

THE ARTS UNIVERSITY COLLEGE AT BOURNEMOUTH

University College Regulations for Full and Part Time Students 2012/13

Note - the term University College is used throughout these regulations; this means the Arts University College at Bournemouth and any subsidiary company.

These regulations cover all students enrolled on any programme or course offered by the University College.

It is a condition of enrolment on a programme or course that students accept these regulations.

Information published by the University College about its services (print or electronic) is accurate at the time of publication, but the University College reserves the right to make subsequent alterations.

1. In order to ensure the smooth running of the institution the University College has a number of policies with which students are required to comply. Relevant policies include the following:

- Academic dishonesty (cheating) policy
- Admissions policy
- Attendance policy
- Fees and charges payment policy
- Health and safety policies
- HE/PrepHE assessment regulations
- Intellectual Property Policy
- IT and email acceptable use policy
- Library and information related policies including copyright
- Equalities Strategy
- Student Charter
- Student disciplinary policy

2. The University College reserves the right to take action against a student who breaches any of the aforementioned policies. In the most serious cases, permanent exclusion may be the only available penalty which is appropriate to the nature of the offence. The University College reserves the right to take action against those who are no longer students, including graduates, where evidence comes to light of potential misconduct during the period of enrolment. In extreme cases, this may involve the revoking of an award.
3. The University College reserves the right to take action against a student who demonstrates unsatisfactory academic progress; who exhibits antisocial behaviour (whether on- or offsite); who gives rise to concerns over their fitness to study; or who, in the view of the University College, may constitute a risk of harm to themselves or others. This may include suspension (where appropriate, without prejudice), or in extreme cases the permanent termination of studies.
4. Any student convicted of a criminal offence involving a court hearing must provide immediate details to the Principal.
5. Students with outstanding fees may be suspended from resources and access to learning teaching and assessment; in this instance assessment marks will not be processed.
6. Where students have liabilities with regards to unpaid fines or where items belonging to the University College have not been returned, award certificates will be withheld. (This includes situations where awards have been processed, and transcripts issued.)
7. Students have a duty to take due regard of health and safety issues on behalf of themselves, and others who may be affected by their actions. They must not misuse any equipment provided for the purposes of health and safety and are responsible for reporting health and safety hazards.

8. Notification, in writing, within 24 hours of diagnosis must be given by any student suffering from or in contact with an infectious disease. Attendance must not be resumed without a doctor's certificate of clearance.
9. Any student under the undue influence of alcohol or in possession of, or under the influence of, illegal drugs will be asked to leave the premises immediately. Such behaviour will be considered through the Student Disciplinary Policy, and in extreme cases may result in expulsion from the University College.
10. Students are not permitted to smoke in the University College buildings.
11. Students who use vehicles (belonging to the University College, hired or their own) for any activity, either as part of the University College curriculum or for related activity such as setting up shows, work for the Students' Union or similar, do so at their own risk.
12. It is the responsibility of the student to inform the University College of any change in their circumstances including changes of address.

Data Protection Act 1998

The data which you enter on the enrolment form or subsequent data requests will be processed in accordance with the Data Protection Act 1998. It will only be processed by the University College for the original purposes for which you gave the information. Information may be passed to third parties for relevant and legitimate purposes (for example, relevant information may be passed to examination boards, validating bodies, local authorities and other government agencies as required). Please refer to the links below for the collection notice of the relevant government agency(s). The University College may also use this information to contact you regarding its own products and services.

The University College's Data Protection Policy is published on the intranet, or can be obtained from the Registry or the Library.

Please note that it is your responsibility to ensure that the details you give us are accurate and are kept up to date. This is particularly important in relation to your correspondence address, e-mail address and mobile telephone number – do not forget to tell us if these change to enable us to contact you when we need to.

Higher Education: <http://www.hesa.ac.uk/collection-notice>

Further Education (inc PrepHE): <http://www.thedataservice.org.uk/About/dataprotection/>
<http://www.learningrecordsservice.org.uk/learnparent/>