutors should ensure that the student is aware of the range of professional support provided by the university listed in the „The Student Guide“ or refer the student to the Information Centre.

If tutors have serious concerns about a student's safety or the safety of others they can legitimately breach confidentiality in the interests of the duty of care to that, or other students.

#### **B1.1 Mental health difficulties which are or could be a disability**

Some mental health difficulties may constitute a disability under the Disability Discrimination Acts of 1995 and 2005 and Disability and Equality Act 2010.

It is important therefore to establish whether the disclosed mental health difficulty is considered a disability because when a disability is disclosed (even if the student doesn't use the term „disability“) a set of legal obligations are activated and a range of specialist disability support becomes potentially available.

If a student does declare that they have mental health difficulties, it is in the student's and the University's interests to consult with the Disability Officer in Student Services. If a student wishes, this can be done initially by a member of staff without the need to identify the student.

If the mental health difficulty is regarded as a disability, the disclosure to the member of staff is regarded in law as a disclosure to the University. The University is then required to fulfil its legal obligations. There are exceptions to this and they include where a disclosure of a disability is made during counselling, or where a student expressly wishes other members of the University to not know.

In counselling, students are informed that their disclosures are not going to be known outside of the counselling context, and when a student expressly wishes the wider-university to not know about their disability, the student should be asked to confirm this by completing and signing a non-disclosure form.

Students cannot require the member of staff to limit the disclosure of a disability if the limitation would put the student's or anyone else's life or safety at risk.

Students should be positively encouraged to contact the Disability Officer so that suitable adjustments and support can be accessed to enable the student to have the best possible experience at university.

## **B1.2 Supporting students**

In general, tutors can support students with mental health difficulties by:

- Being aware that their wellbeing may fluctuate
- Being aware that their concentration can be affected
- Being understanding and supportive that external factors may impact on their wellbeing
- Being sensitive to issues of confidentiality
- Anticipating their needs and making adjustments – e.g. will the student be in a position to do a presentation/class test if one is coming up?

In lectures, tutors can support students with mental health difficulties by:

- Allowing the student to record lectures/sit where they like
- Giving out notes or lecture outlines in advance
- Giving extra tutorial time
- Recognising that students may be late or unable to attend certain sessions

In assessments, tutors can support students with mental health difficulties by, for example:

- Allowing a student to give presentations to staff only, not whole class
- Allowing a student to do individual rather than group work

Contact the member of staff in the student's departmental who has a disability co-ordination role if assessment arrangements may need to be adjusted, for example:

- If the student needs a separate room for a class test
- If the student needs additional time to complete coursework

## **B2. Confidentiality and disclosure**

B2.1 A disclosure form is sent by the Disability Service to all applicants who disclose or who identify themselves as having a mental health difficulty. It asks applicants to sign to say that they agree that particular information about their mental health difficulty can be shared with specified individuals.

B2.2 Information relating to a person's mental health difficulty is classed as sensitive personal data. More information can be found about this in the Data Protection Policy which is available on the University web site at

<http://www.roehampton.ac.uk/universitysecretariat/DataProtectionPolicy.pdf>.

B2.3 If students with mental health difficulties wish to keep the existence or nature of their condition confidential or partially confidential, then the University will respect this decision to the extent that it can do so without jeopardizing the health and safety of the student or others (see B2.7 below).

However, a confidentiality request may make the implementation of reasonable adjustments for specific needs more difficult or impossible to arrange and this needs to be explained to the student. In this situation the student would be asked to sign a non-disclosure form. This form is kept securely and access to it is restricted. Once accepted on a course, or at any future time during their studies, a student may change their mind and wish to disclose and they are able to do so.

B2.5 Staff can be provided with procedural guidance from the Disability Service or the Health and Wellbeing Advisor on what to do if a student discloses a mental health difficulty. Guidance on how to recognise the signs that a student may be experiencing mental distress and action which might be taken is also available from the Health & Wellbeing Advisor.

B2.6 Only when a person is considered to be a serious danger to themselves or a danger to others can the confidentiality rules be breached beyond the original agreement, or action taken without permission. This type of decision would normally be taken by staff in the Student Medical Centre, the Health & Wellbeing staff, the Disability Service or other senior University staff. Breaching confidentiality is a serious matter and will only be done in a responsible manner by the University to help maintain its duty of care to the student in question and those around them. In these circumstances, information will only be shared with specific people or agencies on a need-to-know basis.

### **B3. Support services and assessment of needs**

B3.1 Support for students with mental health difficulties is provided by a range of staff. The University's Health & Wellbeing Advisor provides a free and confidential service. Students can receive medical support from the Student Medical Centre if they are registered there, and they also have access to support through the Chaplaincy.

B3.2 Students with mental health difficulties can contact the Disability Service in order to discuss their needs and any appropriate reasonable adjustments that may be required. If the student agrees to disclose this information, a Summary of Adjustments form listing the adjustments that are required is sent to the student's department which then transmits this information to the staff who teach that student. The Summary of Adjustments form may also be sent to other relevant departments, for example the Learning Support Service. Support arrangements are reviewed each semester or annually (depending on circumstances) by the Disability Service to ensure that they are meeting needs.

B3.3 Roehampton Students Union has a full time Welfare Officer, a part-time „Students with Disabilities" Officer and a full time member of staff who is an Academic and Financial Adviser. Officers and staff of the Students Union can provide a range of support and advice for students with mental health difficulties. They can be contacted through the Roehampton Student Union Reception or website.

## **B4. Student Accommodation**

B4.1 Students with mental health difficulties, who have accommodation needs will be given particular consideration when this is indicated on the application form.

B4.2 The University recognises that living away from home can in itself be a source of stress and that living in student accommodation can appear daunting. Some students with mental health difficulties may find living in student accommodation particularly difficult. Hall/Flat Reps can assist or support students in residential accommodation who might experience mental distress.

B4.3 Flat/Hall Reps receive appropriate training and are given information on sources of support and information for students experiencing mental distress.

B4.4 Car parking space is very limited and the University can only assure spaces for disabled badge holders. Students should apply to their Student Welfare Officer for a permit.

## **B5. Complaints**

- 5.1 A complaint may be resolved relatively informally at an early stage with the person(s) most directly concerned. Programme conveners, Directors of Studies, course tutors, Student Welfare Officers and other staff can also be called on to assist and advise at this informal stage. Where this is not possible, a formal complaint can be made using the Student Complaints Procedure. A student complainant with a mental health difficulty may require support to engage in the complaints process and that support can be provided by a Student Welfare Officer.
- 5.2 The University has a Student Complaints Procedure under which any student may use to make a complaint about how they have been treated by the University. Students may feel that an actual or perceived mental health difficulty may have given rise to unfair treatment, in which case the Student Complaints Procedure should be followed. See <http://www.roehampton.ac.uk/universitysecretariat/StudentComplaintsProcedure.pdf>
- 5.3 In the event that a student exhausts the University processes and is dissatisfied with the outcome of a formal complaint, they can complain to the Office of the Independent Adjudicator [OIA] for Higher Education. Contact details and information about the OIA can be found at the following web address: <http://www.oiahe.org.uk/>
- 5.4 If a student with mental health difficulties feels that they have suffered harassment, either in relation to their mental health difficulty or another reason, they can make a complaint under the University's harassment procedure. This procedure can be found at the following web address: [www.roehampton.ac.uk/humanresources/files/harassment.doc](http://www.roehampton.ac.uk/humanresources/files/harassment.doc)

## **B6. Disciplinary procedures**

- 6.1 All students are bound by the University's Code of Conduct. It is hoped that most concerns regarding a student's conduct can be raised informally in the first instance. Where a disability or mental health difficulty is a contributing issue, staff dealing with informal stages should seek advice from the Health and Wellbeing Advisor. If a breach of discipline is to be considered through formal proceedings, the Health and Wellbeing Advisor will ensure that the Student Disciplinary Committee is aware of any relevant

mitigating circumstances in relation to a mental health difficulty.

- 6.2 University Disciplinary Regulations set out the procedures relating to disciplinary action arising from misconduct.
- 6.3 A suspension or exclusion may have conditions attached in relation to reinstatement. If the offending conduct relates to the effects of a mental health difficulty, then a condition may be that professional evidence is required to assist the University to determine whether that student's conduct is likely to be within acceptable limits if they return. Conditions may include a provision that the student engages with effective internal and external support/ medical services.
- 6.4 Students who are the subject of disciplinary proceedings can be accompanied by a „supporter“ who may be another student, a SU Officer or a member of staff of the University.

## APPENDIX C – FURTHER SOURCES OF INFORMATION

### Introduction

Appendix C provides information about sources of support within and outside the University, both for students who have mental health difficulties and for those who may be supporting them.

### **Internal services**

#### **Accommodation Office**

The Accommodation Office team deals with all aspects of accommodation, including living on campus and living off campus.

<http://studentzone.roehampton.ac.uk/accommodation/index.html>

#### **Chaplaincy**

The University has a team of chaplains reflecting some of the world's major religious faiths. The chaplains work as a team to provide a service throughout Roehampton which offers support to both their own traditions and the traditions of all students. The Chaplains are also active in building up a sense of community within the Colleges and Roehampton for students and staff. [www.roehampton.ac.uk/chaplaincy](http://www.roehampton.ac.uk/chaplaincy)

#### **Departmental Disability Co-ordinators**

RU Business School: Business and Computing - Keith Woodrow, 3173

Department of Social Sciences: Childhood and Society, Criminology, Human Rights, Sociology - Jackie Brown, 3011

Department of Education: Teacher Education, Education, Early Childhood Studies  
Helen Tovey, 3712

Department of Life Sciences: Biological and Social Anthropology, Biological Sciences, Biomedical Sciences, Nutrition, Health Sciences and Sport Science  
Abi Belai, 3630

Department of Psychology: Psychology, Psychotherapy & Counselling and Arts & Play Therapies - Jean O'Callaghan, 3624

Department of Humanities: Art History, Classical Civilisations, History, Philosophy, Theology & Religious Studies - Susan Deacy, 3823

Department of Media, Culture and Languages: Cultural Studies, Film Studies, Journalism, Media Studies, Photography, Modern Languages, English Language & Linguistics - Ben Cocking, 3052

Department of English and Creative Writing: English Literature, Children's Literature and Creative Writing - Kevin MaCarron, 3293

Department of Dance: Dance - Lorraine Nicholas, 3245

Department of Drama: Drama - Lee White, 3696



### **Dyslexia and Disability Support in the Information Centre**

Accessed via the Information Centre, Richardson Building, Digby Stuart  
Students with dyslexia or other disabilities should contact staff who can discuss what support in their studies, exams or the library might be useful. 020 8392 3113 or 3403  
<http://studentzone.roehampton.ac.uk/disability/>

### **Health & Wellbeing Advice and Counselling**

Advice and counselling is accessed via the Information Centre, Richardson Building, Digby Stuart College. On Wednesday afternoons there is a drop-in session from 2-4pm, where you can meet someone for a brief and informal conversation. 020 8392 3113  
<http://studentzone.roehampton.ac.uk/healthandwellbeing/index.html>

### **Library and Learning Services (LLS)**

Students can reserve books online, either using the University computers, or independently at home. Students can also renew their books online. <http://194.80.240.57/TalisPrism/>

Some services can be arranged for students with mental health difficulties including; book finding and retrieval service, avoidance of queuing, borrowing of materials by nominated helpers, text enlarging, use of specialist equipment and use of the staff lift. There is an Academic Liaison Officer (ALO) for each Department who is based within the LLS and can give students advice on locating and using resources in the LLS.

Computing and IT issue students with their Roehampton email accounts and passwords. Some computing classes and guides are available to students. The Helpdesk is based in LLS and can be contacted on 020 8392 3737  
[helpdesk@roehampton.ac.uk](mailto:helpdesk@roehampton.ac.uk)

### **Money Doctors**

The Money Doctors are based in Richardson Building and accessed via the Information Centre. They can provide help and guidance with managing finances. 020 8392 3199  
<http://studentzone.roehampton.ac.uk/finance/moneydoctors/index.html>

### **Registry**

Registry deals with a wide range of University administration and events including: Student Records, Examinations, Student Grants & Loans, Hardship & Access funds, Graduation Ceremonies and Registration. Registry can be accessed via the Information Centre, Richardson Building. 020 8392 3337  
<http://www.roehampton.ac.uk/about/structure/departments/registry.html>

### **Roehampton Students Union (RSU)**

RSU have a number of staff and elected officers whom support and advise students. They provide advice and support to students who have mental health difficulties.

**RSU Reception & Enquiries, Lawrence Building, Froebel College 020 8392 3221**  
[rsu@roehampton.ac.uk](mailto:rsu@roehampton.ac.uk) ; <http://www.roehamptonstudent.com/>

### **Roehampton University Security and out of hours emergencies**

Security Gatehouse is situated by the main entrance to the University  
Emergencies - 020 8392 3333  
Non-emergencies - 020 8392 3140  
<http://studentzone.roehampton.ac.uk/security/securitycontacts/>

**Roehampton University Switchboard**

020 8392 3000

### **Student Medical Centre**

The Medical Centre is located in Old Court, Froebel College  
Out of hours and during the inter-semester breaks, students can access medical services from the Putney mead Medical Centre. 020 8392 3679  
<http://studentzone.roehampton.ac.uk/medicalcentre/>

### **Student Welfare Officers**

College SWOs provide pastoral support and advice to students. If you have financial, accommodation or personal concerns, you can contact them for support. They are also responsible for issuing student parking permits.

Digby Stuart – Will Cooper Internal Ext: 3204  
Froebel – Anne-Marie Joyes Ext: 3304  
Southlands – Belinda Stott Internal Ext: 3402  
Whiteland"s – Ejiro Ejoh Internal Ext: 3502

### **External services**

These organisations are very happy to advise not only people with mental health difficulties, but relatives, friends, carers and anyone else affected.

Alcoholics Anonymous <a href="http://www.alcoholics-anonymous.org.uk/">http://www.alcoholics-anonymous.org.uk/</a>	0845 769 7555
Channel4 Health house - mind site	<a href="http://www.channel4.com/health/mind">www.channel4.com/health/mind</a>
Childline <a href="http://www.childline.org.uk">www.childline.org.uk</a>	0800 1111
Depression Alliance <a href="http://www.depressionalliance.org">www.depressionalliance.org</a>	0845 123 23 20
Health Education Council	020 7430 0850
Health Trainers (Footsteps) <a href="http://www.wandsworth.nhs.uk/Stayinghealthy/healthtrainers/Pages/home.aspx">http://www.wandsworth.nhs.uk/Stayinghealthy/healthtrainers/Pages/home.aspx</a>	020 8812 5040
Jewish Association for the Mentally Ill (JAMI) <a href="http://www.jamiuk.org/">http://www.jamiuk.org/</a>	020 8458 2223
Manic Depression Fellowship <a href="http://www.mdf.org.uk/">http://www.mdf.org.uk/</a>	020 8974 6550 & 01702 433838
Mental Health Foundation <a href="http://www.mentalhealth.org.uk">www.mentalhealth.org.uk</a>	020 7803 1100
Mind Infoline (9.15am–5.15pm Mon-Fri) <a href="http://www.mind.org.uk">www.mind.org.uk</a>	0845 766 0163
Mindout campaign - Read the Signs	<a href="http://www.ivillage.co.uk/">http://www.ivillage.co.uk/</a>
NHS Direct (24 hours/day at local call rates) <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>	0845 4647

Nightline <a href="http://www.nightline.org.uk">www.nightline.org.uk</a> <a href="mailto:listening@london-nightline.org.uk">listening@london-nightline.org.uk</a>	020 7631 0101
Rethink Advice Service (10am-3pm Mon – Sat) <a href="http://www.rethink.org">www.rethink.org</a>	0207 840 3188
Samaritans (24-hour service) <a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>	08457 909090
Saneline (12 noon – 2am) <a href="http://www.sane.org.uk">www.sane.org.uk</a>	0845 767 8000
Stand - Stress, Anxiety and Depression	<a href="http://www.depression.org.uk">www.depression.org.uk</a>
Students Against Depression	<a href="http://www.studentdepression.co.uk">www.studentdepression.co.uk</a>
Students in Mind	<a href="http://www.studentsinmind.org.uk">www.studentsinmind.org.uk</a>
Threshold Women's Mental Health Initiative <a href="http://www.users.globalnet.co.uk/~thrwomen/infoline.html">http://www.users.globalnet.co.uk/~thrwomen/infoline.html</a>	0845 300 0911

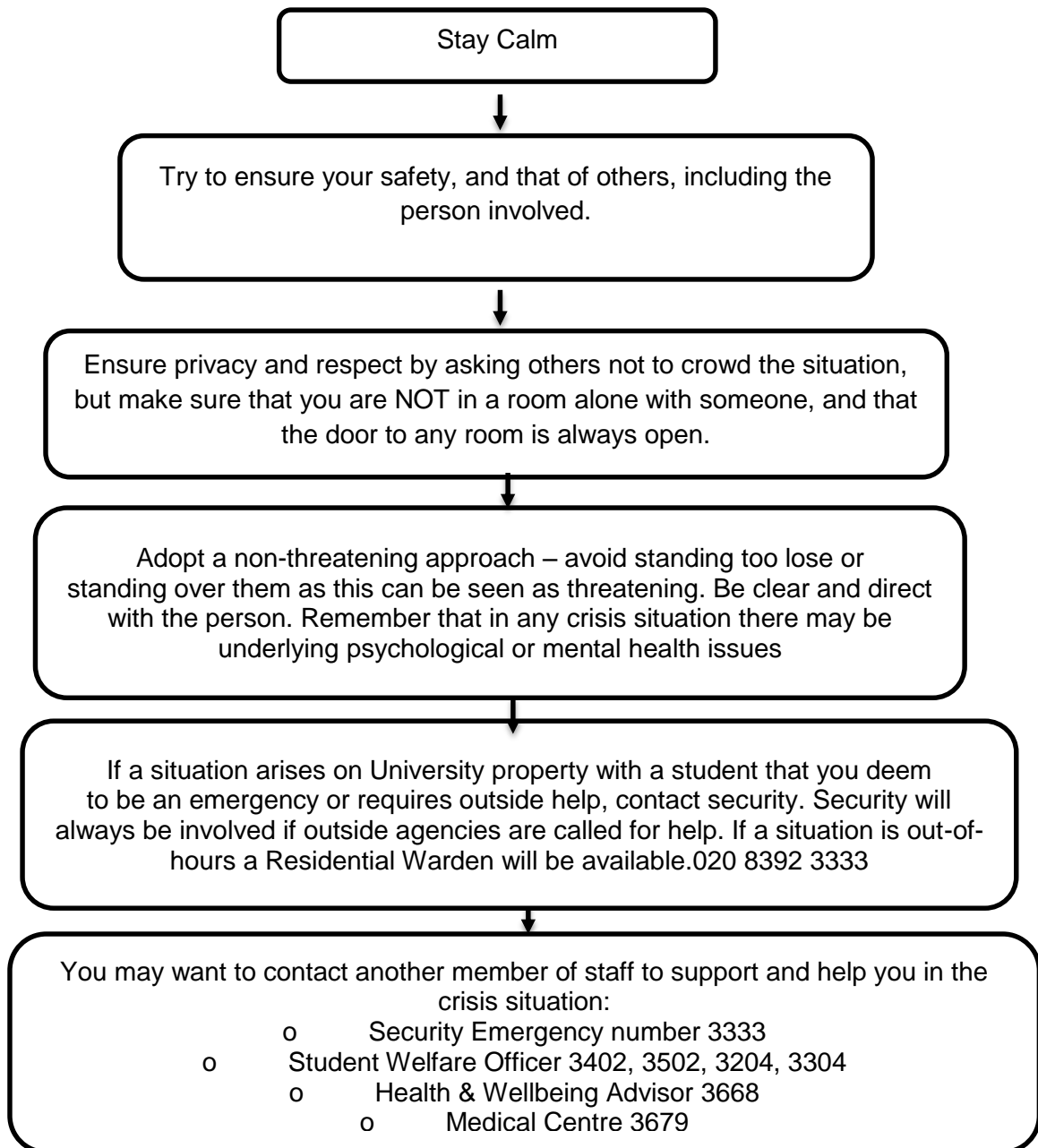
## APPENDIX D - WHAT TO DO IN A CRISIS

This might include:

- Threatening suicide
- A panic attack
- Becoming hysterical
- Becoming confrontational
- Harming themselves

Signs to look for: out-of-character behaviour; thoughts of harm; incoherent thinking or speech, changes in eating, sleeping or self-care habits, bouts of anger or aggression, self- isolation, or a nervous or anxious manner.

**It is important to remember two things: crisis situations are very rare and people**



**Ensure that you have someone to talk to and support you after the event.**

## CODE OF PRACTICE

### (IMPLEMENTING SECTION 22 OF THE EDUCATION ACT 1994 IN RELATION TO STUDENTS' UNIONS)

Section 22(3) of The Education Act 1994 requires universities to issue a Code of Practice setting out the manner in which the requirements of sections 22(1) & (2) of the Act, relating to the organisation and activities of the Students' Union, are put into effect. This document constitutes the Code of Practice.

Requirements of Section 22(2)	Compliance Measures
(a) The union should have a written constitution	<p>The <a href="#">Memorandum and Articles of Association</a> of the Roehampton Students' Union (RSU) were approved by the University Council on 8 March 2010. This represents the Union's written constitution.</p> <p>Part 1 of the Articles sets out the key constitutional provisions and more detailed procedures of a constitutional nature are set out in the <a href="#">RSU Bye-Laws</a>.</p>
(b) The provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years.	<p>The University is required to review the provisions of the Union's Articles of Association the "Articles" at intervals of not more than five years. The University Council approved the Articles in March 2010 and will review them during the 2014/15 academic year.</p> <p>Article 9 requires the approval of the University Council for any amendments to the Union's Articles of Association.</p>
(c) A student should have the right: (i) not to be a member of the union, or (ii) in the case of a representative body which is not an association, to signify that he does not wish to be represented by it, and students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.	Article 11 and Bye-Law 6 state that students may opt out of Union membership by giving notice in writing.
(d) Appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.	Article 32 stipulates that Officer Trustees should be elected by secret ballot.

Requirements of Section 22(2)	Compliance Measures
(e) The governing body should satisfy themselves that the elections are fairly and properly conducted.	<p>Article 32 and Bye-Law 7 set out the process for elections to be fair and properly conducted, which includes:</p> <ul style="list-style-type: none"> <li>• the appointment of a Returning Officer by the Trustee Board and</li> <li>• this appointment is ratified by the Student Union Council and the member of the University's Senior Management Team responsible for liaising with the SU</li> <li>• after the elections a formal report is submitted to the Secretary to the University Council</li> <li>• the report details that the election process was conducted in accordance with the regulations and state the results of the elections process</li> </ul> <p>The University Council receives confirmation of Union election procedures and results.</p>
(f) A person should not hold sabbatical office, or paid elected union office, for more than two years in total at the establishment.	<p>Article 32 states that a person may hold a sabbatical post for a term of one year and may serve a maximum of two years if re-elected.</p>
(g) The financial affairs of the union should be properly conducted, and appropriate arrangements should exist for the approval of the union's budget, and the monitoring of its expenditure, by the governing body.	<p>The financial affairs of the union are properly conducted in accordance with the Articles of Association and the Bye-Laws which ensure conformity with the requirements of the Charities Commission and Companies House.</p> <p>The Students' Union has a dedicated Finance Manager who is paid and appropriately qualified and whose sole responsibility is to manage the finances of the Union.</p> <p>The Budget of the Students' Union is subject to approval by the University's Finance &amp; General Purposes Committee.</p> <p>Annual accounts are drawn up and audited externally.</p>

<p>(h) Financial reports of the union should be published annually or more frequently, and should be made available to the governing body and to all students, and each such report should contain, in particular, a list of the external organisations to which the union has made donations in the period to which the report relates, and details of those donations.</p>	<p>The Annual Financial Statements of the Students' Union are received by the Finance &amp; General Purposes Committee.</p> <p>The audited accounts are available <a href="#">online</a> or on request.</p> <p>Details of any donations are contained in the Financial Statements.</p>
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Requirements of Section 22(2)	Compliance Measures
(i) The procedure for allocating resources to groups or clubs should be fair, and should be set down in writing and freely accessible to all students.	<p>Resources are made available in the budget for Clubs and Societies. Individual Clubs and Societies submit budgets/requests to the Union.</p> <p>The sabbatical team reviews submissions and will allocate funding considering the necessary expenses of the clubs and societies, and their membership levels and activities.</p> <p>The review is then submitted to the Students' Union Council for approval. Bye-Law 9 sets out the provisions for the funding of Clubs and Societies.</p>
(j) If the union decides to affiliate to an external organisation, it should publish notice of its decision, stating the name of the organisation, and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation, and any such notice should be made available to the governing body and to all students.	<p>This information is available to the University and to students online.</p> <p>Information about affiliations is made available on the <a href="#">Students' Union website</a>.</p>
(k) Where the union is affiliated to any external organisations, a report should be published annually or more frequently, containing a list of the external organisations to which the union is currently affiliated, and details of subscriptions or similar fees paid, or donations made, to such organisations in the past year or since the last report, and such reports should be made available to the governing body and to all students.	<p>An annual report is made to Council, normally in the Autumn term in conjunction with the Financial Statements of the Students' Union, containing a list of the external organisations to which the union is currently affiliated, and details of subscriptions or similar fees paid, or donations made, to such organisations since the last report. The contents of the report will be made available to all students by the Students' Union.</p>
(l) There should be procedures for the review of affiliations to external organisations, under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5%) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.	<p>The Students' Union is required to conduct an annual review of its current list of affiliations. The proposed affiliations will be detailed at the Annual Members' Meeting.</p> <p>Bye-Law 2 provides that a petition signed by 5% of the full membership of the Union may call for a referendum.</p>



Requirements of Section 22(2)	Compliance Measures
<p>(m) There should be a complaints procedure available to all students or groups of students who are dissatisfied in their dealings with the union, or claim to be unfairly disadvantaged by reason of their having exercised the right referred to in paragraph (c) above, which should include provision for an independent person appointed by the governing body to investigate and report on complaints.</p> <p>(n) Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.</p>	<p>A complaints procedure is outlined in Bye-Law 8. Initially the complaint will go to the President or one of the Officer Trustees. If the complainant is not happy with the response a Complaints Panel will be assembled. If the complainant is still not satisfied, the complaint will be considered by the Registrar &amp; University Secretary and, ultimately by an independent person appointed by the governing body.</p> <p>The complaint timelines and remedies are outlined in Bye-Law 8.</p>
<p>(3) The governing body of every establishment to which this Part applies shall for the purposes of this section prepare and issue, and when necessary revise, a code of practice as to the manner in which the requirements set out above are to be carried into effect in relation to any students' union for students at the establishment, setting out in relation to each of the requirements details of the arrangements made to secure its observance.</p>	<p><i>The Code of Practice was approved by the University Council on 11 March 2013 and by the Students' Union Council on 26 March 2013.</i></p> <p><i>The approved Code of Practice is published on both the University and RSU websites.</i></p>
<p>(4) The governing body of every establishment to which this Part applies shall as regards any students' union for students at the establishment bring to the attention of all students, at least once a year:- (a) the code of practice currently in force under subsection (3); and (b) any restrictions imposed on the activities of the union by the law relating to charities</p>	<p>At the start of each academic year the governing body liaises with the Union to distribute an email to all students to introduce them to Roehampton Students' Union. This email contains a summary of the Students' Union, a link to its website, a link to the Code of Practice and provides an opportunity for them to register to the mailing list.</p>
<p>(5) The governing body of every establishment to which this Part applies shall bring to the attention of all students, at least once a year, and shall include in any information which is generally made available to persons considering whether to become students at the establishment:- (a) information as to the right referred to in subsection (2)(c)(i) and (ii), and (b) details of any arrangements it has made for services of a kind which a students' union at the establishment provides for its members to be provided for students who are not members of the union.</p>	<p>The introductory email also contains a link to outline the procedures to opt out of the Students' Union as well as containing information on other support services provided through the Colleges, eg Student Affairs and the Chaplaincy.</p>

*Approved by Roehampton University Council: 11 March 2013*

*Approved by Roehampton Students' Union Council: 26 March 2013*

## **UNIVERSITY OF ROEHAMPTON TAUGHT DEGREE REGULATIONS**

These regulations apply to programmes of study leading to undergraduate awards and taught postgraduate awards at Master's Level except in cases where professional body requirements dictate otherwise. There are separate regulations for Research Degrees and Professional Doctorate programmes, and for degrees awarded jointly with other institutions.

### **1. Programme Conveners and Programme Boards**

- (a) The relevant Head of Department will appoint a Programme Convener for each programme of study, or group of cognate programmes, to be responsible for the management of the programme(s).
- (b) The relevant Department Committee will establish a Programme Board for each programme of study, or group of cognate programmes.
- (c) The terms of reference of the Programme Boards are, acting in accordance with the regulations for the programme(s) of study and the expectations of established internal and external quality assurance systems:
  - (i) to develop the curriculum in terms of subject content in the light of new scholarship;
  - (ii) to enhance the quality of delivery of the programme in terms of pedagogy, the learning environment and assessment strategy in the light of best practice;
  - (iii) to foster the academic standards of the programme;
  - (iv) to monitor academic standards through the annual report from the external examiner(s), the comparative assessment data provided by the University and other appropriate indicators;
  - (v) to monitor the quality of the student experience through the student evaluation scheme and other appropriate indicators;
  - (vi) to advise the Department Committee, and through the Department Committee the University, of any necessary changes to the structure of the programme, its regulations, organisation, teaching curriculum, entry requirements and publicity requirements;
  - (vii) to ensure that students registered on the programme have access to full and accurate information about its operation and appropriate guidance on the academic and pastoral support services available to them;
  - (viii) to review trends in recruitment and recommend recruitment strategies for the programme;
  - (ix) to report to the Department Committee on issues arising from the Programme Annual Review process.
- (d) The Programme Boards meet as required to conduct business, normally at least once each term.
- (e) The membership of each Programme Board comprises: a Chair, who is the Programme Convener; teaching staff who are responsible for the modules that are sponsored by the Board; the Head of Department, or a nominee; at least two students representing all students who are currently registered on the programme(s); and the Subject Librarian. The Programme Board may co-opt additional members as required, in particular where partner institutions are involved in the delivery of the programme(s).
- (f) The Vice-Chancellor has the right to attend, or to send a representative to attend meetings of the Programme Boards in a non-voting capacity. The Chair may permit other individuals, such as teaching staff who are responsible for modules that are cross-listed into the programme(s), and the Programme Conveners of programmes which make use of modules that are sponsored by the Board, to attend meetings in a non-voting capacity as required.

- (g) Decisions of the Programme Boards are normally reached by consensus and are binding on all members. Resolutions may be reached by a majority vote of those members who are present, with the Chair holding a casting vote.
- (h) The Chair has authority to take decisions on behalf of the Programme Board between meetings either independently, or in correspondence with other members. Any action taken in this way will be reported at the next meeting.

## **2. Programmes of study**

- (a) The University offers programmes of study leading to the following awards.

- (i) Undergraduate awards at Level 4 of the Framework for Higher Education Qualifications:

Certificate of Higher Education (CertHE).

- (ii) Undergraduate awards at Level 5 of the Framework for Higher Education Qualifications:

Diploma of Higher Education (DipHE); Foundation Degree in Arts (FdA); Foundation Degree in Science (FdSc).

- (iii) Undergraduate awards at Level 6 of the Framework for Higher Education Qualifications:

Bachelor of Arts (BA); Bachelor of Music (BMus); Bachelor of Science (BSc); Bachelor of Theology (BTh); Graduate Certificate (GradCert); Graduate Diploma (GradDip); LLB; Professional Graduate Certificate in Education (PGCE).

- (iv) Postgraduate awards at Level 7 of the Framework for Higher Education Qualifications:

Postgraduate Certificate (PgCert); Postgraduate Certificate in Education (PGCE); Postgraduate Diploma (PgDip); Master of Arts (MA); Master of Business Administration (MBA); Master of Biology (MBiol); Master of Fine Arts (MFA); Master of Public Administration (MPA); Master of Public Health (MPH); Master of Research (MRes); Master of Science (MSc); Master of Theology (MTh); Master of Zoology (MZool).

- (v) Continuing professional development:

Certificate of Professional Practice; Certificate of Professional Learning; Certificate of Professional Development.

- (b) Each programme of study is an academically coherent collection of modules through which students may satisfy the requirements for the intended award. Programmes of study may also be designed to enable students to gain formal recognition by professional bodies.
- (c) Modules are discrete units of assessed learning for which credit is awarded upon successful completion. The credit value assigned to the module represents an estimate of the amount of work, including teaching contact, practical work, independent study and assessment, typically required in order to complete the module, on the basis that each credit represents a minimum of 10 hours' work. The academic standard of each module, including the standard of its assessment, is defined in reference to Level Descriptors which are approved for this purpose by the University. Modules that enable students to be assessed on the basis of practical experience which is outside the scope of the Level Descriptors may be offered as part of a programme of study, provided that the academic requirements for the achievement of the award are met.

### **3. Admission to a programme of study**

- (a) The minimum requirements for admission to a programme of study are:
  - (i) for undergraduate programmes, passes in two different subjects at GCE Advanced Level, or an equivalent academic qualification, or evidence of equivalent experience and learning acquired in a professional context;
  - (ii) for postgraduate programmes, a Bachelor's Degree with Second Class Honours from a UK university in a relevant subject area, or an equivalent academic qualification, or evidence of equivalent experience and learning acquired in a professional context.
- (b) Applicants are also required to provide evidence of proficiency in spoken and written English as outlined in the University's general admissions requirements.
- (c) The University may set additional conditions for admission to individual programmes of study, subject to the above minimum requirements.

### **4. Associate and Affiliate Students**

- (a) An individual may register as an Associate Student on a full- or part-time basis in order to follow and be assessed in modules comprising up to 120 credits. Associate Students receive credit for any modules that they successfully complete, but are not eligible to receive an academic award of the University. An Associate Student may subsequently apply for admission to a programme of study under the provisions of Section 3, in which case any credits achieved as an Associate Student may be considered under the arrangements for credit transfer under the provisions of Section 5.
- (b) An individual may register as an Affiliate Student on a full- or part-time basis in order to follow modules comprising up to 120 credits. Affiliate Students are not entitled to submit work for assessment, or to receive credit or an academic award of the University.
- (c) Associate and Affiliate Students are not subject to the admission requirements set out in Section 3 unless they subsequently apply for admission to a programme of study.
- (d) There are no restrictions on Associate and Affiliate Students being registered concurrently at another university, or a similar institution.

## 5. Credit transfer

- (a) A student who has earned credit at another university, or a similar institution may apply for that credit to be transferred towards the requirements of a programme of study at the University. Module marks will not be transferred.
- (b) In order to qualify for consideration, the credit must:
  - (i) correspond, in terms of the level and subjects studied, to modules within the programme of study at the University;
  - (ii) have been undertaken at a university, or a similar institution of appropriate standing and be certified by a competent officer at that institution;
  - (iii) have been undertaken normally no more than five years before the proposed date of initial registration at the University.
- (c) Applications for credit transfer are agreed by the Programme Convener with advice from the Academic Office. The Programme Convener will make a recommendation to the Chair of the Awards and Progression Board. The University may set conditions on the approval of the credit transfer.
- (d) There are restrictions on the volume of credit which may be transferred towards the requirements of programmes of study at the University, as follows.
  - (i) No more than 60 credits:

Certificate of Higher Education; Graduate Diploma;  
Postgraduate Certificate in Education; Postgraduate Diploma;  
Professional Graduate Certificate in Education.

- (ii) No more than 120 credits:  
Master's Degree.

(iii) No more than 120 credits at Level 4 and no more than 40 credits at Level 5:  
Diploma of Higher Education;  
Foundation Degree.

- (iv) No more than 160 credits:  
Master of Fine Arts.

(v) No more than 120 credits at Level 4, and no more than 120 credits at Level 5:  
Bachelor's Degree.  
Integrated Master's Degree

- (e) Applications for credit transfer will not be accepted towards programmes of study at the University comprising fewer than 120 credits in total.

## **6. Registration on a programme of study**

- (a) An applicant who has been offered admission by the University and has accepted and met all the conditions of the offer may register as a student on a programme of study by completing the enrolment process described in Section 7.
- (b) Registered students retain their registration status until they achieve the award, withdraw, or have their registration terminated by the University.
- (c) A student registered on a full-time programme may register for a second programme comprising no more than 80 credits in an academic year.

## **7. Enrolment**

- (a) Each student must complete the enrolment process:
  - (i) at the point of initial registration with the University;
  - (ii) at the beginning of each academic year during the period of study, unless the student is taking an approved interruption of study at that time;
  - (iii) on returning from an approved interruption of study.
- (b) If a student does not enrol or re-enrol within relevant deadlines his/her registration on the programme will be cancelled or terminated as appropriate.
- (c) In order to complete the enrolment process, a student must:
  - (i) complete the administrative procedures for enrolment;
  - (ii) make acceptable arrangements to pay fees and any outstanding debts to the University (see the Student Fee Regulations);
  - (iii) agree to comply with the terms of the Student Contract;
  - (iv) register for modules and/or module assessments in accordance with the regulations for the programme of study.
- (d) Students may enrol on a full- or part-time basis, or may transfer between full- and part-time status, subject to the following restrictions and any additional rules which may apply to individual programmes of study.
  - (i) A full-time student on a programme of study leading to a Certificate of Higher Education, a Diploma of Higher Education, a Foundation Degree, a Bachelor's Degree or the Master of Fine Arts is normally expected to register for modules comprising 120 credits each year. A full-time student on a programme of study leading to any other Master's Degree is normally expected to register for modules comprising 180 credits each year.
  - (ii) Notwithstanding the expectations of (i), in order to qualify for full-time status, an undergraduate student must register for modules comprising at least 90 credits in an academic year, or at least 60 credits if the student is registered for a single academic term. No undergraduate student may register for more than 140 credits on any single programme of study in an academic year.
  - (iii) A part-time undergraduate student must register for modules comprising no more than 80 credits in an academic year, or no more than 40 credits if the student is registered for a single academic term.

- (iv) Notwithstanding the expectations of (i), in order to qualify for full-time status, a postgraduate student must register for modules comprising at least 130 credits if the programme is delivered over 12 calendar months, or at least 90 credits if the programme is delivered over 9 months, or at least 60 credits if the student is registered for a single academic term. No postgraduate student may register for more than 200 credits over 12 calendar months.
- (v) A part-time postgraduate student must register for modules comprising no more than 120 credits in an academic year, or no more than 40 credits if the student is registered for a single academic term.

## **8. Period of study**

- (a) The maximum period of study, from initial registration to completion of all the programme requirements, will be as follows.

- (i) Two years:

Certificate of Higher Education; Certificate of Professional Development; Certificate of Professional Learning; Certificate of Professional Practice; Graduate Certificate; Postgraduate Certificate; Postgraduate Certificate in Education; Professional Graduate Certificate in Education.

- (ii) Four years:

Graduate Diploma;  
Postgraduate Diploma.

- (iii) Five years:

Diploma of Higher Education; Foundation Degree.

- (iv) Six years:

Master's Degree.

- (v) Seven years:

Bachelor's Degree  
Integrated Master's Degree

- (b) Any part of the programme of study in respect of which the student has been granted credit transfer under the provisions of Section 5 will be counted towards the period of study. The overall period of study also includes the time allowed for achievement of any intermediate award.
- (c) Any interruption(s) or suspension(s) of study approved under the provisions of Sections 9 and 18 will not be counted towards the period of study.

## **9. Interruption of study and withdrawal**

- (a) The period of study shall normally be continuous.
- (b) A student may apply for permission to interrupt his/her studies on personal grounds for a period of up to 12 months, at the end of which s/he must either re-enrol, or apply for a further interruption of study. The maximum period of interruption will normally be one year (subject to the period of registration and any Professional, Statutory and Regulatory Body requirements). Students who have interrupted their studies continue to be registered on their programmes of study, but are not entitled to receive tuition or to use University facilities. Students may only return for the start of the academic year, or the start of term, as appropriate.
- (c) Any marks from assessments that are partially completed shall stand, but student may request them to be considered under the Mitigating Circumstances Policy.
- (d) Where the programme of study or module has changed during the period a student has interrupted, it may be necessary for the student to take a revised diet of modules or assessment in order to achieve the same or equivalent award on which they are registered.
- (e) A student may withdraw from his/her programme of study and the University at any time by submitting the appropriate form. A student who has formally withdrawn may only be re-admitted to a programme of study at the discretion of the University.

## **10. Formal warning procedure**

- (a) The Awards and Progression Board may terminate the registration of a student where:
  - (i) in the absence of a satisfactory and adequately documented reason the student's record of attendance, academic progress or productivity at any time is unsatisfactory; or
  - (ii) at the end of the assessment in the modules for which the student is currently registered the student's academic progress overall is judged to be unsatisfactory (see Section 18).
- (b) The decision to terminate a student's registration under the provisions of (a)(i) will be made only after the Head of Department, or a nominee has completed the following process. If the Head of Department is the student's Personal Tutor, it may be appropriate for a different member of staff to be involved in monitoring the student's progress. The Awards and Progress Board will not follow the formal warning procedure when acting under the provisions of (a)(ii).
  - (i) Where a student's record of attendance, academic progress or productivity is unsatisfactory to the extent that it would be appropriate to terminate his/her registration, s/he will be given two formal warnings by letter.
  - (ii) Each letter will state the reasons for the warning and what the student must do, within a specified period of time, in order to demonstrate improvement and to avoid his/her registration being terminated. The second letter of formal warning will state the fact that it is the final warning.
  - (iii) The student will be given sufficient time and not less than four weeks between the first and second formal warning in order to demonstrate a satisfactory level of improvement.



- (iv) At each warning the student will be offered the opportunity to respond in writing and at a meeting with the Head of Department, or his/her nominee. The student may arrange to be accompanied at the meeting by another student or member of staff of the University. The Head of Department may set the warning aside and confirm this decision to the student by letter on provision of a satisfactory and adequately documented reason for his/her record of attendance, academic progress or productivity. Formal warnings which have not been set aside will remain active for the duration of the student's period of study.
- (v) If the student does not demonstrate a satisfactory level of improvement after the second warning, the Head of Department, or his/her nominee will refer the matter to the Chair of the Awards and Progression Board, setting out the grounds for the recommendation to terminate the student's registration. The Chair of the Awards and Progression Board will then make the final decision, based on the particular circumstances.
- (vi) The Academic Registrar, or a nominee will write to any student whose registration has been terminated under these provisions, informing him/her of the reasons for the decision, the right to appeal and the date within which any appeal must be submitted.

## **11. Programme Examinations Boards**

- (a) There will be a Programme Examinations Board for each programme of study, or group of cognate programmes, to oversee the assessment of students on the programme(s) and modules under its purview.
- (b) The terms of reference of the Programme Examinations Boards are, acting in accordance with the regulations and policies of University, including the regulations for the programme(s):
  - (i) to determine the final outcome of that assessment for individual students, to ratify the outcomes of mitigating circumstances applications and to make recommendations for terminating the registration of students;
  - (ii) to make recommendations to the Awards and Progression Board on the academic progress of individual students and on any action to be taken in light of this;
  - (iii) to consider the recommendations of the external examiner(s);
  - (iv) to make recommendations to the Awards and Progression Board on regulations and procedures governing its business.
- (c) The Programme Examinations Boards meet as required to conduct business in accordance with a schedule issued by the Academic Registrar.
- (d) The membership of each Programme Examinations Board comprises: a Chair, appointed by the Head of Department; teaching staff who are responsible for the modules that are sponsored by the Board; the Head of Department, or a nominee; and the external examiner(s). The Programme Examinations Board may co-opt additional members as required, in particular where partner institutions are involved in the delivery and assessment of the programme(s).
- (e) The Vice-Chancellor, the Chair of the Awards and Progression Board and the Academic Registrar each has the right to attend, or to send a representative to attend meetings of the Programme Examinations Boards in a non-voting capacity. The Chair may permit other individuals to attend meetings in a non-voting capacity as required.
- (f) Decisions of the Programme Examinations Boards are normally reached by consensus and are binding on all members. Resolutions may be reached by a majority vote of those members who are present, with the Chair holding a casting vote.

- (g) The Chair has authority to take decisions on behalf of the Programme Examinations Board between meetings either independently, or in correspondence with other members. The Chair will involve at least one other member of the Board in any decisions about an individual student. Any action taken in this way will be reported at the next meeting.
- (h) The proceedings of Programme Examinations Boards are confidential to those taking part and appropriate officers of the University.

## **12. Awards and Progression Board**

- (a) The Awards and Progression Board acts with the delegated authority of Senate on all matters relating to the award of taught undergraduate and postgraduate certificates, diplomas and degrees of the University.
- (b) The terms of reference of the Awards and Progression Board are, acting in accordance with the regulations and policies of University:
  - (i) to confer academic awards to eligible students and to determine award classifications and fields of study;
  - (ii) to consider recommendations from the Programme Examinations Boards on the academic progress of individual students and to determine the action to be taken in light of this;
  - (iii) to review and make recommendations to Senate on the academic regulations;
  - (iv) to consider any relevant matters referred to it by the University or a Programme Examinations Board;
  - (v) to report annually to Senate.
- (c) The Awards and Progression Board meets as required to conduct business in accordance with a schedule issued by the Academic Registrar.
- (d) The membership of the Awards and Progression Board comprises: a Chair, appointed by the Vice-Chancellor; the Chair of each Programme Examinations Board presenting recommendations at that meeting; and an external adviser appointed by the Vice-Chancellor. The role of the external adviser is to provide, an independent evaluation of the fairness and suitability of the proceedings of the Awards and Progression Board, and to ensure that there is a consistent application of the procedures and regulations.
- (e) The Vice-Chancellor and the Academic Registrar each has the right to attend, or to send a representative to attend meetings of the Awards and Progression Board in a non-voting capacity. The Chair may permit other individuals to attend meetings in a non-voting capacity as required.
- (f) Decisions of the Awards and Progression Board are normally reached by consensus and are binding on all members. Resolutions may be reached by a majority vote of those members who are present, with the Chair holding a casting vote.
- (g) The Chair has authority to take decisions on behalf of the Programme Examinations Board between meetings either independently, or in correspondence with other members. Any action taken in this way will be reported at the next meeting.
- (h) The proceedings of the Awards and Progression Board are confidential to those taking part and appropriate officers of the University.

### **13. Appointment of external examiners**

- (a) External examiners are nominated by the academic department and are appointed by the Deputy Provost, acting with the delegated authority of the Learning, Teaching and Quality Committee.
- (b) The role of the external examiner(s) is to provide, an independent evaluation of the University's arrangements for assessing student work, to verify that academic and professional standards are set and maintained at appropriate levels, and to report systematically and objectively to the University on their findings. To this end, external examiners will be:
  - (i) of sufficient authority and expertise in the area(s) to be examined to command the respect of the wider academic community.
  - (ii) familiar with current standards and procedures of programmes at the same level in the UK and will have relevant experience of examining student work in accordance with the expectations of the Quality Code.
  - (iii) free from any type of involvement with current staff, students or activities of the University within the previous five years that could reasonably lead to an allegation of bias, or an allegation that they could have a personal interest in the outcomes of the assessment process.
- (c) Following his/her formal appointment, each external examiner will be sent a letter of appointment and details of the University's relevant rules, regulations and guidelines.

### **14. Submission of work for assessment**

- (a) Except for the provisions of Section 17, students are expected to submit all work for assessment at the first scheduled opportunity after registering for a given module.
- (b) There will be a penalty on work which is submitted after the deadline, or after the revised deadline in the case of a student who has been granted an extension under the provisions of Section 6, as follows.
  - (i) Where the student submits work up to 2pm, seven calendar days after the deadline, the percentage mark for the component of assessment will be capped at 40% for modules at Levels 4–6, and at 50% for modules at Level 7.
  - (ii) Where the student submits work after 2pm, seven calendar days after the deadline, the percentage mark for the component of assessment will be set to zero.
- (c) All work submitted for assessment in whatever form will remain the property of the University, or in the case of programmes which are delivered entirely by Collaborative Partners, the property of the Collaborative Partner. Examinations scripts will not be returned to students; other work may be returned to students at the discretion of the University, or in the case of programmes which are delivered entirely by Collaborative Partners, at the discretion of the Collaborative Partner.
- (d) All work submitted for assessment must be in English, unless it is specified otherwise in the rubric for the assessment.

## 15. Module assessment

- (a) The Programme Examinations Board will determine the overall outcome and percentage mark, recorded as an integer between 0% and 100% inclusive, for each module assessment as follows:
- (i) For modules at Levels 4–6, an outcome of Pass with a percentage mark will be recorded where the student has gained a mark of 40% or above overall and in any components of the module assessment that carry an individual pass requirement. The Programme Examinations Board may condone a mark in the range 30–39% in a component of the module assessment that carries an individual pass requirement if it is satisfied that the student has achieved the learning outcomes for the module and the student has nonetheless gained a mark of 40% or above overall.
  - (ii) For modules at Levels 4–6, an outcome of Fail with a percentage mark will be recorded where the student has gained a mark of 39% or below overall, or in any components of the module assessment that carry an individual pass requirement subject to the provisions of (i).
  - (iii) For modules at Level 7, an outcome of Pass with a percentage mark will be recorded where the student has gained a mark of 50% or above overall and in any components of the module assessment that carry an individual pass requirement. The Programme Examinations Board may condone a mark in the range 40–49% in a component of the module assessment that carries an individual pass requirement if it is satisfied that the student has achieved the learning outcomes for the module and the student has nonetheless gained a mark of 50% or above overall.
  - (iv) For modules at Level 7, an outcome of Fail with a percentage mark will be recorded where the student has gained a mark of 49% or below overall, or in any components of the module assessment that carry an individual pass requirement subject to the provisions of (iii).
  - (v) For modules at Levels 0 and 8, an outcome of Pass or Fail without a percentage mark will be recorded in accordance with the assessment criteria for the individual module.
- (b) The Programme Examinations Board may record a Condoned Fail for modules at Levels 4–6 where the overall mark is above 30%, and for modules at Level 7 where the overall mark is above 40%, subject to the following conditions. Credits in condoned modules count towards the requirements for academic progression and awards in the same way as credits which are achieved in modules that have been passed.
- (i) For Diplomas of Higher Education, Foundation Degrees and Bachelor's Degrees and Integrated Master's Degrees, no more than 20 credits may be condoned at each level.
  - (ii) For Postgraduate Diplomas, no more than 20 credits may be condoned.
  - (iii) For Master's Degrees, no more than 30 credits may be condoned.
  - (iv) Failures in modules counting towards any other awards of the University shall not be condoned.
  - (v) A student who has been granted a Condoned Fail and has not yet qualified for the intended award may instead elect to resit the module assessment at the next scheduled opportunity.

- (c) The Programme Examinations Board will confirm a student's eligibility for a resit of a component of assessment that has been failed or retake of a module.
- (i) A resit is defined as an additional attempt of an assessment without attendance.
  - (ii) A retake is defined as a re-study of the module with attendance, including the completion of all assessments for that module. A student may be eligible for a resit of a module being retaken subject to the resit regulations below. The retake mark overrides any previous mark for the same module, no mark or credit may be carried forward from a previous attempt. Students are required to pay a module fee to retake a module.
- (d) A student who has failed the module assessment overall on the first attempt will normally be permitted one opportunity to resit the failed components of the module assessment, without further study, subject to availability. In cases where it is not practical for a student to resit a component of assessment without further study, the Programme Examinations Board has discretion to require a student to retake the module. The Programme Examinations Board may exercise discretion and grant a second resit opportunity where appropriate in the context of the student's overall academic progress provided the student has submitted to assessment for their first resit attempt, or under the provisions of the Mitigating Circumstances Policy. A student who has been granted a resit must submit all outstanding work at the next scheduled opportunity as specified by the Programme Examinations Board. There is no provision for a student, having passed a module, to undertake additional study and assessment towards that module.
- (e) There will be a penalty on resitting the assessment of a failed module, unless the Programme Examinations Board determines that the student may resit without penalty under the provisions of the Mitigating Circumstances Policy. The percentage mark for each previously-failed component of the module assessment, rather than for the module overall, will be capped at 40% for modules at Levels 4–6, and at 50% for modules at Level 7. Where the previously-failed component comprises more than one individual piece of work, the cap will apply to the combined percentage mark for the component, whether or not each individual piece of work was failed.
- (f) A student whose academic performance has been, or is likely to be, impaired because of ill health or other significant reasons may ask for this to be considered by the Programme Examinations Board under the provisions of the Mitigating Circumstances Policy.
- (g) The Programme Examinations Board may make reasonable adjustments to the method of assessment for an individual student where this is justified by the student's circumstances and under the provisions of the Mitigating Circumstances Policy. In all cases the methods of assessment must provide a fair and valid assessment of the learning outcomes for the module.
- (h) The Programme Examinations Board can exercise discretion and terminate the registration of a student who has demonstrated unsatisfactory academic achievement due to failure to submit to assessment or academic failure on modules in line with 18 (v) below.
- (i) The University Registry will hold the authoritative record of the outcomes of the module assessment. Each student will be sent a formal transcript of their results by the University Registry when they leave the programme of study. The transcript will record all the outcomes of the module assessment, including fails, and will indicate when a penalty has been applied on a resit.

## **16. Extensions to assessment deadlines**

- (a) A student may apply on grounds of mitigating circumstances for an extension to the deadline for assessment in one or more components of a particular module. The maximum extension which may be granted is two calendar months.
- (b) The extension may only be granted where:
  - (i) the mitigating circumstances and supporting evidence are judged to be sufficient;
  - (ii) the assessment process, including consideration of recommendations by the relevant University Board, can be completed within three months of the normal end date of the student's programme.
- (c) The application for an extension should be submitted sufficiently in advance so that the student would still have the opportunity to undertake the assessment at the normal time if the application were to be refused, and must be submitted before the date and time of the assessment in question. The Programme Examinations Board may exceptionally accept an application after the deadline if it is satisfied that the student could not with reasonable diligence have disclosed his/her circumstances at the appropriate time.
- (d) Applications and supporting evidence must be submitted to the Department Office which is responsible for the module in question, using the appropriate pro forma and in accordance with the Mitigating Circumstances Policy.

## **17. Deferral of module assessment**

- (a) A student may apply on grounds of mitigating circumstances for permission to defer assessment in one or more components of a particular module to the next available assessment opportunity. There is no provision to defer assessment beyond the end of the academic year.
- (b) The deferral may only be granted where:
  - (i) the mitigating circumstances and supporting evidence are judged to be sufficient;
  - (ii) an extension to the assessment deadline under the provisions of Section 16 would not be appropriate;
  - (iii) provision is normally made for a subsequent assessment opportunity in that module before the end of the academic year.
- (c) The application to defer should be submitted sufficiently in advance so that the student would still have the opportunity to undertake the assessment at the normal time if the application were to be refused, and must be submitted before the date and time of the assessment in question. The Programme Examinations Board may exceptionally accept an application after the deadline if it is satisfied that the student could not with reasonable diligence have disclosed his/her circumstances at the appropriate time.
- (d) Applications and supporting evidence must be submitted to the Department Office which is responsible for the module in question, using the appropriate pro forma and in accordance with the Mitigating Circumstances Policy.
- (e) A student who has been granted a deferral may nonetheless decide to undertake the assessment at the normal time, in which case the deferral automatically shall be cancelled.

## **18. Assessment of student progress**

- (a) The academic progress of each student will be reviewed at least annually by the Programme Examinations Boards. Subject to the provisions of Section 19, any specific requirements in respect of academic progress will be set out in the programme regulations.
- (b) The Programme Examinations Board will submit one of the following recommendations to the Awards and Progression Board if at any time a student is deemed to have made unsatisfactory academic progress, or the student has not met the requirements for progression set out in the programme regulations or in Section 19.
  - (i) Permit the student to resit the failed component(s) of one or more modules without attendance over the summer.
  - (ii) Suspend the student's studies for the following academic year in order to resit the failed component(s) of one or more modules without attendance.
  - (iii) Permit the student to register on a full- or part-time basis in the following academic year in order to retake the failed modules with attendance a second time, or to attend substitutes for the failed modules. Students who are registered on this basis may be permitted to resit the failed component(s) of one or more modules without attendance alongside the modules which they are attending. Students are permitted to retake a module not passed a maximum of once during the registration period.
  - (iv) Permit the student to transfer to a different programme of study for which all the requirements to progress to the next year of the programme have already been met, subject to the approval of the Programme Convener.
  - (v) Terminate the student's registration on the programme. Students who have had their registration terminated due to academic failure will not be re-admitted onto the same programme of study.

## **19. Progression within programmes of study**

- (a) For an undergraduate programme of study which includes a foundation year and leads to a Diploma of Higher Education, Foundation Degree or Bachelor's Degree. In order to progress from the foundation year to the next level of the programme of study:
  - (i) a student who is registered on a full-time basis must pass, or be condoned or otherwise granted credit in modules from the programme of study to the value of at least 100 credits. In addition, for programmes of study which require students to acquire specific knowledge before progressing to the next year, Programme Examination Boards have discretion to require students to pass modules which are denoted as being compulsory in the curriculum for the programme
  - (ii) a student who is registered on a part-time basis must demonstrate satisfactory academic progress and achievement in the context of the modules undertaken in that academic year and the requirements of the programme regulations.
- (b) In order to progress from the first to the second year of a programme of study leading to a Diploma of Higher Education, Foundation Degree or Bachelor's Degree, and before registering for any modules at Level 5 or above:
  - (i) a student who is registered on a full-time basis must pass, or be condoned or otherwise granted credit in modules from the programme of study to the value of at least 100 credits. In addition, for programmes of study which require students to acquire specific knowledge before progressing to the next year, Programme Examination Boards have discretion to require students to pass modules which are denoted as being compulsory in the curriculum for the programme.

- (ii) a student who is registered on a part-time basis must demonstrate satisfactory academic progress and achievement in the context of the modules undertaken in that academic year and the requirements of the programme regulations.
- (c) In order to progress from the second to the third year of a programme of study leading to a Bachelor's Degree, and before registering for any modules at Level 6 or above:
  - (i) a student who is registered on a full-time basis must pass, or be condoned or otherwise granted credit in modules from the programme of study to the value of at least 100 credits at Level 5 along with 120 credits at Level 4 or above. In addition, for programmes of study which require students to acquire specific knowledge before progressing to the next year, Programme Examination Boards have discretion to require students to pass modules which are denoted as being compulsory in the curriculum for the programme.
  - (ii) a student who is registered on a part-time basis must demonstrate satisfactory academic progress and achievement in the context of the modules undertaken in that academic year and the requirements of the programme regulations.
- (d) In order to progress from a compulsory year abroad within a programme of study leading to a Bachelor's Degree, and before registering for any modules at Level 6 or above, a student must pass, or be condoned or otherwise granted credit in all modules from the year abroad which are denoted as being compulsory for progression in the programme regulations.

## **20. General regulations on awards**

- (a) In order to qualify for an award of the University a student must satisfactorily complete the programme of study and any requirements that are set out in the individual regulations for the programme, and must achieve credits as set out for the relevant award in Sections 21–25. For the purposes of these regulations, achievement of credit includes the approved transfer of credits from outside the University under the provisions of Section 5, and credits in modules with a Pass or Condoned Fail under the provisions of Section 15.
- (b) Except for the provisions of (c) and (f), the award will be conferred and classified, where appropriate, as soon as the student qualifies. There is no provision for a student, having qualified for an award, to undertake additional study and assessment towards that award. Where a student is prevented from qualifying for an award as a result of failures in modules that could be condoned under the provisions of Section 15 and the programme regulations, the Awards and Progression Board may condone such failures and confer the award without offering the student the opportunity to resit.
- (c) No student may receive more than one award of the University for the same curriculum of study and assessment, except where the student has undertaken additional study and assessment which, when considered with his/her previous attainment, is sufficient to qualify for a higher award. Where a programme is designed so that students may qualify for intermediate awards as they progress, students will normally receive only the highest award for which they have qualified at their point of departure from the programme.
- (d) Awards are granted in a field of study which is descriptive of the subjects studied and passed by the student during the programme of study. The rules for determining the field of study in Diplomas of Higher Education and Bachelor's Degrees are set out in Section 27.
- (e) All awards under these regulations will be conferred by the Awards and Progression Board under authority delegated to it by the University Senate. The date of the award will be the date on which it is conferred by the Awards and Progression Board.



- (f) All formal transcripts of results and certificates of award will be issued by the University Registry. The University may withhold confirmation of results and awards from students who owe tuition-related fees under the provisions of the Student Fee Regulations.
- (g) The Chair of the Awards and Progression Board may revoke any award which has been conferred by the University and all privileges connected with it if at anytime:
  - (i) it is discovered and proved to the satisfaction of the University that there was an administrative error in conferring the award; or
  - (ii) the University, having taken account of information which was unavailable at the time the award was conferred and which has subsequently been accepted by the University, determine that the award should be revoked or that any details of the award should be altered.

## **21. Award of certificates**

- (a) In order to qualify for the award of a certificate a student must achieve credits as follows:
  - (i) for the Certificate of Professional Practice, 30 credits at Level 4;
  - (ii) for the Certificate of Higher Education, 120 credits at Level 4;
  - (iii) for the Certificate of Professional Learning, 30 credits at Level 5;
  - (iv) for the Certificate of Professional Development, 30 credits at Level 6;
  - (v) for the Graduate Certificate, 60 credits at Level 6;
  - (vi) for the Professional Graduate Certificate in Education, 60 credits at Level 6 along with 60 credits at Level 0 in the case of Primary Education, and 60 credits at Level 6 along with 90 credits at Level 0 in the case of Secondary Education;
  - (vii) for the Postgraduate Certificate, 60 credits at Level 7;
  - (viii) for the Postgraduate Certificate in Education, 60 credits at Level 7 along with 60 credits at Level 0 in the case of Primary Education, and 60 credits at Level 7 along with 90 credits at Level 0 in the case of Secondary Education.
- (b) Certificates of all types are unclassified.

## **22. Award and classification of Diplomas of Higher Education and Foundation Degrees**

- (a) In order to qualify for the award of a Diploma of Higher Education, or a Foundation Degree a student must achieve 240 credits, including at least 120 credits at Level 5.
- (b) Diplomas of Higher Education and Foundation Degrees are classified on the basis of the average of the percentage marks in the best 120 credits at Level 5 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 120 credits at the University, the award will be classified on the basis of the average of the percentage marks in [all](#) of the credits at Level 5 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.

- (c) Diplomas of Higher Education and Foundation Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (b). The award of Merit is only available to students starting the programme of study in or after September 2008.
- |             |         |
|-------------|---------|
| Distinction | 70–100% |
| Merit       | 60–69%  |
| Pass        | 40–59%  |
- (d) Students who have achieved a weighted average mark (as calculated in (b) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 60 credits at Level 5 are in the higher classification.

### **23. Award and classification of Bachelor's Degrees**

- (a) Save for the provisions of (b), in order to qualify for the award of a Bachelor's Degree a student must achieve 360 credits, including at least 120 credits at Level 6 along with 80 credits at Levels 5–6. The regulations for individual programmes of study may require students to achieve additional credits through the assessment of professional practice or a compulsory period of study abroad.
- (b) In order to qualify for the award of the Bachelor of Arts in Primary Education:
- students starting the programme of study before September 2010 must achieve 360 credits, including at least 190 credits at Levels 5–6 along with 50 credits at Level 0;
  - students starting the programme of study in or after September 2010 must achieve 360 credits, including at least 100 credits at Level 6 along with 100 credits at Levels 5 and 40 credits at Level 0.
- (c) If a student has completed a combined programme of study in arts and sciences, and the majority of the credits achieved by the student at Levels 5–6 are in science subjects, the degree of Bachelor of Science will be awarded. If the majority of the credits achieved by the student at Levels 5–6 are in arts subjects, or there is an equal balance between arts and science subjects, the degree of Bachelor of Arts will be awarded.
- (d) Save for the provisions of (e), (f) and (h), Bachelor's Degrees are classified on the basis of the average of the percentage marks in the best 100 credits at Level 6 and the next best 100 credits at Levels 5–6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 200 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Levels 5–6 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.
- (e) The Bachelor of Arts in Primary Education is classified on the basis of the average of the percentage marks in the best 160 credits at Levels 5–6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 160 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Levels 5–6 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.

- (f) If a student has qualified for a Bachelor's Degree having completed a top-up year after being awarded a Foundation Degree by the University, the Bachelor's Degree is classified on the basis of the average of the percentage marks in the best 120 credits at Level 6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies.
- (g) Bachelor's Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (d), (e) and (f):
- |                                       |         |
|---------------------------------------|---------|
| First Class Honours                   | 70–100% |
| Second Class Honours (Upper Division) | 60–69%  |
| Second Class Honours (Lower Division) | 50–59%  |
| Third Class Honours                   | 40–49%  |
- (h) A student who has completed the programme of study, but through serious illness or other grave cause has not met the normal requirements for the award of a Bachelor's Degree and is unlikely to be able to do so in future, may be awarded an Aegrotat degree without classification or field of study if the examiners are satisfied that the student has demonstrated sufficient academic achievement at the level of the award. Once a student has been awarded an Aegrotat degree, s/he may not subsequently enter examinations with a view to gaining a classified degree.
- (i) Students who have achieved a weighted average mark (as calculated in (d), (e) and (f) above) which is 1% below the boundary for the next classification, shall be awarded the higher classification if at least 60 credits at Level 6 are in the higher classification.

## **24. Award and classification of Postgraduate Diplomas**

- (a) In order to qualify for the award of a Postgraduate Diploma a student must achieve 120 credits at Level 7.
- (b) Postgraduate Diplomas are classified on the basis of the average of the percentage marks in the best 120 credits at Level 7 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 120 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.
- (c) Postgraduate Diplomas are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (b). The award of Merit is only available to students starting the programme of study in or after September 2008.
- |             |         |
|-------------|---------|
| Distinction | 70–100% |
| Merit       | 60–69%  |
| Pass        | 50–59%  |

## **25. Award and Classification of Integrated Master's Degrees**

- (a) In order to qualify for an Integrated Master's award, students must achieve 420 credits, including 120 credits at level 7 and at least 120 credits at level 6 along with 80 credits at levels 5-6.
- (b) Students wishing to progress into level 7, irrespective of whether they have registered directly onto an Integrated Master's Degree, should achieve a minimum passing grade of 50% by the end of level 6.
- (c) The award will be classified, calculated on the basis of all 120 credits at level 7 and the best 180 credits at levels 5 and 6 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject and with no weighting between levels, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 300 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Levels 5-7 which the student has achieved at the University, irrespective of subject and with no weighting between levels, rounded to the nearest whole number.
- (d) Integrated Master's Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (c):

First Class Honours	70–100%
Second Class Honours (Upper Division)	60–69%
Second Class Honours (Lower Division)	50–59%
Third Class Honours	40–49%

## **26. Award and classification of Master's Degrees**

- (a) Save for the provisions of (b), in order to qualify for the award of a Master's Degree a student must achieve 180 credits at Level 7. The regulations for individual programmes of study may require students to achieve additional credits through the assessment of professional practice.
- (b) In order to qualify for the award of the Master of Fine Arts a student must achieve 240 credits at Level 7.
- (c) Save for the provisions of (d), Master's Degrees are classified on the basis of the average of the percentage marks in the best 180 credits at Levels 7 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 180 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.
- (d) The Master of Fine Arts is classified on the basis of the average of the percentage marks in the best 240 credits at Level 7 which the student has achieved at the University (i.e. not through credit transfer), irrespective of subject, rounded to the nearest whole number. Each mark is weighted in the calculation according to the credit value of the module to which it applies. Where a student has achieved fewer than 240 credits at the University, the award will be classified on the basis of the average of the percentage marks in all of the credits at Level 7 which the student has achieved at the University, irrespective of subject, rounded to the nearest whole number.

- (e) Master's Degrees are classified on the following scale from the average mark which has been reached using the relevant calculation set out in (c) and (d). The award of Merit is only available to students starting the programme of study in or after September 2008.

Distinction	70–100%
Merit	60–69%
Pass	50–59%

## **27. Field of study for Diplomas of Higher Education and Bachelor's Degrees**

- (a) Diplomas of Higher Education may be conferred in one or two named subjects, or with a comprehensive title, as follows.
- (i) A single subject will be named in the field of study where the student has achieved 100 credits in that named subject at Level 5;
  - (ii) The conjunction 'and' will be used where the student has achieved 50 credits in each of two named subjects at Level 5.
  - (iii) The conjunction 'with' will be used where the student has achieved 60 credits in the first named subject and between 30 and 50 credits in the second named subject, all at Level 5.
  - (iii) The award will be conferred 'in Combined Studies' if the spread of credits achieved by the student does not fit into any of the categories in (a) (i)–(iii), except where the student has achieved 80 credits in a single subject at Level 5, in which case the award will be conferred in 'Combined Studies (major in that subject)'.
- (b) Bachelor's Degrees may be conferred in one or two named subjects, or with a comprehensive title, as follows.
- (i) A single subject will be named in the field of study where the student has achieved 120 credits in that named subject at Level 6 along with 80 credits in the same subject at Levels 5–6.
  - (ii) The conjunction 'and' will be used where the student has achieved 40 credits in each of two named subjects at Level 6 (along with 100 credits in each of the same named subjects at Levels 5–6).
  - (iii) The conjunction 'with' will be used where the student has achieved 60 credits at Level 6 along with 120 credits at Levels 5–6 in the first named subject, and 20 credits at Level 6 along with 60 credits at Levels 5–6 in the second named subject.
  - (iv) The award will be conferred 'in Combined Studies' if the spread of credits achieved by the student does not fit into any of the categories in (b) (i)–(iii), except where the student has achieved at least 80 credits in a single subject at Level 6, in which case the award will be conferred in 'Combined Studies (major in that subject)'.
  - (v) The field of study for the Bachelor of Arts in Primary Education will show the relevant National Curriculum area in accordance with the programme regulations.
- (c) Credits which are transferred from outside the University under the provisions of Section 5 may be taken into account when determining the field of study, except that a student must achieve 60 credits in a subject at Levels 5–6 at the University in order for that subject to be named in the field of study. Credits which are achieved during a compulsory year of study abroad will not be taken into account when determining the field of study.

## 28. Appeals

- (a) A student may appeal against a decision of a Programme Examinations Board or the Awards and Progression Board, or against a decision to terminate his/her registration under the provisions of Section 10, on only one or more of the following grounds:
  - (i) that there were procedural irregularities or administrative errors which are sufficient to cast reasonable doubt on the overall fairness of the decision, or which have resulted in the decision being recorded incorrectly;
  - (ii) that the student's academic performance was substantially affected by circumstances which were unknown to those making the decision and which the student could not with reasonable diligence have disclosed before the decision was made;
  - (iii) that there is evidence of prejudice or bias against the student on the part of one or more of the individuals involved in making the decision which is sufficient to cast reasonable doubt on the overall fairness of the decision.
- (b) An appeal must be submitted by the student to the University Secretary within two weeks of the student being sent formal notice of the decision. Extensions must be requested in advance of this deadline. The University will only accept appeals after the deadline in exceptional and deserving circumstances.
- (c) The student's appeal submission must include:
  - (i) a written statement of all the issues that the student wishes to be considered, which explains how each of these issues relates to the grounds of appeal in (a) above and leads the student to believe that the decision is unfair;
  - (ii) a written statement of the student's desired outcome from the appeal;
  - (iii) copies of all documentary evidence which the student wishes to be considered and where relevant a written statement of the student's reasons for not having disclosed the same information and evidence before the decision was made;
  - (iv) in the case of appeals made under (a)(iii) above, a record written by the student of all comments or remarks made by individuals involved in making the decision which, in the student's view, indicate that there was prejudice or bias.
- (d) The University Secretary, or a nominee may dismiss the appeal if the student has not presented reasonable grounds or sufficient evidence in support of his/her claims, but will normally give the student one opportunity to address the deficiencies in his/her appeal submission before taking this course of action. If the appeal does not fall within the remit of these regulations, the University Secretary may recommend an alternative route for consideration of the student's concerns, or dismiss the appeal altogether.
- (e) If the University Secretary determines that a prima facie case for appeal has been established, s/he will conduct an investigation and make recommendations on the matter to the Deputy Vice-Chancellor. After reviewing the student's appeal submission, and the recommendations and findings from the University Secretary's investigation, the Deputy Vice-Chancellor will either determine the outcome of the appeal at that stage in accordance with (g) below, or arrange for the matter to be investigated further.
- (f) The Deputy Vice-Chancellor may decide to convene an Appeals Board in order to hear the student's appeal and to advise on the outcome. The Appeals Board comprises the Deputy Vice-Chancellor, or a nominee as Chair, a Head of Department, a Programme Convener, and a student representative nominated by the Students' Union. The University Secretary, or a nominee, is the Secretary to the Appeals Board. The student must present his/her own case at the hearing, but may arrange to be accompanied by another student or member of staff of the University. The Chair may invite one or more individuals to give evidence; otherwise the hearing will be conducted in private.

- (g) The Deputy Vice-Chancellor will determine one of the following outcomes:
  - (i) to reject the appeal, in which case the original decision will stand;
  - (ii) to uphold the appeal, in which case the Deputy Vice-Chancellor will set the original decision aside and determine what further action should be taken.
- (h) The University Secretary will give the student written notification of the Deputy Vice-Chancellor's decision and the reasons for it. When the appeals process is deemed to have been completed, the University Secretary will inform the student of this in writing and of his/her right to seek a review by the Office of the Independent Adjudicator for Higher Education.

## **29. Variations to regulations**

- (a) Variations to the Academic Regulations will only be approved in exceptional circumstances. These mostly fall into the following categories:
  - (i) A variation that approves programme specific regulations;
  - (ii) A variation for a cohort or group of students;
  - (iii) A variation for an individual student.

- (b) Variation that approves programme specific regulations:

Requests must be approved by the Learning Teaching and Quality Committee and the Deputy Vice-Chancellor or nominee. Outcome is reported to Senate as part of the annual report.

- (c) Variation for a cohort of students as a one-off arrangement:

Request is made by the Academic Registrar to the Deputy Vice-Chancellor or nominee. Outcome is reported to Senate as part of the annual report.

- (d) Variation for an individual student as one-off arrangement:

Request is made by the Academic Registrar to the Deputy Vice-Chancellor or nominee. Outcome is reported to Senate as part of the annual report.

*University of Roehampton  
Academic Registrar August  
2015*