

Student Conduct

1. Context

Students of Glyndŵr University are expected to observe Institute rules and regulations, to respect persons and property and to show courtesy and consideration at all times. Glyndŵr University hopes that the need for disciplinary action will be rare. Any alleged misconduct will be dealt with in accordance with the procedures set out in these regulations (unless those procedures are varied by agreement between Glyndŵr University and the student in any particular case).

2. Purpose : General Requirements

Students must observe all Institute regulations and requirements which govern the effective organisation and management of specific areas of activity within Glyndŵr University, (including, but not restricted to financial requirements, health and safety, the use of learning, computing, child care, refreshment, sport and recreational facilities) or which are specifically included as part of the student's programme of study (including any professional code of practice incorporated therein).

Copies of all such regulations may be obtained from the Academic Office or alternatively may be accessed on Glyndŵr University's web-site.

There are separate regulations pertaining to student usage of Student Guild facilities, consistent with its constitution, which include disciplinary procedures for misuse of SU facilities.

3. Scope

This procedure will apply to every student (meaning every enrolled student of Glyndŵr University or a holder of a sabbatical office in Glyndŵr University's Student Guild, but not to students who are also members of staff of Glyndŵr University where the staff disciplinary procedures will apply, nor to staff employed by the Student Guild).

Students who are enrolled with partner institutions will be required to meet the requirements of the student conduct regulations of that institution in the first instance. However in some instances it may be appropriate where alleged breaches of conduct have implications for Glyndŵr University, for Glyndŵr University's procedures to apply. In respect of complaints then the complaints procedure of the partner institution will apply in the first instance, however, students also have recourse to the complaints procedure of Glyndŵr University where that procedure is appropriate to the nature of the complaint. In the case of misdemeanour - where a misdemeanour relates to professional behaviour on a programme which leads to practitioner status then the procedure for Suitability for Practice, which appears later in this document will apply, irrespective of where the student is based.

4. Responsibilities of Students

In line with the above, students therefore have the following responsibilities

4.1 Academic Requirements

- i. Students must ensure that they satisfy programme and module attendance requirements (as stated in their programme/module handbook) and should bear in mind that it is Glyndŵr University's responsibility to report unsatisfactory attendance to grant awarding authorities, and where appropriate, to employers or other sponsors.
- ii. Students are responsible for notifying the Programme Leader without delay of absence through illness or other unavoidable cause, and should provide any necessary documentary support for such absence.
- iii. Students must not attempt to secure an unfair advantage over others in assessment. Glyndŵr University's Procedures for Dealing with Allegations of Unfair Practice in Assessment will automatically be invoked where students are suspected of cheating or of plagiarism. These procedures are available in the Academic Regulations made available to all students and are also available on Glyndŵr University's web pages.
- iv. Students are required to enrol during the official enrolment periods which are determined by Glyndŵr University.
- v. Students must ensure that they are aware of and abide by Institute regulations pertaining to intellectual property rights.
- vi. Students must ensure that they are aware of and abide by Glyndŵr University's (or partner institution as appropriate) Health and Safety regulations.

4.2 Financial Requirements

- i. All scheme fees and registration fees are payable in full upon enrolment. If fees are to be paid by an LEA or sponsor, then students must produce documentary evidence of grant aid/sponsorship when enrolling.
- ii. Scheme fees are normally charged on an annual basis but in the event that a student discontinues or is excluded from the programme, fees will be charged in full up to and including the end of the term in which the student leaves. Students are discouraged from switching their mode of attendance mid year. Students should seek specific advice from the Finance Office and from the Student Programmes Office. The full time fee may be payable in any year where the student has commenced that year as a full time student.
- iii. Students should ensure that sufficient funds are available to honour any personal cheques presented in payment to Glyndŵr University

- iv. Hall charges are payable termly in full during the first ten days of each term.
- v. Students who cause damage to or loss of Institute property, assets or funds may be required to pay for such damage or loss.
- vi. Any student who is in debt to Glyndŵr University will be excluded from any or all Institutes services (e.g. halls, library, teaching and assessment) and may be refused permission to re-enrol with Glyndŵr University until the debt is paid. Assessment results may be withheld (subject to the requirements of the Data Protection Act 1998) and certificates will not be issued until the debt is paid. Glyndŵr University may take appropriate steps to recover any outstanding debts or recover/replace any Institute property.

4.3. Notification of Change of Address requirements

Students must inform promptly the Administrative Officer in their School and the Student Programmes Office of any change of term-time and/or home address. It is the student's responsibility to ensure Glyndŵr University has their correct address at all time.

4.4. Health and Safety requirements

- i. Students must read and comply with all health, fire and safety regulations, and co-operate with all activities in respect of such regulations.
- ii. Smoking is permitted only in designated areas.
- iii. Accidents must be notified promptly to the Programme Leader. The Programme Leader will take appropriate action including that the necessary documents are completed.
- iv. Students' vehicles, motor cycles and cycles must be parked in designated areas.
- v. Students must observe the speed limit on campus and otherwise drive with due regard for the well-being of others.

5. Liability for Loss/Damage

- i. Glyndŵr University is not liable for loss or damage to personal property brought on to or left on campus.
- ii. Students who cause damage to or loss of Institute property, assets or funds may be required to pay for such damage or loss.
- iii. Students who expose Glyndŵr University to liability towards third parties may be required to pay damages to Glyndŵr University to cover any losses or expenses Glyndŵr University incurs in the process.

6. Contravention of these Regulations

In the event of any alleged breach of any rule or regulation of Glyndŵr University, including these regulations or any other matter which may involve alleged misconduct or inappropriate conduct, then the Disciplinary Procedures for Students will be applied. (see below).

Glyndŵr University ensures that in taking disciplinary action against a student, it acts fairly and consistently in relation to all students.