

# Regulations and Advice for Students' Particular Attention – Index

UPR SA07 version 12.0

## Policies superseded by this document

This document replaces version 11.0 of UPR SA07, with effect from 1 September 2024.

## Summary of significant changes to the previous version

This document has been updated in line with other UPR changes.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 Introduction

- 1.1 As a condition of their registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures.
- 1.2 These rules, regulations and procedures are published in a series of documents called 'University Policies and Regulations' (UPRs).
- 1.3 The University requires that all students consult these documents which are available on-line, on the UPR web site, at:

<https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs>

Copies may be obtained from Governance Services (Telephone: 01707 285126; e-mail: [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk)).

- 1.4 The UPR series includes the **Student Code of Conduct** (UPR SA01), which explains the University's expectations of students and its responsibilities to them, as well as the University's policies and regulations governing **Student and Applicant Complaints** (UPR SA16).

Further information concerning the Student Code of Conduct (UPR SA01) is available on Ask Herts at the following link:

<https://ask.herts.ac.uk/student-discipline>

Further information concerning Student and Applicant Complaints (UPR SA16) is available on Ask Herts at the following link:

<https://ask.herts.ac.uk/making-a-complaint>

(please copy and paste the links into a browser).

- 1.5 The UPR series also includes the University's policy on learning and teaching and the principles underpinning our curriculum design approach. The policy also includes the University's Graduate Attributes (Learning and Teaching Policy and Graduate Attributes - TL03).

## 2 Academic regulations for undergraduate and taught postgraduate students

- 2.1 The index in section 3 of this document includes the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students, these are:

- 2.1.1 Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes – UPR AS14

which explains: how modules are graded; how a degree is awarded and classified; the rules relating to progression; module failure; serious adverse circumstances; academic misconduct.

(**Note:** Programme Specifications may also identify additional requirements that apply to an award and/or its classification, for example, because of Professional Body accreditation requirements. Students should refer to the relevant Programme Specification or contact their Programme Leader.)

- 2.1.2 Schedule of Awards – UPR AS11

which explains the credit requirements for each of the awards that the University confers;

- 2.1.3 Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University-delivered provision) – UPR AS12

which explains: the coursework assessment and examination regulations;

how to appeal against the decision of a Board of Examiners (section 5, Appendix I, UPR AS12) (further information is available on Ask Herts at the following link:

<https://ask.herts.ac.uk/academic-appeals-requests-for-the-review-of-assessment-decisions> (please copy and paste the link into a browser));

and the coursework assessment and examination regulations for disabled students (Appendix II, UPR AS12).

- 2.2 Important information concerning changes to the University's academic regulations for undergraduate and taught postgraduate regulations and the implications of these changes for students can be accessed via the following link:

<https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/amendments-to-regulations>

(please copy and paste the link into a browser).

### 3 Regulations and advice for students' particular attention – index

The University wishes to draw students' particular attention to the following documents within the UPR series.

**It should be noted that the University may amend or withdraw any of the regulations and procedures listed in section 3 of this document at any time and reserves the right to introduce new regulations and procedures at any time during the Academic Year for the proper administration of the University or the provision of education.**

#### A

Admissions - Research Students **SA02**

Admissions - Undergraduate and Taught Postgraduate Students **SA03**

Assessments, Examinations and Conferments  
- Candidates with Disabilities or other Additional Needs  
(Partner Organisation-Delivered Provision) **AS13 Appendix II**

Assessments, Examinations and Conferments  
- Candidates with Disabilities or other Additional Needs  
(University-Delivered Provision) **AS12 Appendix II**

Assessments, Examinations and Conferments - Regulations for Candidates  
(Including Requests for the Review of Examination Decisions  
(Appeals Procedure)) (Partner Organisation-Delivered Provision) **AS13 Appendix I**

Assessments, and Examinations and Conferments - Regulations for Candidates

|   |                          |
|---|--------------------------|
| (Including Requests for the Review of Examination Decisions<br>(Appeals Procedure) (University-Delivered Provision) | <b>AS12 Appendix I</b>   |
| Assessments, Examinations<br>and Conferments (Partner Organisation-Delivered Provision)                             | <b>AS13</b>              |
| Assessments, Examinations<br>and Conferments (University-Delivered Provision)                                       | <b>AS12</b>              |
| Academic Integrity and Academic Misconduct  | <b>AS14 Appendix III</b> |
| <b>B</b>  |                          |
| Bullying and Harassment   | <b>EQ10</b>              |
| <b>C</b>  |                          |
| Careers Education, Information and Guidance   | <b>SA09</b>              |
| Closed Circuit Television (CCTV) Code of Practice   | <b>HS04</b>              |
| IT and Computing Regulations  | IM20                     |
| Confidentiality Agreement (Text)  | <b>CA04 Appendix II</b>  |
| <b>D</b>  |                          |
| Data Protection and Privacy Statement   | <b>IM08</b>              |
| Drug and Alcohol Misuse by Students   | <b>SA11</b>              |
| <b>E</b>  |                          |
| Equality and Diversity Policy   | <b>EQ03</b>              |
| <b>F</b>  |                          |
| Freedom of Speech   | <b>EQ04</b>              |
| <b>I</b>  |                          |
| Intellectual Property   | <b>CA04</b>              |
| Intellectual Property Agreement (Text)  | <b>CA04 Appendix I</b>   |
| <b>L</b>  |                          |
| Learning Resources  | <b>SA12</b>              |
| Learning and Teaching Policy and Graduate Attributes  | <b>TL03</b>              |
| <b>N</b>  |                          |
| No Smoking Policy   | <b>HS06</b>              |
| <b>P</b>  |                          |
| Parking and Traffic Management  | <b>ET01</b>              |

|  |                        |
|--|------------------------|
| Personal Relationships Between Staff and Students  | <b>TL02</b>            |
| <b>R</b>   |                        |
| Requests for the Review of Examination Decisions<br>– Research Degree Candidates           | <b>AS16</b>            |
| Research Degrees – Generic Institutional Regulations                                       | <b>AS10</b>            |
| Research Misconduct  | <b>RE02</b>            |
| <b>S</b>   |                        |
| Safeguarding Policy  | <b>HS10</b>            |
| Security and Public Access   | <b>HS05</b>            |
| Statement of Responsibilities and Commitments  | <b>SA01</b> Appendix I |
| Structure and Assessment Regulations – Undergraduate<br>and Taught Postgraduate Programmes | <b>AS14</b>            |
| Student and Applicant Complaints   | <b>SA16</b>            |
| Student Attendance Regulations   | <b>SA06</b>            |
| Student Code of Conduct  | <b>SA01</b>            |
| Student Fitness to Practise  | <b>SA15</b>            |
| Student Discipline   | <b>SA13</b>            |
| Student Mental Wellbeing   | <b>EQ07</b>            |
| Student Suspension Regulations   | <b>SA17</b>            |
| Student Withdrawal Regulations   | <b>SA14</b>            |
| Studies Involving Human Participants   | <b>RE01</b>            |

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2024**

**Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.