General Regulations for Students

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The Regulations which follow are current with effect from 21September 2020.

Note: Where the text states ‘School’ this should be understood to refer to ‘School’ or ’Department’ at the sub-divisional level, as appropriate.

I Preamble

In a University, as in any other community, a balance has to be struck between the freedom of action of the individual and the good of the community as a whole. The function of these *'General Regulations for Students*' is to provide (along with the University’s Royal Charter and its more general Statutes and Ordinances) part of the formal framework needed to assure the position of the University in three main respects: (a) its reputation as an institution for teaching and research; (b) its responsibility to ensure that the general body of its own members have satisfactory conditions in which to pursue the aims and objectives of the University; and (c) its accountability for public monies for the spending of which it is directly or indirectly responsible.

The preservation of freedom of discussion must be a prime objective of any institution devoted to the advancement of knowledge, and all members of the University have a duty to show tolerance of the opinions of others, even though they may find them unpalatable. The right to freedom of expression, however, is not absolute, and it must not be exercised in ways which encroach upon the rights of the rest of the community or encourage any such encroachment.

Notes:

1. The term 'undergraduate' is used in these Regulations to denote any person registered for part or all of a course leading to a first degree, diploma or certificate in the University.
2. The term 'postgraduate' is used to denote any person registered as a candidate for a higher degree, postgraduate certificate or postgraduate diploma of the University.
3. The term 'student' encompasses both undergraduates and postgraduates. All terms also cover those registered in the University whose studies will not lead to an award of the University.
4. These Regulations cover all students of the University whether in Canterbury, Medway, Brussels, Paris or other locations including in partner colleges.

II Regulations Governing the Registration of Students

# Matriculation

At registration in the University every student subscribes to the following matriculation declaration:

*"I promise to observe the University’s Charter, Statutes, Ordinances and Regulations as far as they concern me and to pay due respect and obedience to the Chancellor, the Vice-Chancellor and other officers of the University".*

Notes:

1. Under the terms of Ordinance 23 matriculation constitutes formal admission to a course of study in the University; it confers the privileges of membership of the University and carries with it the obligation to conform to the discipline of the University and to the Regulations made for this purpose from time to time by the Senate.
2. Every student, whether residing in University accommodation or not, becomes a member of one of the Colleges of the University and is entitled to all the privileges and subject to all of the responsibilities which this membership affords.

# The Keeping of Terms

2.1 The Academic Regulations for Taught Courses of Study prescribe the period of attendance required to qualify for the award of a degree, diploma or certificate of the University. During each term of attendance required by those regulations a student must:

(a) reside in such place that enables the student to comply fully with the requirements of the course for which they are registered (see also Regulation II.3 below); and

(b) be present in the University as required to fulfil the requirements of their course of study and participate in University life.

2.2 The Academic Regulations for Research Courses of Study prescribe the period of attendance required to qualify for the award of a higher degree or diploma.

# Residential Accommodation

3.1 Students are required to register the address and telephone number of their accommodation and contact telephone number with the Central Student Administration Office or the Medway Student Administration Office by their first day of registration.

3.2 Students who subsequently change the address and telephone number of their accommodation and/or their contact telephone number are required to register the change(s) on the Student Data System.

# Absence During Term

Any student prevented by illness or other emergency from being in the University should immediately notify their Divisional Office.

# Medical Care

5.1 All full-time students must register with a local medical practitioner for the whole period of their course of study.

5.2 It is a condition of admission to a full-time course in the University for every student coming directly from overseas that they must, before they may be formally registered for their course, produce a certificate of chest X-ray dated within the previous 12 months, if so required by the UK Border Agency.

Note:The University Medical Centre in Canterbury is available to give advice on personal medical problems to Canterbury-based students.

# Payment of Fees and Other Charges

6.1 The University recognises two categories of fees and charges: Academic-related and Ancillary. Academic-related fees and charges include any services that directly relate to the course of study on which a student is registered; examples include tuition fees and library fines. Ancillary fees are those which do not directly relate to the course of study, examples are accommodation charges, fines other than library fines, parking charges and membership fees.

6.2 All University tuition fees and other charges are due in advance of the beginning of the academic year to which they relate or as agreed otherwise by the Income Office.

6.3 All University accommodation fees are due in advance at the beginning of the term to which they relate, in accordance with the accommodation agreement. If accommodation fees are not paid after prior notification and an opportunity to appeal, sanctions will be applied in accordance with the University’s debt collection policy.

6.4 Appeals against the requirement to withdraw from the University will not be considered unless all University academic-related debts have been paid.

Notes:

(a) Payment means that cleared funds have been received by the University. Any registration made in the light of a purported payment, such as a debit/credit card on which payment is refused, is automatically void.

(b) Any students whose financial circumstances are such that they are unable to comply with the terms of Regulation 6(i) above should consult the Income Office without delay. The Income Office will always treat cases of genuine difficulty, such as the late payment of awards, unexpected changes of circumstances or hardship, with sympathy and flexibility.

(c) Regulation IV.5 below also refers.

# Electronic Communications

The University uses email to issue formal communications. Students are required to activate and use their Information Services IT accounts during their registration at the University. Once registered, students are required to use this account regularly (i.e. at least daily during term time and otherwise at least weekly).

III. Regulations Governing Registration, Courses of Study and Examinations

Students are required to comply with the regulations governing the course of study for which they are registered[[1]](#footnote-2). In addition, the General Regulations that follow apply to students.

# Registration

1. Each student is required to register using their full legal name and to advise the Central Student Administration Office or the Medway Student Administration Office promptly in writing, with documentary evidence, of any change to this.
2. Students will not be allowed to register or re-register with the University if they have an outstanding academic-related debt to the University.
3. A student’s registration at the University may be withdrawn, after prior notification and the opportunity to appeal, if the student has an academic-related debt to the University.
4. A student who is sponsored by the University for a Tier 4 study visa may have their sponsorship and registration withdrawn if they fail to meet the requirements of engagement with their course of study. The University is required to report students who fail to engage with their course to the Home Office.

# Attendance at Seminars, Supervisions, Examples Classes, Laboratory and Other Practical Classes and Lectures and Submission of Coursework

1. All students must attend such seminars, supervisions, examples classes, laboratory and other practical classes and lectures as may be individually required of them. Any student who wants to miss a compulsory class should obtain prior permission using the system in place in their school without delay.
2. Students must submit all required coursework by the due date. If a student is unable to submit a piece of coursework on time they should follow the published procedure in their school and submit an extension form, before the deadline of the piece of work.
3. Failure to attend teaching sessions as required or submit coursework without prior notice or a timely and credible explanation may ultimately result in a student’s registration being terminated.

# Use of Vacations

3.1 During vacations, all taught students are expected to continue with academic study if so required by their course of study, or, where appropriate, to gain approved professional experience.

* 1. For any period of attendance at the University required of a student by their School during a vacation, they must observe such relevant parts of these Regulations and in particular, Regulation II.2 ('The Keeping of Terms') as may be required of them.

Note:The attention of students taking taught courses of study is drawn to two parts of the Academic Regulations for Taught Courses of Study:

1. to paragraph 7.2 under which the Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division has power to terminate the membership of the University of a student who fails to perform satisfactorily the work prescribed for them; and
2. to section 10 which relates to candidates whose attendance at or performance in assessments and/or examinations is affected by extenuating circumstances.

# Conduct of Examinations (Under Invigilated Conditions)

* 1. Candidates are not permitted to enter an examination room until an invigilator has announced that the examination venue is open. Candidates may not leave an examination room during the first 30 minutes or last 30 minutes of a session. Candidates may enter the examination venue late, but entry will be restricted to discrete entry points at regular intervals. Where a candidate enters an examination room more than 30 minutes after the start of a session, the relevant Board of Examiners shall have discretion to decide whether and how marks awarded in such circumstances are to be used. Candidates who enter an examination room after the start of a session will not as a result be granted additional time for the examination.
	2. Candidates are permitted only the following items at the examination desk:
* Student ID Card (KentOne card)
* Stationery (these should be in a clear pencil case or bag)
* One clear container of still water
* Personal possessions such as wallets, purses, keys, wrist watch, mobile phone, smart devices fitness trackers, headphones, and electronic storage and retrieval devices. All mobile phones, smart devices and electronic storage and retrieval devices must be switched off and alarms cancelled. All such items must be placed under the examination desk/chair and may not be recovered until you have finished your examination.

All other items are considered to be unauthorised materials.

* 1. Candidates who are found in possession of smart devices and/or electronic storage or retrieval devices on their person will be reported for a breach of academic misconduct. Any such items may be confiscated for the duration of an examination.
	2. Except where allowed by the examination instructions no candidate may introduce into the examination room any book, manuscript or other object or material relevant to the subject of the examination.
	3. Every candidate is forbidden to communicate in any way or to seek assistance from or give assistance to another candidate in the examination room.
	4. No candidate may remove from the examination room any answer booklets or question paper except such books or other material as the examination instructions permit to be introduced into the examination room.
	5. Any candidate suspected of using or attempting to use any unfair means, including copying, or attempting to copy from the work of another candidate in the examination room, will be reported immediately by the Senior Invigilator to the relevant academic School. Such a person will be reported for a breach of academic misconduct and liable to disciplinary action, which may include failure in the whole or in part of the examination.
	6. Should a candidate act in such a way as to disturb or inconvenience any other candidate they will be warned and may, at the discretion of the Senior Invigilator, be dismissed from the session.

IV The Award of Degrees, Diplomas and Certificates

1. A candidate for an award of the University shall be entitled to use the rights and privileges of the degree or other award from the date of the Congregation/ Awards Ceremony at which the qualification has been formally awarded. The certificate for the Degree, Diploma or Certificate bears the full legal name of the person on whom the award has been conferred and the date of the Congregation/Awards Ceremony at which the award was awarded.
2. Graduands are required to present themselves for the conferment of degrees and other awards at a Congregation/Awards Ceremony suitably dressed and wearing the gown, hood and cap appropriate to the qualification to be awarded.
3. Degrees, Diplomas and Certificates may be conferred on candidates in person or in absentia. Candidates must notify the University, in response to a letter of enquiry which will be sent to them, either
4. that they wish to attend the specified degree Congregation/Awards Ceremony and have their degrees or other awards conferred in person;

or

1. that they wish to have their degrees or other awards conferred in absentia;

or

1. that they are unable to attend the specified Congregation/Awards Ceremony but wish to have their degrees or other awards conferred in person at a Congregation/Awards Ceremony in the following year.

If such a notification is not received by the University by the date prescribed in the letter of enquiry, the degree or other award will be conferred in absentia.

1. If a candidate who had given notice of their intention to be present in accordance with 3(a) above is, in the event, unable to attend the Congregation, their degree or other award will be conferred in absentia.
2. No person eligible for the award of a degree of the University shall be admitted to the degree unless they shall first have paid all academic-related University fees and other charges as are due and has complied with the library regulations concerning the return of books or other library materials.
3. Any student who has an outstanding ancillary debt at the time of graduation will not be allowed to attend the graduation ceremony and will receive their award in absentia.
4. Notes:
5. At Congregations/Awards Ceremonies for the conferment of degrees and other awards the Chancellor, or in their absence, the Vice-Chancellor, or, in their absence, a senior officer appointed by the Vice-Chancellor, presides.
6. The formal admission of persons to degrees and other awards is made by the Chancellor or by the Vice-Chancellor or by a senior officer appointed by the Vice-Chancellor.
7. Candidates for awards are presented to the Chancellor or the Vice-Chancellor (or other senior officer) by the Director of the appropriate Division or by their deputy. Honorary graduands are presented by the Public Orator.
8. Awards to students who have satisfactorily completed accredited courses of study provided by other institutions are presented by the Director of the appropriate Division, their deputy or by the Head of the institution in which the students concerned pursued their studies or their deputy.

V. Discipline of Students

The Senate, under Ordinance 6.5.12, has the power to make, and the duty to enforce, regulations for the discipline of students of the University.

# Observation of the Regulations

Students are required to observe the regulations concerning non-academic discipline and other regulations, which include those relating to the use of individual buildings, facilities and services[[2]](#footnote-3).

# Student Conduct

All students are required to conduct themselves in an orderly manner to avoid causing injury, damage or disturbance to others, or creating a serious risk thereof at all times.

# Academic Misconduct

Students are required to act with honesty and integrity in fulfilling requirements in relation to assessment of their academic progress.

Note: The following are some examples of conduct which will be regarded as a breach of this Regulation:

* **Plagiarism:** reproducing in any work submitted for assessment or review (for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source. Presenting work copied directly from another student without their knowledge.
* **Duplication of material (Self-plagiarism):** reproducing in any submitted work any material used by that student in other work for assessment, either at this University or elsewhere[[3]](#footnote-4).
* **Collusion:** conspiring with others to reproduce the work of others[[4]](#footnote-5), including knowingly permitting work to be copied by another student. Collusion is distinct from contract cheating as it does not depend on a payment or payment in kind being made for the work.
* **Fabrication**: the falsification of data, evidence, quotations, citations or other information in any assessed work.
* **Impersonation**: allowing an individual or individuals to impersonate the student in an examination or other assessment event/activity.
* **Contract Cheating:** where a student (or a number of students collectively) pay a third party for services that result in the submission of work for assessment that is, either wholly or in part, not the student’s own work. The payment may be financial or involve payments in kind. Where no payment is made the alleged offence should be treated as the offences ofplagiarism, collusion or impersonation**,** as appropriate and as set out above.
* **Failure to Obtain Ethical/Research Approval:** the failure to obtain ethical approval where there is a requirement to do so. Carrying out research without appropriate permission.
* **Misconduct in Examinations and In-Course Tests:** including the use of unauthorised materials, mobile phones and other prohibited electronic devices, obtaining or offering improper assistance to another candidate.
* **Attempting to Influence a Member of Staff:** seeking to gain an advantage with regard to work submitted for assessment by offering an examiner or teacher any inducement to treat that work more favourably than the work itself merits. This could also include an attempt to induce a professional service staff member to alter a mark or mark(s) for a more favourable outcome.[[5]](#footnote-6)

The above examples are not exhaustive and do not limit the application of this Regulation from other acts deemed to be in contravention of the Regulation.

Alleged breaches of this Regulation will be dealt with in accordance with the procedures set out in [Annex 10](https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-10) of the University’s Credit Framework for Taught Courses of Study, as approved by Senate.

# Health and Safety

Any act or omission committed by a student, which would constitute, if committed by a University employee, a breach of the provisions of health and safety legislation, shall be a breach of University discipline[[6]](#footnote-7).

# Students' Societies

All students' societies and clubs must be established in accordance with the rules determined by the Students’ Union.

Where this is not the case or is inappropriate, formal University recognition of the society or club by the Secretary of the Council (or delegate) would be required before any booking of a University room or facilities (see V.6 below) would be permitted.

# Room Bookings

Any booking of a University room/facilities for a meeting or function by a student, a student society or other recognised group requires the organiser(s) to abide by: any requirements prescribed by the Timetabling Office, Council Secretariat, Information Services or other office/officer responsible for the accommodation concerned; any requirements arising from the University’s Health and Safety Policy, the Fire Regulations or other University requirements; any requirements of the Licensing Laws or other legislation; and to comply with the requirements of the University’s Code of Practice on Freedom of Speech.

# Fraudulent Information, Documents and Payments

Students are required to provide the University with accurate information, documents and payments. Any student either presenting the University with fraudulent information or documents, or making a fraudulent payment, may be disciplined using the University’s disciplinary procedures.

Fraudulent certificates of qualifications provided to support a student’s application for admission to the University will lead to any offer based on those qualifications being immediately withdrawn.

1. See [Academic Regulations for Taught Courses of Study](https://www.kent.ac.uk/education/regulatory-framework/academic-regulations-for-taught-courses) or [Academic Regulations for Research Courses](https://www.kent.ac.uk/education/regulatory-framework/academic-regulations-for-research-courses). [↑](#footnote-ref-2)
2. These include [Regulations](https://www.kent.ac.uk/regulations) concerning non-academic student discipline, the use of the Library, IT facilities and for the management of traffic. [↑](#footnote-ref-3)
3. Unless expressly permitted by the assessment criteria. [↑](#footnote-ref-4)
4. Unless assessment criteria explicitly permit the submission of jointly authored or collaborative work. [↑](#footnote-ref-5)
5. The University has established an [Anti-Bribery and Corruption Policy](http://www.kent.ac.uk/governance/policies-and-procedures/bribery.html) which applies to the full range of the University's activities, both in the UK and overseas. [↑](#footnote-ref-6)
6. ####  Breaches of this Regulation are dealt with under the Regulations on Student Discipline in relation to non-academic matters.

 [↑](#footnote-ref-7)