

Rules, regulations and procedures for students

When you register as a student at University of East London, we will ask you to confirm that you agree to keep to our rules, regulations and procedures for students.

When we agree to accept you as a student, this is on the understanding that you accept these rules, regulations and procedures.

Any rule, regulation or procedure which refers to an individual student equally applies to groups of students and vice versa.

University of East London

Rules, regulations and procedures for students

Contents

	Page	
Definitions	3	3
Code of Conduct for Students	3	3
Rules and regulations for students	12	12
University library rules	144	144
Use of Information-Technology resources, systems and services	177	177

University of East London

Rules, regulations and procedures for students

Definitions

In these rules, regulations and procedures for students the following expressions have the meanings shown below.

- 1 University of East London – University of East London and any of our wholly owned subsidiary companies.
- 2 Excluded – restricting attendance at, or, access to, University of East London or not allowing someone to carry out the duties of any office or committee membership in University of East London or the Students' Union. We will confirm the exact details to the individual in writing.
- 3 Expelled – permanently excluding someone from University of East London and ending their status as a student or member of University of East London.
- 4 Intermit – temporarily leaving your studies in line with our rules.
- 5 Maladministration – where we have not correctly followed our own procedures, or we have discriminated unfairly.
- 6 We – University of East London Higher Education Corporation and any of our wholly owned subsidiary companies.
7. You - a student who is registered and studying on one of our modules and/or courses, this includes degree apprenticeships. Your membership of University of East London will, unless we end it earlier under these rules, end one month after the date of the meeting of the Award Board which confers your final award (or other academic status). If you intermit your studies, in line with our rules, you will still be covered by these rules, regulations and procedures for students.

University of East London

Code of Conduct for Students

For student misconduct, you will be subject to the terms of the [collaboration's Unfair Academic Practice policy](#). However, it is important to read the Code of Conduct for Students to know what UEL considers to be misconduct.

For complaints, you will need to follow the collaboration's [Student Complaints Procedure](#).

Information about the Code of Ethics and Standard of Professional Behaviour can be found in your Student Handbook.

Our Code of Conduct

The purpose of our Code is to:

- prioritise the protection of our students and staff, whilst upholding dignity and respect for all when misconduct occurs.

- provide clarity about the behaviours which are not acceptable within our University community.
- foster a culture where everyone in our community feels safe, valued, and respected.

Our expectations of our students

As a student you need to:

- respect and observe our rules and regulations, which we set out below;
- co-operate in the running of the University through our academic, administrative, sporting, social or other activities;
- help us to meet our obligations in respect of immigration law;
- act with honesty and integrity in undertaking your studies and assessments;
- respect the rights and privacy of others;
- respect the University's commitment to the freedom of speech;
- respect the property of the University and that of students, employees and visitors;
- behave in an orderly manner in your academic and recreational activities on and off campus, in University accommodation, and in your daily life;
- represent the University in a manner that best promotes its reputation;
- take shared responsibility for your guests when on University premises and when engaging in University activities;
- take appropriate action when you see others acting inappropriately, which may include bringing it to the attention of the University rather than intervening yourself;
- follow the relevant standards when undertaking professional training and undertaking organised sporting activities.

What we consider to be misconduct

Misconduct is behaviour which interferes with how we work or action which otherwise damages our reputation.

Harassment, bullying, discrimination, hate crimes, physical violence, sexual harassment and violence, and victimisation are unacceptable. We will not tolerate unacceptable behaviour against a student, employee or visitor.

We provide examples of what we consider to be misconduct in the Annex. The Annex forms part of this Code.

The circumstances under which we might initiate disciplinary action

We may take disciplinary action in connection with our facilities, services, or student activities. This may include misconduct that:

- interferes with our academic or administrative activities or legal obligations;
- takes place in or near our premises managed;
- affects our interests and reputation irrespective of where it takes place;

- happens during off-campus activities such as sporting events, work experience, placements and field trips;
- happens on social media and through any electronic means;
- takes place outside term time as well as during term time.

The behaviour may have affected:

- the University;
- one or more of our students or employees;
- others visiting, working, or studying the University; or
- a member of the public.
- your employer

Initiation of disciplinary action

We may take disciplinary action against a student who acts contrary to this Code of Conduct. If we take disciplinary action, we will use the Student Disciplinary Procedures.

Only a designated UEL manager initiates disciplinary action. The Designated Manager may be in a Faculty or central service. The procedure includes residential services and sporting activities.

All members of the UEL community are responsible for behaving appropriately and respectfully towards others. A student may complain about another student's behaviour. We will consider the complaint and decide on what action to take using our Student Disciplinary Procedures which can be found on page 24

How a student can make a complaint about the behaviour of another student

Our disciplinary procedures are intended to address misconduct by students rather than to resolve disputes between individuals. If you have concerns about the behaviour of another student, you may wish to seek advice from the University of East London [support services](#); your HEI Sergeant, an MPS Federation representative or [UEL Students' Union](#)

If you need to make a formal complaint about the behaviour of another student, please contact your HEI Sergeant in the first instance

How a student can make a complaint about the behaviour of a member of staff

If you have concerns about the behaviour of a member of staff, you may wish to seek advice before making a complaint. You can get advice from [the Students' Union Advice Team](#) and from the University of East London [support services](#)

If you need to make a formal complaint about the behaviour of a member of staff please follow the [complaints procedure](#) and submit the complaint (or ask for advice) via (complaintspeqf@babcockinternational.com). We will conduct any investigation about a member of staff under the Staff Disciplinary Policy and Procedure, which is overseen by HR Services.

Core principles when dealing with misconduct

There can be serious consequences for misconduct. We intend our Student Disciplinary Procedures to enable us to undertake a fair and proportionate investigation. We will reach a conclusion based on the evidence we are able to collect.

These are our core principles in dealing with misconduct:

1. We will listen to, acknowledge and address all reports of behaviour promptly and sensitively.
2. We will fully and fairly investigate reports, engaging with reporting parties and respondents through a clearly staged process.
3. We will take steps to protect both staff and students from victimisation or retaliation during any investigation.
4. Students who report incidents of misconduct, or are subject to an investigation, will have access to appropriate support.
5. For a student to be found to have engaged in misconduct, the University needs satisfaction on the meeting of the civil standard of proof, the balance of probabilities. Where the sanction is more severe, the greater weight is required in terms of the balance of the probability. Responsibility for proving misconduct on the balance of probabilities rests with the University.
6. We will communicate our commitment to this Code of Conduct to students and staff through training, induction, and key documentation.

Annex to the Code of Conduct for Students

What we consider to be misconduct

In this annex, we provide examples of misconduct that may be subject to disciplinary action.

(1) Disruption of the work of the University

Our University is large and complex. We need to organise our work for the benefit of all our students, staff, and visitors. We may need to initiate disciplinary action against a student because of misconduct that prevents this from happening. These are examples where we might have to act against you:

- a** If you disrupt, or interfere with, our academic, administrative, sporting, social or other activities, whether on university premises or elsewhere.
- b** If you obstruct, or interfere with, the work, duties or activities of other students, members of staff or visitors to University of East London.
- c** If you act fraudulently, deceptively, or dishonestly towards us as a university, our staff, or other students. This includes taking property without proper authorisation.
- d** If you break our code of practice on the freedom of speech or any of our rules or regulations.
- e** If you are dishonest in any way in academic assessments and examinations.
- f** If you deliberately or recklessly damage our property or the property of other students, members of staff or visitors.
- g** If you misuse our premises or items of property, including computers.
- h** If you do anything which adversely affects our reputation.
- i** If you fail to give your name and other relevant details to us if it is reasonable for us to ask for that information.
- j** If you fail to keep to a previously-imposed penalty under the Student Disciplinary Procedure.

(2) Allegations of criminal behaviour

We may initiate the disciplinary procedures if there are allegations of criminal behaviour that:

- (i) takes place on our premises, or at an event we control; and/or
- (ii) affects or concerns other members of our community; and/or
- (iii) adversely affects our reputation; and/or
- (iv) is treated as misconduct under the terms of this Code; and/or
- (v) is one of dishonesty, if you hold a responsible position in University of East London.

(3) Acts of bullying

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power, position or knowledge. Bullying is intentional and can make a person feel humiliated, threatened, undermined and

vulnerable. Victims may not always recognise what is happening and so may feel trapped, isolated or powerless.

Bullying tends to happen persistently, often without witnesses, over time. It can involve one individual against another or involve groups of people. Bullying can take the form of physical, verbal, and non-verbal conduct and so can include social media communications, telephone communications, filming or taking pictures of people and/or using these without their knowledge or consent.

This is not an exhaustive list, but examples of bullying may include:

- being shouted at, being sarcastic towards, ridiculing or demeaning others;
- deliberately excluding or ignoring an individual;
- physical or psychological threats;
- unfair or excessive supervision or monitoring;
- unfair blaming for mistakes or unwarranted fault finding;
- singling out or treating an individual unfairly.

It is important to make the distinction between bullying and firm management. Bullying is unfair and can undermine a person's best efforts to perform well. Legitimate, reasonable, and constructive criticism of performance or behaviour, or reasonable instructions given to staff during their employment will not amount to bullying on their own.

(4) Acts of discrimination

Discrimination is contrary to the Equality Act 2010 and takes place when an individual or a group of people is treated less favourably than others based on one of the nine protected characteristics:

- age
- disability
- gender
- gender reassignment
- marriage and civil partnership (employees only)
- pregnancy and maternity (we will also consider the same for paternity leave, parental leave or shared parental leave)
- race
- religion or belief (including lack of belief)
- sexual orientation

Discrimination can be direct or indirect.

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

Indirect discrimination can happen when there is a condition, rule, policy or practice that applies to everyone but particularly disadvantages people who share a protected characteristic. However, it isn't classed as indirect discrimination if it can be shown that the condition, rule, policy or practice is reasonable.

(5) Acts of harassment

Harassment is unwanted behaviour which violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is against the law when the unwanted behaviour occurs because of, or connected to, one or more of the following protected characteristics:

- age
- disability
- gender
- gender reassignment

- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief (including lack of belief)
- sexual orientation

Harassment is often persistent, although a single incident may be serious enough to constitute it. Harassment can be deliberate or unintentional, however the effect on the victim is the main factor to be considered in claims of harassment, not the intention behind it.

Harassment can take the form of physical, verbal and non-verbal conduct and so can include social media communications, telephone communications, filming or taking pictures of people and/or using these without their knowledge or consent.

This is not an exhaustive list, but examples of harassment may include:

- unwanted physical conduct or 'horseplay' including touching pinching, pushing, grabbing, brushing past someone, invading their personal space and more serious forms of physical or sexual assault;
- offensive or intimidating comments or gestures, or insensitive jokes or pranks;
- mocking, mimicking, or belittling a person's disability;
- racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about an ethnic or religious group or gender;
- outing or threatening to out someone as gay, lesbian, bisexual or trans;
- ignoring or shunning someone, for example, by deliberately excluding them from a conversation or a social activity.

(6) Hate crime

'Hate incidents' and 'hate crimes' are terms used to describe acts of violence or hostility directed at people, which appear to the victim or anyone else to be, because of who they are or who someone thinks they are. They are motivated by hostility or prejudice based on one or more of the following:

- disability
- race
- religion
- sexual orientation • transgender identity.

Hate incidents can be against a person or against property and includes materials posted online.

This is not an exhaustive list, but some examples of hate incidents may include:

- abusive phone calls
- bullying
- graffiti
- harassment
- intimidation
- abuse through the means of any form of electronic media
- threats of violence
- verbal abuse

When hate incidents become criminal offences they are known as hate crimes. A criminal offence is something that breaks the law. This is not an exhaustive list, but some examples of hate crimes may include:

- assault;
- burglary;
- criminal damage;
- fraud;

- harassment;
- hate mail;
- murder; • sexual assault;
- theft.

(7) Physical misconduct

Physical misconduct is unwanted physical contact which has the purpose of violating a person's dignity or causing them distress or harm, whether or not there is personal injury.

This is not an exhaustive list, but examples of physical misconduct may include:

- punching;
- kicking;
- slapping;
- pulling hair;
- biting; • pushing;
- shoving.

(8) Sexual misconduct

Sexual misconduct is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. You don't need to have previously objected to someone's behaviour for it to be considered unwanted.

This is not an exhaustive list, but examples of sexual misconduct may include:

- sexual intercourse or engaging in a sexual act without consent;
- attempting to engage in sexual intercourse or engaging in a sexual act without consent;
- sharing private sexual materials of another person without consent;
- kissing without consent;
- touching inappropriately through clothes without consent;
- inappropriately showing sexual organs to another person;
- repeatedly following another person without good reason;
- making unwanted remarks of a sexual nature.

A person must have the capacity to give free agreement (consent) to sexual activity. A person consents if he/she agrees by choice and has the freedom and capacity to make that choice. Capacity is based on the person:

- being the right age
- being sober
- having the mental and physical ability to agree freely
- not being threatened or afraid of harm
- not being detained against their will

The University may investigate allegations of sexual misconduct. However, we need sufficient evidence to show the alleged misconduct took place and the accused was responsible.

Sexual assault is a criminal offence and is committed if another person intentionally touches someone, the touching is sexual, and the person does not consent. It is often more appropriate for the police to investigate given their greater powers of investigation.

We usually allow the victim to decide whether to make a report to the police. If the victim is a member of the University community who wishes to make a report, we will support them in the process. We will work with the police in such matters. In fairness, we would also provide support for a student who is the subject of the complaint.

If the person decides against reporting to the police we normally respect that decision. In exceptional circumstances we may report an alleged crime to the police contrary to the wishes of the victim. The circumstance in which we make a report need justifying. We may make a report to protect the victim (or others) from harm or to prevent a further crime taking place.

The University Secretary, or designated delegate, takes all decisions on referral to the police.

If there is a referral to the police, we may suspend our procedures. We would do so until the police conclude their enquiries. We will follow our Student Disciplinary Procedures in suspending our procedures.

(9) Acts of victimisation

Victimisation is when a person is punished or treated unfairly because they have made a complaint; they are believed to have made a complaint; they have supported someone who has made a complaint; or it is suspected that they might make a complaint.

(10) Professional Codes of Conduct

Breaches of professional codes of conduct may result action being taken by the University and/or your employer.

University of East London

Rules and regulations for students

Information about attending University can be found in your Student Handbook

A. Disruption to the provision of services

1. We will take all reasonable steps to provide the teaching, assessment and other educational services set out in our prospectus and handbooks. If we are unable to do so, we will activate our Student Protection Plan.
2. If industrial action or some other cause beyond our control affects our ability to provide educational services, we will take reasonable steps to reduce any disruption to the affected services.

B. Attending university

3. Attending university is of benefit to you in engaging with your studies and your attainment outcomes. You must attend your timetabled teaching sessions as they appear on e-vision regularly and on time. We monitor attendance at teaching sessions. If your attendance is unsatisfactory, we will take appropriate action. This is because students who attend regularly are in a much better position to succeed in their studies.
4. If you appeal, we will consider you to be a student until the appeal is over.

C. Making use of our facilities

5. We aim to provide a conducive environment for teaching and learning. This includes setting rules to benefit all those who make use of our facilities,

Restrictions on the consumption of refreshments

6. We only allow eating and drinking in those areas of our buildings set aside for these purposes.
7. You cannot eat and drink in areas used for teaching, open-access areas and laboratories.
8. Separate rules apply to libraries as set out in the University Library rules.

Smoking

9. You may only smoke in designated smoking areas.
10. No smoking is permitted inside any building or substantially enclosed space.

Taking care of our equipment and premises

11. You need to respect our premises and property, including equipment that we lend you. If you damage our property, you must, when required, pay the full cost of the repair or replacement.

Student identity card

12. When you register as a student, we will give you a student access card.
13. You need to carry this card at all times on our premises.
14. You need to produce it if any member of our staff or other authorised representatives ask to see it. This helps us keep our premises safe.

D. Health and safety

15. We have a duty to ensure that we have proper provision for health and safety within the University. You also have a role to play in ensuring a safe environment. You must keep to our safety regulations. These are set out [here](#) You also need to follow any safety rules that your course requires. When on placement, you need to follow the health and safety rules of the provider.
16. You should report any accident, as quickly as possible, to your faculty office, and complete an accident report form. This is important so that we can investigate the accident and identify any improvements.
17. You must inform Student Services promptly if you are in contact with another person with a notifiable disease. Examples include mumps, meningitis, TB or any other condition that a doctor must report). This is important because we may need to act to safeguard the health of other students, staff and visitors.

E. Awards, certificates and diplomas

18. We will issue all certification of awards and credits in your registered name at the conclusion of your course
19. We will only replace a lost certificate on payment of a fee (as detailed on the Hub webpages). We will replace a damaged certificate free of charge if you return it to the the Hub.
20. We will only issue a replacement certificate which involves a change of name in exceptional circumstances. However, you must provide evidence, return the original certificate or diploma and pay a fee (as detailed on the Hub webpages). Where the change of name follows gender reassignment there is no charge.

F. Attending graduation ceremonies

21. Awards are celebrated at a graduation ceremony. You need to apply to attend a graduation ceremony in line with arrangements set out and publicised by the Graduation Team.
22. You may not attend a graduation ceremony until you have paid outstanding fees you owe us.
23. You do not have to attend a graduation ceremony. If you do not attend, it will not affect your receipt of your award.

G. Students' Union sabbatical officers

24. We will treat an individual appointed to any office which the Board of Governors approves formally as having Students' Union sabbatical status, as a student of the university.
25. We will register graduates of University of East London as full-time students for the academic year following the academic year in which they graduate if they are elected to one of the offices which the Board of Governors approves formally as having Students' Union sabbatical status. This applies for the following academic year, if re-elected to one of these offices.
26. A student who holds a Students' Union sabbatical office will, during the terms of office, not have to attend University of East London or make satisfactory progress. However, each student must pay a tuition fee of £1.

University of East London

University library rules

Introduction

We have designed these rules to make sure that our staff and students get the most benefit from the resources and facilities of the university library.

Membership

The following categories of membership are available:

1 Staff membership

Current university staff, as defined on the library's website, are entitled to staff membership.

2 Student membership

Current students registered at University of East London are entitled to student membership.

3 Other memberships

Other memberships may be available to people associated with University of East London and our activities or as part of a reciprocal arrangement with another library, as set out on our website.

You must:

- keep your membership card, or staff or student access card, while you are a member;
- carry your membership card, or staff or student access card, when you use our services;
- let us know about any change of address or email contact;
- renew your membership each year, unless you have staff or student membership;
- keep to the following rules.

Borrowing

1 Membership cards/ID cards

You cannot transfer your card and you will be responsible for any items issued against your card unless you report the loss of the card to the university library. You must report any loss immediately.

2 Loan allowances

You may borrow up to the limit of items allowed in your category of membership, but we may limit the number of items we loan in certain types of materials.

3 Period of loan

You must return all books on or before the date due or earlier if we tell you that an item is needed by someone else.

4 Special conditions

We can place special conditions on using or loaning any item.

5 Overdue items

- For the university library to be effective all members need to return items promptly.
- The date or time of return will be shown for each item issued.

- A charge will apply as soon as the item becomes overdue. It will be charged for each day (or part of a day) or hour (or part of an hour) whichever is appropriate to the type of loan. If you report an item lost after it is overdue, we will charge you as in rule 5b. You will also have to pay the overdue charge due.
- We display the scale of charges on the library's website. We may decide not to make charges if there are exceptional circumstances.
- If you have items overdue or you owe money for library charges, you will not be able to borrow any items.

Licence agreements and copyright restrictions

Information resources, software applications and recordings will be governed by licence agreements and copyright restrictions. When you use these resources, you must make sure that you keep to any advisory notices provided. We may restrict access to certain electronic or digital services for certain categories of membership due to licence.

Inter-library loans

We may loan books and other materials in the university library to other libraries

We may borrow books and other materials from other libraries for our members to use. We may charge you for this service according to your category of membership. The service is limited to certain categories of membership.

Printing, photocopying and scanning

When you print, photocopy or scan an item, you must keep to the terms of current copyright law.

Damage to or loss of books and materials

We may charge for any damage to or loss of books or materials from the libraries at the current replacement value or repair cost. We will decide whether to repair or replace the item and may also make an administration charge.

We will consider any overdue item which is not returned after sending a final overdue reminder as lost. We will assess the cost of replacing the item and charge you accordingly.

Security

You cannot take any materials out of the library unless they have been borrowed.

You must allow members of library staff or security to examine any items which you are taking with you when you leave the library.

Using library spaces

- We provide library services for the benefit of people at University of East London. If you behave in ways that disturb other library users or disrupt their access to services, we will ask you to leave the library.
- You must keep to the rules for designated study zones.
- You cannot drink, except from bottled or lidded drinks, or eat in the libraries. Alcohol is strictly forbidden.
- You should remove all belongings from tables or rooms whenever you leave the library. We will not be responsible for any personal property you leave in the library.
- No animals are allowed in the library buildings except assistance dogs.
- You cannot make or take phone calls in the library except in designated areas. You must always switch mobile phones to silent.
- You cannot sleep in the library, for wellbeing and security reasons.

Closing a library in an emergency

If an emergency means we need to close the library, you must leave immediately when asked to do so by the member of staff in charge. While we recommend that you take coats and other personal belongings, this must not delay you from leaving the library premises. You will not be allowed back on to the premises until we confirm that the emergency is over.

Library staff work areas

You are not allowed in staff work areas unless a member of the library staff is with you.

Withdrawing library facilities

If you do not keep to these rules we may withdraw any library privileges you have. Persistently breaking the rules will lead to formal disciplinary action.

University of East London
Use of Information-Technology resources, systems and services

This is a summary of the governance and expected behaviour relating to the acceptable use of our Information-Technology resources, systems and services, which we will refer to collectively as IT facilities. The tenants of this document apply to all computer hardware and software, whether our property or not, in use on our premises or premises that we control.

You are expected to be familiar with all the core principles of acceptable use. They will help you make best use of a valuable resource while also respecting your rights.

Behaviour

- Do not waste resources or interfere with others' legitimate use of our IT facilities;
- Do not behave towards others in a manner that would be unacceptable in the physical world;
- Do not assume that because an action is possible that it is, by implication, either acceptable or permitted;

Governance

- Abide by all policies, regulations and agreements relating to our IT facilities;
- Follow all guidance relating to our IT facilities;
- Observe the policies, regulations, agreements and guidance of any third party whose facilities or resources you access, unless they directly contradict our own;
- Do not break local or international law;

Identity

- Do not allow anyone else to use your identity or credentials, including usernames and passwords, under any circumstances;
- Do not disguise your online identity;
- Do not attempt to obtain or use the credentials or identity details belonging to anyone else;

Information

- Take precautions to safeguard your personal data at all times;
- Respect other people's information;
- Do not abuse copyright material;
- Remember that mobile devices are not always the most appropriate or secure way to handle, manage or store personal information;
- Treat all information that becomes available to you through our IT facilities as privileged. Do not copy, modify or transfer it without the permission of the owner or appropriate organisation;

Infrastructure

- Ensure that the software installed on your own equipment, including laptops, tablets and other mobile devices, is up to date and that you are adequately protected from viruses and other malware;
- Do not put our IT facilities at risk by loading unauthorised software or introducing malware to our systems;
- Do not interfere with the hardware that comprises our IT facilities;
- Only connect equipment to our IT facilities in line with our policies, regulations, guidance and advice;
- Do not attempt to monitor the use of our IT facilities by others or capture any data that is transmitted on our networks with explicit permission to do so;

If you damage any aspect of our IT facilities, including data, we reserve the right to charge you for the full cost of repair or replacement including labour and related costs;

We reserve the right to monitor and record your use of our IT facilities to protect our interests and for the purposes of:

- Effective and efficient planning and operation of our services;
- Detection and prevention of any unacceptable use;
- Investigation of alleged misconduct;

By becoming and continuing to be a student at University of East London you give us implicit permission to do so. For this reason, you may prefer not to use our IT facilities for personal communications.

We will comply with all lawful requests for information from local, national and international governments and law enforcement agencies.

We may suspend your access for up to seven working days, while investigating any suspected misuse of our IT facilities. We may also invoke student disciplinary procedures if you are found to have contravened any of the policies, regulations or agreements that relate to their use.

GENERAL INFORMATION

1. Changes to your course

The University will use all reasonable efforts to deliver the course in accordance with the course specification. However, to ensure that the University's courses remain current and relevant, they are subject to regular review. The University, MPS of the College of Policing may, from time to time, need to amend modules, course content or the way that these are delivered to, for example:

- Comply with changes in the law or Government policy;
- Comply with the requirements of the University's regulators, accrediting bodies, professional, and statutory bodies;
- Make updates to reflect best practice and academic developments for the benefit of students;
- Adjust content as a result of staff changes;
- Improve course quality in response to student or external examiner's feedback; or
- To accommodate and respond to refurbishment and development work taking place on campus.

Changes may be minor or major changes. Examples of minor changes, may include but not limited to:

- Altering the timetable, location, and number of classes for your course;
- Reasonable changes to the content and syllabus of your course including in relation to optional placements, to ensure that the course remains current and relevant;
- Changes to assessments as a result of student or external examiner feedback.

Examples of major changes, may include but not limited to:

- Adding or removing core (compulsory) modules;
- Change of course or Award title;
- Changes to overall course aims;
- Changes to module credit value;
- Changes to method of delivery;
- Discontinuance of a course;
- Combining courses of study;
- Changes to specific course regulations.

The University reserves the right to make minor changes to its courses. Where such changes are made, the University will take all reasonable steps to minimise disruptions to students.

Disability Support

If you have additional support needs, you are responsible for contacting the Wellbeing Team at the University. Any information you provide will be treated as strictly confidential. Further information is available [here](#)

You are encouraged to contact the Wellbeing Team as soon as possible as any delays in disclosing your disability may result in a delay in providing any appropriate support.

Students' Union

The Students' Union represents students at the University and by enrolling at the University you will be automatically made a member of the Students Union. If you wish to opt out from this membership, please inform the [Students Union](#) in writing

In order to process your membership of the Student's Union, the University provides data to the Students' Union. This is detailed in the [Student Data Protection Policy](#)