

**GENERAL REGULATIONS 1:
GENERAL REGULATIONS**

2010-2011

All students must read the General Regulations contained in this booklet as it is a condition of enrolment at Kingston University that all students will abide by them.

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Introduction

This booklet is in three sections:

- Section A provides general regulations for students who are registered for a University award or one conferred under licence eg. an HND, and who are enrolled at the University.
- Section B provides the general expectations for all students enrolled at the University or using its facilities and the specific codes and regulations for users of the libraries and computing services.
- Section C provides general academic regulations for students who are registered for a University award or one conferred under licence.

Please read this booklet carefully before completing the enrolment process. By completing the enrolment process, you confirm that you have read these General Regulations and you agree to abide by them. It is your responsibility to ensure that you are familiar with them.

This booklet is available on University intranet and internet sites but is also available as hard copy. If you have any difficulties with obtaining a copy that you can read or find any aspect difficult to understand, staff in the Student Information and Advice Centre (Cooper House) or the Student Union Advice Centre will be happy to help.

Note:

- If you are studying part of your programme of study elsewhere under partnership arrangements with colleges in the United Kingdom or abroad, you will also be enrolled by the partner college and required to comply with its regulations and codes of conduct when on its premises or using its facilities
- All students who are registered for a Kingston University award (or one conferred under licence) are subject to the [academic regulations](#) of the University regardless of where they are studying. You will be provided with separate academic regulations for your programme of study by your faculty
- All students are responsible for the payment of their fees and charges irrespective of whether they are being sponsored in part, or full, by a third party. If the sponsor fails to pay then the student will be liable for the amount due.

Statement on the provision of education

The University agrees to take all reasonable steps to provide the teaching assessment and other educational services set out in its prospectuses. Should industrial action or other circumstances beyond its control interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to its educational services. The University shall endeavour to provide educational services as similar as possible to those specified in its prospectuses and does not undertake any other obligation, in respect of the provision of educational services which is more onerous than the obligation set out in this paragraph.

These General Regulations form a part of the terms of the contract between enrolled students and the University. Enrolment at the University is made on the basis that, in accepting an offer of enrolment, students signify their consent to the incorporation of these Regulations as part of the terms of that contract.

Section A

General regulations for students who are registered for a University award or one conferred under licence eg. an HND, and who are enrolled at the University

Enrolment

- 1 Before you can start your course at Kingston University you must enrol. You will also be required to re-enrol each subsequent academic year at <http://www.kingston.ac.uk/enrol>. You should note that if you are studying at a partner institution you will also be required to enroll as a student at that partner institution.
- 2 To be enrolled as a student of the University, you must:
 - be **in good financial standing** with the University (see 4 below)
 - have completed the enrolment process, which includes agreeing to abide by the General Regulations
 - have fulfilled the appropriate entry requirements as stated in the offer letter
 - be authorised to commence or continue on your programme of study by an academic authority approved by the Academic Board
- 3 A sabbatical officer of Kingston University Student Union, whose period of office falls within that officer's duration of enrolment at Kingston University is deemed to be an enrolled student.

Tuition Fees

- 4 The University shall publish details of its tuition fees and the schedule for payment annually for each academic year. These tuition fees are available on the [University website](#).
- 5 Details on how to pay tuition fees and cut-off dates for liability of payment of tuition fees (see also section 5.4 below) are contained in the '[Money Matters](#)' section of 'Your Pre-Enrolment Pack', a copy of which is available on the [University website](#). If you withdraw after the cut-off date applicable to your level of study, you will normally be liable for the tuition fees for that current academic year.
- 6 You are obliged to pay your tuition fees in accordance with the payment terms of the University, these can be paid as follows:
 - in full at enrolment; or
 - in full on receipt of invoice; or
 - in accordance with the University instalment plan, details of which are contained in the '[Money Matters](#)' booklet.

Details are also available on [StudentSpace](#) (the University's intranet).

Withdrawal, Suspension and Deferral cut-off dates

- 7 The dates below at the latest dates for withdrawing from, suspending or deferring your course without incurring any fee liability.

Undergraduate students

Full-time cohort enrolment dates

Sep /Oct 2010
Nov /Dec 2010
Jan /Feb 2011
Mar /Apr 2011
May /Jun 2011
Jul 2011

Withdrawal cut off date for refunds

01 Dec 2010 [100%]
01 Feb 2011 [100%]
01 Apr 2011 [100%]
01 Jun 2011 [100%]
01 Aug 2011 [100%]
01 Sep 2011 [100%]

Part-time cohort enrolment dates (Undergraduate UK and EU students only)

Sep /Oct 2010, Semester 1 modules
Sep /Oct 2010, Year long modules
Sep /Oct 2010, Semester 2 modules

Withdrawal cut off date for refunds

01 Dec 2010
01 Dec 2010
01 Apr 2011

All Postgraduate and Postgraduate Research students

Full-time and part-time cohort enrolment dates

Jul /Aug 2010
Sep /Oct 2010
Nov /Dec 2010
Jan /Feb 2011
Mar /Apr 2011
May /Jun 2011

Withdrawal cut off date for refunds

01 Oct 2010 [*]
02 Nov 2010 [*]
01 Feb 2011 [*]
01 Apr 2011 [*]
01 Jun 2011 [*]
02 Aug 2011 [*]

*Postgraduate research students should contact the Financial Operations Debt Recovery Section for details.

Accommodation Fees

- 8 Your Accommodation Offer Pack will include full details of your accommodation fees and payment dates and methods.
- 9 You are obliged to pay your accommodation fees in accordance with the payment terms of the University, these can be paid as follows:
- in full at enrolment;
 - in accordance with the University instalment plan, details of which are contained in the ['Money Matters'](#) booklet

Unpaid Fees and Charges

- 10 If any proportion of your tuition fees, accommodation fees and any other fees and charges remain unpaid after the due date relevant to your chosen method of payment, you will be deemed to be **in poor financial standing** with the University.

You should note that the University operates a debt recovery programme in respect of all fees and charges owing to the University.

- 11 If you are deemed to be **in poor financial standing** with the University, you will be subject to the debt recovery procedures and, consequently, you will be suspended from your programme of study until the debt is cleared in full.
- 12 Suspension from your programme of study will result in the following:
- withdrawal of access to the University's facilities eg. Libraries, IT systems - including the university intranet and Blackboard.
 - no official confirmation of the results of any assessment on your programme of study
 - your academic progression may be jeopardised.
- Reinstatement of these facilities will not take place until the debt has been cleared in full.
- 13 If, after due process, you fail to pay fees, fines or charges incurred, you will be subject to the University removal procedures and matters will be referred to the University Secretary to pursue recovery of the debt and associated costs, including any legal costs, and interest will be levied as appropriate through the legal processes.

UKBorder Agency (UKBA)/Tier 4 – Points Based System and Conditions of Kingston University's Continued Sponsorship

- 14 International students (from outside the European Economic Area) should be aware that the University is registered as a UK Border Agency Sponsor. In this regard the University has statutory responsibilities to monitor and report to the UK Border Agency any international student that fails to attend regularly and within normal expected attendance levels within the University. Where a student has not completed their enrolment or engaged on their course, the University will be obliged to report this to the UKBA.
- 15 If you are an International student (from outside the European Economic Area) you will be responsible for maintaining up-to-date and accurate information about your passport and visa, and for ensuring that, as necessary, you renew your passport and visa in good time. When necessary, for instance after a period of academic inactivity of greater than 60 days, you must ensure that you have the right to remain in the United Kingdom if you intend to do so.

Change to your registered details

Address

- 16 You will be required to update any changes to your address or telephone number as soon as the changes occur. It is your responsibility to update your contact details and to provide the University with a current term time address – this can be done via the [OSIS \(Online Student Information System\)](#). If you are unable to do this you should advise your Student Office/Course Administrator of any changes as soon as possible.
- 17 You must ensure that you are registered for the correct modules. The deadline for any changes to be agreed (normally by the end of week 2 of the module) is published in your course handbook. Your module registration is linked to your assessment record and so failure to register correctly may result in your assessments being void.

Name Changes

- 18 The names entered on the enrolment form and verified as part of the enrolment procedure are those that will appear on a graduation certificate. If names are to be added, deleted or amended original proof of the change must be submitted to your Student Office/Course Administrator before the final Programme Assessment Board (PAB). This documentation should be in the form of a passport, marriage certificate, deed poll or other similar id.
- 19 Name changes that are effective **post** PAB cannot be altered. This is because the registration has been terminated. For audit and subsequent confirmation of awards the name on the certificate must match the name registered under and any subsequent name change is not relevant to the period of study.

Suspension of Studies

- 20 Your course handbook will provide details of what you must do if you wish to take time out from your studies. Once you have registered to take a module and you are beyond the initial period allowed for change (normally two weeks) your module taking record cannot be deleted and so your assessments will be recorded as non-submissions. If you provide evidence of extenuating circumstances to support your need to interrupt your studies, your module taking record may be deleted to allow you a further fresh assessment attempt. Any approved period of suspension must be requested in writing to your Student Office/Course Administrator and suspension cannot take effect until it has been agreed.

Withdrawal from a programme of study

- 21 If you wish to withdraw from your registered programme of study, you must immediately inform your Student Office/Course Administrator in writing otherwise you may forfeit any academic credit for modules completed and any consideration for a refund of fees. Details are provided in the '[Money Matters](#)' booklet.
- 22 If you withdraw from your programme of study prior to the published withdrawal cut-off date for your cohort (see section 2.2), you may be entitled to a refund of tuition fees if you have paid in full upon enrolment/registration less the non refundable deposit or any other outstanding fees and charges where applicable. If you withdraw after the published withdrawal cut-off date for your cohort, you will not normally be eligible for a refund of tuition fees and you will be held liable for any unpaid fees. Details are available on [StudentSpace](#) (the University's intranet).
- 23 If you withdraw from a postgraduate research programme of study, consideration for a refund of tuition fees will be determined by the structure of your programme.

Data Protection

- 24 Kingston University will process your data for the purposes of administering your education, associated financial matters, use of University facilities, accommodation where appropriate, and for following up your subsequent career destination. This may include processing your data for the purpose of detecting plagiarism, including submission of your work to a third party for screening. Some data will be sent to the Higher Education Statistics Agency (HESA), Government Departments, Funding Councils, Kingston University Students' Union (KUSU), partner institutions and similar organisations. Data will also be sent to your local authority to confirm your status in respect of council tax liability and in connection with the administration of headed tenancy accommodation where applicable. The University has a duty to protect public funds from fraud and may disclose data that you have provided to other authorised public bodies for the purpose of detecting or preventing a crime. The University is legally obliged to retain your records after you have graduated. This data may be used for the purpose of maintaining contact and sending details of activities that we think may be of interest to you, unless you have indicated to us that you do not wish your details to be used for this purpose.
- 25 Further details can be found on the Studentspace page on Data Protection <http://student.kingston.ac.uk/C17/Data%20protection/default.aspx>

Termination of enrolment and registration by the University

- 26 You may have your enrolment and registration terminated by the University for reasons including but not limited to:
- failure in assessment;
 - gross misconduct as defined in the [Student Disciplinary Procedure](#) in addition to breaches of these General Regulations;
 - non-payment of fees and charges;
 - a period of imprisonment of 21 days or more
 - fitness to practice regulations where there is an issue affecting suitability to remain on a professional programme
 - fraudulent applications including fraudulent payments

What to do if you have a complaint

- 27 There are generally two different types of complaint:
- those that relate to your results, these are called appeals
 - those which relate to a service provided by the University, these are complaints.
- 28 You can obtain a copy of the University's appeals procedure from: academicregistry@kingston.ac.uk or, if you are an enrolled student from [StudentSpace](#).
- 29 If you have a complaint about a service provided by the University or a member of the staff, you should discuss the matter with staff concerned in an attempt to resolve the issue.

- 30 If this does not resolve the matter, you can use the [Student Complaints Procedure](#). Further information and advice is available from the Student Affairs office who can be contacted at studentaffairs@kingston.ac.uk or from the Students' Union at support@kingston.ac.uk. A Student Guide to the Student Complaints Procedure can also be accessed via [Studentspace](#)

Section B

General code of conduct for all students enrolled at the University or using its facilities and the specific codes and regulations for users of the libraries and computing services

General Codes of Conduct

- 32 As members of the University community, you are expected to conduct yourself with due regard for its good name and reputation and to comply with its regulations.
- 33 In the broadest sense, misconduct is the improper interference with the functioning of the University, or those who work or study in the University; or action which otherwise damages or is likely to damage the University, or its good name or reputation. Students are expected to conduct themselves with due consideration for the rest of the University community.
- 34 Any misconduct will be dealt with under the [Student Disciplinary Procedure](#), which can be accessed via [StudentSpace](#) with copies available from the Student Affairs Office. The Student Affairs Office and KUSU are able to offer advice and guidance on the operation of the procedure.
- 35 Student Misconduct in Halls of Residence will be dealt with in the first instance by the Halls Management under the Halls Licence. For Headed Tenancy properties, any disciplinary action will be taken in the first instance by Accommodation Services under the Headed Tenancy agreement. Any misconduct in Halls or Headed Tenancy properties that may have implications for a student's continued enrolment at the University and will be referred to the Student Affairs Office for investigation under the [Student Disciplinary Procedure](#).

Regulations for the use of Library Services and the LRCs

- 36 The Regulations are displayed in Learning Resources Centres and published online on Student Space under Your Studies, Library. The Regulations are arranged in section including membership, borrowing, behaviour, use of premises and equipment and copyright.
- 37 These Regulations form part of the General Codes of Conduct which all members of the University (staff and students) are expected to adhere to.

Regulations for Using IT Facilities

- 38 The [ICT Security Policy](#) forms a key part of the University's overall Information Security Policy. The ICT Security policy focuses on the technical and usage issues in relation to the University's ICT systems whereas the Information Security Policy governs the broader issues of ensuring information is only read, heard, changed, broadcast and otherwise used by people who have the right to do so.
- 39 In using Information Communication Technology (ICT), users at Kingston University have the ability to create, store and/or access a wide range of electronic information. The aim of the policy is to ensure that:

- the relevant information is always available to the relevant users
 - confidentiality is always maintained
 - the integrity of the information is maintained
- 40 This policy enforces the appropriate use of ICT within Kingston University and is reinforced by recommendations from JISC and UKERNA in line with BS7799.
- 41 By use of the ICT facilities provided by Kingston University, you have accepted the terms and conditions of the ICT Security Policy and agreed to abide by them.
- 42 The full policy is available online at: [Information Communication Technology Security Policy](#)

Section C

General academic regulations for students who are registered for a University award or one conferred under licence

Admission to a programme of study

- 43 Your admission as a student to pursue a programme of study is the responsibility of an admissions tutor. It is subject to the fulfilment of the relevant entry requirements in accordance with the University's [admissions policy](#).
- 44 It is your responsibility to provide relevant documentation in support of your application. Any student found to have made a fraudulent application or submitted fraudulent documentation during the application process may have their registration terminated at this stage. If evidence of fraudulent documentation is found post-enrolment then the matter will be investigated under the [Admissions Procedure](#). See the [Admissions Procedure](#) for further information. Fraudulent information can include but is not limited to qualifications, criminal convictions, references, fee status information or the absence of relevant information.
- 45 Admission to certain courses such as initial teacher training or nursing, may require you to pass a medical examination. In addition, you may be required to undergo an examination by a medical practitioner designated by the University, such an examination is deemed to be necessary in the interests of the University, or of your own health or welfare.
- 46 If you fail to disclose a criminal conviction as part of your application to the university then the university reserves the right to immediately terminate your application. Further information can be found in the [Admissions Procedure](#).
- 47 Admission onto professional courses will be subject to relevant Criminal Records Bureau (CRB) checks, registration with the Independent Safeguarding Authority (ISA) or other suitability criteria as set out by public statutory bodies.

Initial registration

- 48 To register on a programme of study leading to an award of the University (or one conferred under licence) or for credit, you must:
- have fulfilled the appropriate entry requirements
 - be authorised to commence or continue on your programme of study by an academic authority approved by the Vice-Chancellor of Kingston University

Continuation of registration

- 49 To remain registered on a course leading to a University award, you must:
- comply with the attendance requirements of your course
 - make satisfactory academic progress and complete the required assessment as defined in your course handbook
 - abide by the General Regulations of the University

- comply with any applicable learning agreement and relevant suitability criteria stipulated by professional bodies.
- 50 Your registration will be terminated if you are expelled by the University for:
- non-payment of fees or charges
 - a breach of the University's [academic regulations](#)
 - a breach of the [General Regulations and gross misconduct under the Student Disciplinary Procedure](#)
- 51 The University may terminate your registration for an unsatisfactory standard of work or other academic reason. If the expulsion is because of failure in assessment, expulsion will be the result of a decision taken by a duly constituted examination board. If it is for other academic reason such as attendance, quality of work, failure to submit work when required etc. you may be expelled under the Procedures for Expulsion on Academic Grounds.

Attendance

- 52 You are expected to attend all course-related activities unless you have a good reason for absence.
- 53 If you are unable to attend because of illness or for other reasons (eg. personal circumstances, family responsibilities etc.) you must notify the relevant office, normally the Faculty/Student Office, which holds your student file. If your absence is immediately before or during a period of assessment and you believe that it has had an effect on your performance, it will only be brought to the attention of an examination board if you have followed the University's Mitigating Circumstances and Student Assessment Procedures which are published on [StudentSpace](#).

Assessment Regulations

- 54 Your academic performance shall be judged by the examiners for your programme of study in accordance with the approved assessment regulations.
- 55 It is your responsibility to ensure that you know how, when and where any assessments will be carried out. A schedule of dates, times and venues of examinations will be published and no special arrangements for changes to examination dates will be considered. You will be expected to comply with the University's regulations in [Notes for Examination Candidates](#).
- 56 You should be aware that reassessments are often held in late August/early September. You must be available in the University for any examinations.
- 57 Absence from an assessment will normally be deemed to be a failure unless there are accepted mitigating circumstances. These are published on the [StudentSpace](#).

Audio recording of lectures

- 58 The University policy and procedure on audio recording of lectures by students is available on the [university website](#).

Academic misconduct (Cheating)

- 59 The University views the act of cheating very seriously. The procedure that will be used to investigate an allegation of cheating is published on [StudentSpace](#).
- 60 Where students are aiding others outside the jurisdiction of the University or are acting as agents for a third party, the Student Disciplinary Procedure will be used.

Appeal against the decision of an assessment board

- 61 The assessment boards for your programme of study are the examiners who have formal responsibility for confirming the results for all assessments and recommending to the Academic Board of the University the conferment of any award.
- 62 You cannot appeal against the academic judgement of examiners in assessing the merits of an individual piece of work or in reaching any assessment decision based on the marks, grades and other information relating to your performance.
- 63 The procedure for appealing against the decision of an assessment board is published on [StudentSpace](#).

Other Regulations, Policies and Procedures

- 64 In addition to the regulations mentioned in this booklet, you should be aware of other relevant regulations.
- 65 These are published on the [University's internet site](#).
- 66 In addition, the University uses [StudentSpace](#) to communicate with the student body and you will find information here which will help you during your studies.