

The University of Manchester
Schedule of General Regulations

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Regulation I

Election of members of the Senate in Category 3 (members of the academic and research staff)

1. The election of members of the Senate in Category 3, on a Faculty by Faculty basis, shall be held in the Second Semester of each academic year on a date (the 'appointed date') to be fixed by the Registrar, Secretary and Chief Operating Officer, who shall also act as the Returning Officer. The date selected shall make due allowance for the provisions of paragraph 3 below to be properly fulfilled. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election.
2. Subject to Statute VII.5, those entitled to nominate, vote and stand in the election in each of the Faculties shall be the members of the academic or research staff, full-time or part-time, who hold paid appointments assigned to the Faculty.

Candidates elected to Senate shall normally serve a three year term, subject to their continuing to hold a paid academic or research appointment assigned to the Faculty. Any elected candidate who ceases to hold such an appointment shall be required to resign their membership of Senate.

3. A roll of the persons eligible to nominate, vote or stand for election, as at 31 January in the academic year of election, shall be maintained, in consultation with the Registrar, Secretary and Chief Operating Officer, for each of the several Faculties by the Deputy Secretary, and shall be conclusive evidence that any person whose name appears therein is entitled to nominate, vote or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Registrar, Secretary and Chief Operating Officer.
4. The election shall be conducted by the Deputy Secretary, in consultation with the Returning Officer, provided that in each Faculty:
 - (a) each candidate shall be nominated by no fewer than two eligible electors, and shall confirm, in writing, his or her willingness to stand for election;
 - (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
 - (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who shall declare those candidates nominated to be duly elected. If in such instances nominations have been invited for periods of office of varying duration, the allocation of seats shall be determined by lot;
 - (d) if on the expiration of time for the receipt of nominations the number of valid nominations does not equal the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who having declared elected

those candidates already nominated, shall extend the time for receipt of nominations for the remaining vacancies by one further week. If, after such time the number of valid nominations still does not equal the number of outstanding vacancies declared, then such vacancies will be held over to the following election.

- (e) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by secret ballot. In such circumstances, the Deputy Secretary shall make available to each elector, no fewer than two weeks before the appointed date, information giving the names and styles of the candidates, and the appointment each holds;
- (f) each elector shall be at liberty to vote for as many candidates as there are vacancies, and shall vote via an approved electronic voting system. On the expiration of the period for electronic voting the Deputy Secretary shall count the votes;
- (g) if ballots are being held for seats which include a number having periods of office of varying duration, the allocation of these seats shall be determined by the number of votes cast, the candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;
- (h) on completion of the counting of the votes cast and the allocation of seats, the Deputy Secretary shall forward the result to the Returning Officer, who shall publish the names of the successful candidates forthwith;
- (i) a scrutiny shall be held if demanded by ten electors within seven days of the publication of the name or names of those elected, one proposer of each candidate to act as a scrutineer, such scrutineer to be selected by the candidate.

Regulation II

Election of members of the General Assembly by members of the Senate

1. The election of members of the General Assembly from the Senate shall be held in the Second Semester of each academic year on a date (the 'appointed date') to be fixed by the Registrar, Secretary and Chief Operating Officer, who shall also act as the Returning Officer. The date selected shall make due allowance for the provisions of paragraph 3 below to be properly fulfilled. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election.

2. Those entitled to nominate and vote in the election shall be the members of the Senate in Categories 1, 2, 3 and 4, but, subject to Ordinance V.8 and Ordinance XXXII, only those members of the Senate in Categories 2 and 3 may stand for election.
3. The rolls of the persons eligible to nominate and vote, and to stand for election, as at 31 January in the academic year of election, shall be maintained by the Registrar, Secretary and Chief Operating Officer and shall be conclusive evidence that any person whose name appears therein is entitled to nominate, vote or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Registrar, Secretary and Chief Operating Officer.
4. The election shall be conducted by the Returning Officer, provided that:
 - (a) each candidate shall be nominated by no fewer than two eligible electors, and shall confirm, in writing, his or her willingness to stand for election;
 - (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
 - (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Returning Officer shall declare those candidates nominated to be duly elected. If in such instances nominations have been invited for periods of office of varying duration, the allocation of seats shall be determined by lot;
 - (d) if on the expiration of time for the receipt of nominations the number of valid nominations does not equal the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who having declared elected those candidates already nominated, shall extend the time for receipt of nominations for the remaining vacancies by one further week. If, after such time the number of valid nominations still does not equal the number of outstanding vacancies declared, then such vacancies will be held over to the following election.
 - (e) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by secret ballot. In such circumstances, the Returning Officer shall make available to each elector, no fewer than two weeks before the appointed date, information giving the names and styles of the candidates, and the appointment each holds;
 - (f) each elector shall be at liberty to vote for as many candidates as there are vacancies, and shall vote via an approved electronic voting system. On the expiration of the period for electronic voting the Returning Officer shall count the votes;
 - (g) if ballots are being held for periods of office of varying duration, the allocation of seats shall be determined by the number of votes cast, the

candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;

- (h) on completion of the counting of the votes cast and the allocation of seats, the Returning Officer shall publish the names of the successful candidates forthwith;
- (i) a scrutiny shall be held if demanded by ten electors within seven days of the publication of the name or names of those elected, one proposer of each candidate to act as a scrutineer, such scrutineer to be selected by the candidate.

Regulation III

Election of staff members to the General Assembly

1. The election of members of staff to the General Assembly shall be held in the Second Semester of each academic year on a date (the 'appointed date') to be fixed by the Registrar, Secretary and Chief Operating Officer, who shall also act as the Returning Officer. The date selected shall make due allowance for the provisions of paragraph 3 below to be properly fulfilled. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election.
2. Subject to Ordinance V.8 and Ordinance XXXII those entitled to nominate, vote and stand in the election in each of the electoral categories designated in Ordinance V.11 and Ordinance XXXII shall be the members of the staff, full-time or part-time, who hold paid, superannuable appointments within the electoral category.

Candidates elected to the General Assembly shall normally serve a three year term, subject to their continuing to hold a paid appointment at the University. Any elected candidate whose paid appointment at the University ends, shall be required to resign their membership.

3. A roll of the persons eligible to nominate, vote or stand for election, as at 31 January in the academic year of election, shall be maintained by the Registrar, Secretary and Chief Operating Officer and shall be conclusive evidence that any person whose name appears therein is entitled to nominate, vote or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Registrar, Secretary and Chief Operating Officer.
4. The election shall be conducted in each electoral category by the Returning Officer, provided that in each electoral category:
 - (a) each candidate shall be nominated by no fewer than two eligible electors, and shall confirm, in writing, his or her willingness to stand for election;

- (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
- (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Returning Officer shall declare those candidates nominated to be duly elected. If in such instances nominations have been invited for periods of office of varying duration, the allocation of seats shall be determined by lot;
- (d) if on the expiration of time for the receipt of nominations the number of valid nominations does not equal the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who having declared elected those candidates already nominated, shall extend the time for receipt of nominations for the remaining vacancies by one further week. If, after such time the number of valid nominations still does not equal the number of outstanding vacancies declared, then such vacancies will be held over to the following election.
- (e) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by secret ballot. In such circumstances, the Returning Officer shall make available to each elector, no fewer than two weeks before the appointed date, information giving the names and styles of the candidates, and the appointment each holds;
- (f) each elector shall be at liberty to vote for as many candidates as there are vacancies, and shall vote via an approved electronic voting system. On the expiration of the period for electronic voting the Returning Officer shall count the votes;
- (g) if ballots are being held for seats which include a number having periods of office of varying duration, the allocation of these seats shall be determined by the number of votes cast, the candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;
- (h) on completion of the counting of the votes cast and the allocation of seats, the Returning Officer shall publish the names of the successful candidates forthwith;
- (i) a scrutiny shall be held if demanded by twenty electors within seven days of the publication of the name or names of those elected, one proposer of each candidate to act as a scrutineer, such scrutineer to be selected by the candidate.

Regulation IV

Election of members of the Alumni Association to the General Assembly

1. The election of members of the Alumni Association to the General Assembly shall be held in the Second Semester of each academic year. The date selected shall make due allowance for the provisions of paragraphs 3 and 4 below to be properly fulfilled. The Returning Officer for the election shall be appointed by the Officers of the Association, and shall not be a candidate for election. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election.
2. Those entitled to nominate and vote in the election shall be the members of the Association whose names appear on the list of members compiled pursuant to Statute XVIII. and Ordinance IV.6 but, subject to Ordinance V.8 and Ordinance XXXII, only those members of the Association who are members under the provisions of Ordinance IV.6(a) and (b), and whose names appear on the aforementioned list, may stand for election.
3. The rolls of the persons eligible to nominate and vote, and to stand for election, as at 31 January in the academic year of election, shall be maintained by the Officers of the Association, with any necessary assistance provided by the Registrar, Secretary, and Chief Operating Officer and shall be conclusive evidence that, subject to paragraph 2 above, any person whose name appears therein is entitled to nominate, vote (subject to paragraph 4(d) below) or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Officers of the Association, in consultation with the Registrar and Secretary.
4. The election shall be conducted by the Returning Officer, provided that:
 - (a) each candidate shall be nominated by no fewer than two eligible electors, and shall confirm, in writing, his or her willingness to stand for election;
 - (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
 - (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Returning Officer shall declare those candidates nominated to be duly elected. If in such instances nominations have been invited for periods of office of varying duration, the allocation of seats shall be determined by lot;
 - (d) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by an online ballot, to take place over a suitable time frame, agreed by the Officers of the Association. The Returning Officer shall make available information to each elector giving the names and styles of the candidates, and such other information as the Officers of the Association may from time to time determine;
 - (e) each elector shall be at liberty to vote for as many candidates as there are vacancies;

- (f) if ballots are being held for seats which include a number having periods of office of varying duration, the allocation of these seats shall be determined by the number of votes cast, the candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;
- (g) on completion of the counting of the votes cast and the allocation of seats, the Returning Officer shall publish the names of the successful candidates forthwith,

Regulation V

Election of members of the Board of Governors in Category 3 (members of the Senate)

1. The election of members of the Board in Category 3 shall be held in the Second Semester of each academic year on a date (the 'appointed date') to be fixed by the Registrar, Secretary and Chief Operating Officer, who shall also act as the Returning Officer. The date selected shall make due allowance for the provisions of paragraph 3 below to be properly fulfilled. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election.
2. Those entitled to nominate and vote in the election shall be the members of the Senate in Categories 1, 2, 3 and 4, but, subject to Ordinance V.4(b), only those members of the Senate in Categories 2 and 3 may stand for election.
3. The rolls of the persons eligible to nominate and vote, and to stand for election, as at 31 January in the academic year of election, shall be maintained by the Registrar, Secretary and Chief Operating Officer and shall be conclusive evidence that any person whose name appears therein is entitled to nominate, vote or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Registrar, Secretary Chief Operating Officer.
4. The election shall be conducted by the Returning Officer, provided that:
 - (a) each candidate shall be nominated by no fewer than two eligible electors, and shall confirm, in writing, his or her willingness to stand for election;
 - (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
 - (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Returning Officer shall declare those candidates nominated to be duly elected, having regard to the requirements of Statute VI., 3(c), and then of Ordinance V, 4(a). If in such instances nominations have been invited for

periods of office of varying duration, the allocation of seats shall, where necessary, be determined by lot;

- (d) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by secret ballot. In such circumstances, the Returning Officer shall make available to each elector, no fewer than two weeks before the appointed date, information giving the names and styles of the candidates, and the appointment each holds;
- (e) if on the expiration of time for the receipt of nominations the number of valid nominations does not equal the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who having declared elected those candidates already nominated, shall extend the time for receipt of nominations for the remaining vacancies by one further week. If, after such time the number of valid nominations still does not equal the number of outstanding vacancies declared, then such vacancies will be held over to the following election.
- (f) each elector shall be at liberty to vote for as many candidates as there are vacancies, and shall vote via an approved electronic voting system ;
- (g) on the expiration of the period for electronic voting the Returning Officer shall count the votes and determine the allocation of the available seats amongst the various candidates in conformity with the requirements of Statute VI.3(c). In doing so, he or she shall first have regard to the number of votes cast for each candidate, then to fulfilling the requirements specified in Statute VI.3(c), and finally to fulfilling the requirements specified in Ordinance V.4(a);
- (h) if ballots are being held for seats which include a number having periods of office of varying duration, the allocation of these seats shall be determined by the number of votes cast, the candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;
- (i) on completion of the counting of the votes cast and the allocation of seats, the Returning Officer shall publish the names of the successful candidates forthwith;
- (j) a scrutiny shall be held if demanded by ten electors within seven days of the publication of the name or names of those elected, one proposer of each candidate to act as a scrutineer, such scrutineer to be selected by the candidate.

Regulation VI

Election of members of the Board of Governors in Category 4 (members of the staff serving on the General Assembly)

1. The election of members of the Board in Category 4 shall be held in the Second Semester of each academic year on a date (the 'appointed date') to be fixed by the Registrar and Secretary, who shall also act as the Returning Officer. The date selected shall make due allowance for the provisions of paragraph 3 below to be properly fulfilled. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election.
2. Those entitled to nominate and vote in the election shall be the members of the General Assembly, but only those members of the General Assembly in Category 12, except those holding academic or research appointments, may stand for election.
3. The rolls of the persons eligible to nominate and vote, and to stand for election, as at 30 April in the academic year of election, shall be maintained by the Registrar and Secretary and shall be conclusive evidence that any person whose name appears therein is entitled to nominate, vote or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Registrar and Secretary.
4. The election shall be conducted by the Returning Officer, provided that:
 - (a) each candidate shall be nominated by no fewer than four eligible electors, and shall confirm, in writing, his or her willingness to stand for election;
 - (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
 - (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Returning Officer shall declare those candidates nominated to be duly elected, having regard to the requirements of Statute VI.1(d). If in such instances nominations have been invited for periods of office of varying duration, the allocation of seats shall, where necessary, be determined by lot;
 - (d) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by secret ballot. In such circumstances, the Returning Officer shall make available to each elector, no fewer than three weeks before the appointed date, information giving the names and styles of the candidates, and the appointment each holds;
 - (e) each elector shall be at liberty to vote for as many candidates as there are vacancies, and shall vote via an approved electronic voting system;

- (f) on the expiration of the time for the receipt of voting papers the Returning Officer shall count the votes and determine the allocation of the available seats amongst the various candidates in conformity with the requirements of Statute VI.1(d). In doing so, he or she shall first have regard to the number of votes cast for each candidate, then to fulfilling the requirements specified in Statute VI.1(d);
- (g) if ballots are being held for seats which include a number having periods of office of varying duration, the allocation of these seats shall be determined by the number of votes cast, the candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;
- (h) on completion of the counting of the votes cast and the allocation of seats, the Returning Officer shall publish the names of the successful candidates forthwith;
- (i) a scrutiny shall be held if demanded by ten electors within seven days of the publication of the name or names of those elected, one proposer of each candidate to act as a scrutineer, such scrutineer to be selected by the candidate.

Regulation VII

The Common Seal of the University

1. The Common Seal (hereinafter referred to as the ‘Seal’) shall be used on all legal agreements and documents that are to be executed as a deed using the words ‘Executed as a Deed by affixing the Common Seal of the University of Manchester in the presence of its authorised signatories’.
2. The Seal shall have placed upon it the words ‘The University of Manchester’ and the arms of the University, and shall be kept at the University at the direction of the Board in the custody of the Registrar, Secretary and Chief Operating Officer who may, at his or her discretion, delegate custody to the Director of Finance.
3. Further to the provisions of Article V.1 of the Charter, and using the powers of delegation provided for in Statute VIII.3, the Board, through the provisions of this Regulation, grants to each of the following Officers authority and discretion to affix the Seal as circumstances require:

The Registrar, Secretary and Chief Operating Officer
 The Deputy Secretary
 The Director of Legal Affairs and Board Secretariat
 The Director of Estates and Facilities
 The Director of Finance

The Deputy Director of Finance

and this authority shall endure from the coming into force of this Regulation until it may formally be rescinded or amended by the Board.

4. On each occasion on which the Seal is affixed by one of the Officers to whom authority and discretion has been granted in accordance with the provisions of paragraph 3 above, it shall be attested by one of the following:

The Chair of the Board

The Deputy Chair (or Deputy Chairs) of the Board

The President and Vice-Chancellor

The Deputy President and Deputy Vice-Chancellor

The Vice-Presidents appointed by the Board pursuant to Statute III.6

5. Each occasion on and circumstances in which the Seal is affixed shall be reported to the next meeting of the Board.

Regulation VIII

Public Interest Disclosure Procedure

Introduction

1. The Public Interest Disclosure Act 1998 ('the Act') gives legal protection to workers against being dismissed or suffering any other detriment as a consequence of raising, with appropriate senior personnel, concerns which they believe indicate malpractice within the organisation. In response to the Act, the University has established appropriate channels through which staff can express such concerns ('the procedures') and emphasises that the position in the University of the individual expressing such concerns ('the discloser') which they reasonably believe to be true in good faith and in accordance with this procedure, should not be jeopardised as a result. It is further emphasised that the procedures are intended to provide guidance to employees and other workers at the University who believe that they have discovered evidence of malpractice. They are not designed to permit the questioning of business decisions taken by the University, nor may they be used to seek reconsideration of any matter that has already been addressed under any other established procedure.

General Principles

2. The University, like other public bodies, has a duty to conduct its affairs in a responsible and transparent way, and to take into account in so doing the requirements of funding bodies and the standards in public life set out by the Nolan Committee. In addition, the University corporately is committed in a demonstrable way to the principles of academic freedom and equality of opportunity which are embodied in its Charter and Statutes.
3. In return, the University has a reasonable expectation that all its employees, students and members of the Board and General Assembly will conduct themselves in a manner which is consistent with and conducive to the maintenance of these high standards, as befits those who, at all levels, have a responsibility to fulfil in connection with the use of public funds.

Scope and Application

4. The procedures are intended to cover concerns that are in the public interest. Such concerns may include:
 - (a) financial malpractice, impropriety or fraud;
 - (b) failure to comply with a legal obligation, regulatory requirements, or with the laws of the University;
 - (c) serious danger to the health and safety of the individual or the environment;
 - (d) criminal activity;
 - (e) academic or professional malpractice;
 - (f) miscarriage of justice;
 - (g) attempts to conceal any of the above.
5. The procedures are not intended to replace or provide alternatives to remedies or procedures that already exist and are appropriate to the circumstances. For example, allegations of injustice or discrimination made by one member of staff against another should be dealt with under the appropriate grievance procedures established by the Board for the category of staff to which the discloser belongs, or for the specific nature of the complaint. Other matters for which established procedures are in place (for example allegations of misconduct in research) should be raised through those procedures.
6. Disclosers are normally expected to identify themselves and action will not normally be taken in response to anonymous disclosures. However, anonymous disclosures may be considered under these procedures depending on:
 - (a) the seriousness of the issues raised;
 - (b) the credibility of the concern; and
 - (c) the likelihood of being able to verify the circumstances via alternative, credible sources.
7. If a disclosure is made in the public interest but the circumstances are not confirmed by subsequent investigation, no management action will be taken against the discloser, and any reprisals against, or victimisation of, him or her will be considered to be a

serious disciplinary offence. If, however, a person makes a disclosure which s/he does not reasonably believe to be in the public interest for malicious or frivolous reasons, in bad faith or with a view to personal gain, such person may become the subject of disciplinary action

Procedures

8. In most cases, employees or other workers should be able to raise any concerns with a manager. However, should the potential discloser consider that it may be necessary or appropriate to raise the matter formally, for example, where he or she may fear that his or her position in the University may be jeopardised, or where the usual channels may be inappropriate or ineffective concerns should be raised in the first instance with the Deputy Secretary (unless the concerns relate to that individual). The role of the Deputy Secretary will be to provide initial guidance and assistance, which may include guidance on the appropriate procedure through which the disclosure should be progressed. If having discussed the matter with the Deputy Secretary the discloser considers that the disclosure should be investigated formally through this procedure, the concern should, subject to paragraph 12 below, be disclosed in writing to the Registrar and Secretary, whose principal initial purpose will be to establish whether or not there are *prima facie* grounds for the concern and if so, the appropriate means for dealing with it. When making a disclosure, the discloser should provide as much information and detail as possible.
9. If the Registrar and Secretary considers that the information disclosed does not potentially concern information covered by this procedure, he or she may choose to take no further action. Alternatively, he or she may find that the matter should be dealt with under a different University procedure, in which case he or she will advise the person making the disclosure as to the appropriate steps which should be taken.
10. If, following the initial consideration, the Registrar and Secretary believes the disclosure does potentially concern matters covered by this procedure and that there are *prima facie* grounds for concern, he or she will decide whether an investigation should be conducted and what form it should take. This will depend on the nature of the matter raised and may or may not take the form of an investigation under this procedure.
11. If the Registrar and Secretary believes it is appropriate, he or she will investigate the concern that has been raised and, subject to paragraph 13 below, will prepare a report for the President and Vice-Chancellor, who will consider the report and if he or she considers that the concerns raised are justified will direct that appropriate action should be taken according to established procedures (for example, disciplinary) or by appropriate managerial intervention. The Registrar and Secretary may appoint another person to undertake the detailed investigation on his or her behalf, provided that the conclusions of the person so appointed are reported to, and endorsed by, the Registrar and Secretary before a report is made to the President and Vice-Chancellor.
12. Where the concern relates to the Registrar and Secretary, or it is otherwise inappropriate to raise the disclosure with the Registrar and Secretary it should be raised with the President and Vice-Chancellor who will nominate a member of the University's senior management or other suitable person to consider the issues raised.

In such circumstances, all references in paragraphs 8 to 11 above to the Registrar and Secretary should be deemed to refer to the nominee.

13. Where a concern relates to the President and Vice-Chancellor, the Registrar and Secretary will report to the Chair of the Board who will consider the report and if he or she considers that the concerns raised are justified will direct that appropriate action should be taken according to established procedures (for example, disciplinary) or by appropriate managerial intervention.
14. In all cases where a concern has been raised under this procedure, the person with whom it has been raised will make a record of its receipt and of the subsequent action taken. Such records shall be retained in the University by the Deputy Secretary for a minimum period of three years.
15. If on initial consideration the matter is judged not to require further investigation under this procedure in accordance with paragraph 9 or 10, the discloser will be so informed and given the opportunity to refer it to the Chair of the Board, who will take such steps as he or she deems necessary to review the case. Decisions by the President and Vice-Chancellor under paragraph 11 or the Chair of the Board under paragraph 13 will be final.
16. All matters raised formally under this procedure, including those dismissed after initial consideration under paragraph 9 or 10, and the results of their investigation, must be reported to the Audit Committee. The outcome of all investigations into matters raised or any reviews under paragraph 15 will, if appropriate, be reported to the discloser on a strictly confidential basis. However, sometimes the need for confidentiality may prevent the University from giving to the discloser specific details of the investigation or any action taken as a result.
17. In the conduct of the initial consideration of any concerns raised under this procedure, all reasonable steps will be taken not to breach confidentiality or to reveal the identity of the discloser until a formal investigation is initiated. Thereafter reasonable steps will be taken to maintain confidentiality in so far as it is consistent with a fair investigation and with the right of the person or persons being investigated to be aware of the nature of the matter raised. Potential disclosers who are concerned about possible repercussions if their identity is revealed should contact the Deputy Secretary so that appropriate measures can be considered to preserve confidentiality as far as possible.

External Disclosures

18. The aim of this procedure is to provide an internal mechanism for reporting, investigating and remedying any malpractice in the University. However, the law recognises that in some circumstances it may be appropriate to report concerns to an external body such as a regulator. Disclosers should normally seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public Concern at Work, operates a confidential helpline and has a list of prescribed regulators for reporting certain types of concern. Their contact details are found at www.pcaw.org.uk

Review

19. The operation of these procedures shall be reviewed periodically by the Board.

Regulation IX

Procedure for the Calling of Special Meetings of the Staff

1. Pursuant to the provisions of Statute XIX(d), the Dean of a Faculty or the Head of an academic-related Office or Service shall call a Special Meeting of all staff assigned to the Faculty, Office or Service if he or she is requested to do so, in writing, by:
 - (a) at least 250 or 15% of such staff who hold paid, superannuable appointments, whichever is the fewer, in the case of a Faculty or the Registrar and Secretary's Department; or
 - (b) at least 30% of such staff who hold paid, superannuable appointments in the case of Library Services; or
 - (c) at least 40% of such staff who hold paid, superannuable appointments in the case of the Manchester Museum or the Whitworth Art Gallery.

The request to the Dean of the Faculty, or to the Head of the Office or Service, shall also include a statement detailing the nature of the business it is desired to discuss at the Special Meeting.

2. Pursuant to the provisions of Statute XIX(b), the President and Vice-Chancellor shall call a Special Meeting of all staff of the University if he or she is requested to do so, in writing, by at least 500 members of staff who hold paid, superannuable appointments in the University, and who shall include at least fifty such members of staff from each of any three of the Faculties and academic-related Offices or Services in the University.
3. The request to the President and Vice-Chancellor shall also include a statement detailing the nature of the business it is desired to discuss at the Special Meeting, and whether or not such business has been discussed at a meeting(s) called in accordance with the provisions of paragraph 1 of this Regulation, and the outcome thereof. If, where such a meeting(s) has not taken place, the President and Vice-Chancellor believes that it is appropriate, given the nature of the business, that it should take place before calling a University-wide meeting, he or she may require the Dean of the appropriate Faculty or the Head of the appropriate academic-related Office or Service to call an additional meeting of the staff in the Faculty, Office or Service pursuant to the provisions of Statute XIX(d), and to report on the outcome of such meeting. After considering such report, the President and Vice-Chancellor may decide to continue with the arrangements for holding a University-wide meeting, or that some other form of action is more appropriate to deal with the matters raised, and shall advise those making the request accordingly.

4. Members of staff shall be given at least ten working days notice of all meetings called in accordance with the provisions of the above paragraphs, and each such meeting shall take place within twenty working days of the request being received.

Regulation X

The Schools of the University

Pursuant to the provisions of Ordinance XII.1, the Schools of the University shall be:

Faculty of Science and Engineering

School of Engineering
School of Natural Sciences

Faculty of Humanities

School of Arts, Languages and Cultures
School of Environment, Education and Development
Alliance Manchester Business School
School of Social Sciences

Faculty of Biology, Medicine and Health

School of Biological Sciences
School of Medical Sciences
School of Health Sciences

Regulation XI

Titles of Degrees and other Distinctions

1. Pursuant to the provisions of Statute XX and Ordinance XXXVIII, the University may award and confer the degrees of doctor, master and bachelor, and may award undergraduate, graduate and postgraduate diplomas and certificates, in each case under arrangements determined from time to time by the Senate.
2. The degrees of Doctor of Philosophy (abbreviated PhD) and Master of Philosophy (abbreviated MPhil) may be awarded in any of the Faculties of the University, and under the arrangements for validated programmes, in such manner as the Senate shall from time to time determine.
3. The Diploma and Certificate of Higher Education (abbreviated DpHE and CertHE, respectively) may be awarded, under such arrangements as the Senate shall from time to time determine, to students who have completed part but not all of a bachelor degree programme of the University.

4. Otherwise, the titles of degrees, diplomas and certificates awarded by the University in the various Faculties, and in respect of its validated programmes, and the abbreviations which may be used to designate their holders, shall be as follows:

(a) Faculty of Science and Engineering

+ Doctor of Engineering	DEng
Doctor of Science	DSc
Master of Environmental Science	MEnvSci
Master of Research	MRes
Master of Science	MSc
Bachelor of Engineering	BEng
Bachelor of Science	BSc
Master of Chemistry	MChem
Master of Chemistry and Physics	MChem&Phys
Master of Chemistry and Polymer Science and Technology	MChemPST
Master of Earth Science	MEarthSci
Master of Engineering	MEng
Master of Mathematics	MMath
Master of Mathematics and Physics	MMath&Phys
Master of Physics	MPhys
Master of Science by Research	MSc by Research
Master of Technology	MTech
Diploma in Statistics	DpStats
Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert
Professional Doctorate	DProf
Doctor of Engineering	EngD
<i>Doctor of Enterprise</i>	<i>EntD</i>
<i>Doctor of Professional Management</i>	<i>DProfPM or DProfREAM</i>

+ denotes higher doctorate, awarded in recognition of published work and/or other material of high distinction resulting from research.

* denotes degree awarded to candidates who have been registered as students in the Faculty for, and who have successfully completed, a programme of study and research.

(b) Faculty of Humanities

Doctor of Business Administration	DBA
Doctor in Counselling	DCouns
Doctor of Counselling Psychology	DCounsPsych
Doctor of Divinity	DD
Doctor in Education	EdD
Doctor of Educational and Child Psychology	D.Ed.Ch.Psychol
Doctor of Educational Psychology	DEdPsy
Doctor of Laws	LLD
Doctor of Letters	LittD
Doctor of Music	MusD
Doctor of Practical Theology	DPT
Doctor of Social Science	DSocSc
Professional Doctorate in Museology	DMP
Professional Doctorate	DProf
Master of Arts	MA

Master of Arts in Economic and Social Studies	MA(Econ)
Master of Business	MBus
Master of Business Administration	MBA
Master of Business Science	MBSce
Master in Education	MEd
Master of Informatics	MInf
Master of Geography	MGeog
Master of Landscape Planning and Management	MLPM
Master of Language Engineering	MLangEng
Master of Language Translation	MLangTrans
Master of Laws	LLM
Master of Leadership for Development	MLD
Master of Modern Languages	MML
Master of Music	MusM
Master of Music in Composition	MusM(Comp)
Master of Music in Performance	MusM(Perf)
Master of Public Administration	MPA
Master of Planning	MPlan
Master of Planning and Real Estate	MPRE
Master of Research	MRes
Master of Science	MSc
Master of Town and Country Planning	MTCP
Master of Town Planning	MTP1
Integrated Professional Master in Languages	IPML
Bachelor of Architecture	BArch
Bachelor of Arts	BA
Bachelor of Arts in Economic and Social Studies	BA(Econ)
Bachelor of Economic Science	BEconSc
Bachelor of Engineering	BEng
Bachelor of Laws	LLB
Bachelor of Linguistics	BLing
Bachelor of Music	MusB
Bachelor of Philosophy	BPhil
Bachelor of Science	BSc
Bachelor of Social Science	BSocSc
Bachelor of Town Planning	BTP
Diploma in Business Administration	DpBA
Diploma in Drama	DpDrama
Diploma in Advanced Study in Education	DpAdvStudEd
Diploma in Advanced Study in Communications, Education and Technology	DpAdvStudComms, Educ&Tech
Diploma in Advanced Study in the Teaching of English to Speakers of Other Languages	DpAdvStudTESOL
Diploma in Educational Leadership and School Improvement	DpEducLdrship&School Improvement
Diploma in Advanced Studies in Musical Composition	DpAdvStudMusComp
Diploma in Advanced Studies in Musical Performance	DpAdvStudMusPerf
Diploma in Social Policy and Social Work	DpSocPolSocWk
Diploma in Urban Planning	DpUP
Certificate in Business Administration	CertBA
Certificate in Legal Studies	CertLegalStud
Certificate in the Supervision of Counselling and in the Helping Professions	CertSupervisofCounsell & in HelpingProfs

Postgraduate Diploma in Education	PGDE
Postgraduate Certificate in Education	PGCE
Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert
Undergraduate Certificate	UGCert
Undergraduate Diploma	UGDIP

(c) Faculty of Biology, Medicine and Health

Doctor of Clinical Psychology	ClinPsyD
<i>Doctor of Clinical Science</i>	<i>DClinSci</i>
Doctor of Dental Science	DDSc
Doctor of Forensic Psychology	DForensPSY
Doctor of Medical Science	DMedSc
Doctor of Medicine	MD
Doctor of Philosophy in Clinical Dentistry	PhD (Clin)
Doctor of Science	DSc
Master of Neuroscience	MNeurosci
Master of Optometry	MOptom
Master of Research	MRes
Master of Science	MSc
Bachelor of Science	BSc
Master of Speech and Language Therapy	MSpchLangTher
Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert
Master of Arts	MA
Master of Clinical Research	MClin Res
Master of Dental Science	MDSc
Master of Health Science	MHSc
Master of Population Health Evidence	MPHE
Master of Public Health	MPH
Master of Psychology	MPsy
Master of Research	MRes
Master of Science	MSc
Master in Science	MSCi
Master of Science in Clinical Dentistry	MSc (Clin)
Master of Surgery	ChM
Bachelor of Arts	BA
Bachelor of Dental Surgery	BDS
Bachelor of Medical Sciences	BMedSc
Bachelor of Medical Sciences (Dentistry)	BMedSc(Dent)
Bachelor of Medicine, Bachelor of Surgery	MB,ChB
Bachelor of Midwifery	BMidwif
Bachelor of Nursing	BNurs
Bachelor of Science	BSc
Master of Pharmacy	MPharm
DPGDip Deaf Education	
Diploma in Bacteriology	DpBact
Diploma in Clinical and Health Service Pharmacy	DpClinHlthServPharm
Diploma in Industrial Pharmaceutical Sciences	DpIndPharmSc
Diploma in Pharmaceutical Engineering	DpPharmEng
Diploma in Psychiatric Social Work	DpPsychSocWk
Diploma in Systemic Family Therapy	DpSystFamTher

Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert

(d) Validated Programmes

Master of Arts	MA
Master in Education	MEd
Master of Laws	LLM
Master of Music	MusM
Master of Science	MSc
Master of Theology	MTheol
Bachelor of Arts	BA
Bachelor of Medicine, Bachelor of Surgery	MB,ChB
Bachelor of Music	BMus
Bachelor of Science	BSc
Bachelor of Theology	BTheol
Diploma in Counselling	DpCounsell
Certificate in Counselling	CertCounsell
Certificate in Education	CertEd
Postgraduate Certificate in Education	PostgradCertEd
Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert

5. References in official publications of the University to any persons as holders of a degree, diploma or certificate shall specify, where relevant, the Faculty in which, or the validated programme under which, the qualification was awarded.
6. Pursuant to the provisions of Statute XX.5(a), the University may confer honoris causa on persons of distinction the degree of Doctor of the University (abbreviated DUniv), in addition to such degrees taken from the lists set out in paragraph 4 above as may be specified from time to time by the Board, on the recommendation of the Senate.

Regulation XII

Arrangements leading to the award of degrees and other academic distinctions

General

1. This Regulation is made on the recommendation of the Senate, pursuant to the provisions of Statute XX and Ordinance XXXVIII .
2. A programme of study for a degree or other academic distinction ('the programme') shall be pursued in the University unless:
 - (a) the Regulations for the programme that have been prescribed by the Senate pursuant to Statute XXII.3 allow for all or part of the programme to be pursued outside the University; or
 - (b) the Senate, at its discretion deems that a programme of study completed satisfactorily by a student elsewhere may be treated as being equivalent to any element or elements of the programme.

3. The language of instruction in the University shall be English, unless the Regulations prescribed by the Senate for a particular programme make other provision. A student on a programme conducted in English whose first language is not English, and who does not make reasonable progress during his or her first semester owing to an inadequate knowledge of English, shall normally be required to receive tuition in the language. Unless satisfactory progress in the study of the language is made, the continuing attendance of the student on his or her programme may not be approved.
4. On the recommendation of the Senate, the Board has approved the following general arrangements in relation to first degree, diploma and certificate programmes and the taught component of higher degree programmes of the University governing:
 - (a) attendance requirements for programmes;
 - (b) the conduct of examinations and other forms of assessment (hereinafter referred to as 'assessments');
 - (c) the determination of the results of such assessments.
5. Comparable arrangements in relation to programmes for higher degrees by research and for other academic distinctions shall be prescribed by the Senate in Regulations made pursuant to the provisions of Statute XXII.3.
6. No new title for a degree or other academic distinction shall be approved, and no such title shall be abolished, other than by the Board, on the recommendation of the Senate.

Attendance requirements

7. A programme for a first degree shall be of at least three academic years duration (or its equivalent in part-time study) provided that the Senate may, at its discretion, reduce such period to not less than one academic year (or its equivalent in part-time study) in instances where a student has completed a period of study elsewhere that has been approved under the provisions of paragraph 2(b) above.
8. The Senate may, at its discretion, grant exemption from parts of a programme, or from prescribed assessments, in instances where a student has completed a period of study elsewhere that has been approved under the provisions of paragraph 2(b) above.
9. The Senate may in any individual case relax the conditions prescribed by Regulation relating to attendance on programmes, and to assessments, if it is satisfied that the essential requirements of the Regulations have been or will be fulfilled.

Conduct of assessments

10. The periods during each academic year when assessments may be conducted centrally shall be approved under arrangements determined from time to time by the Senate.
11. Assessments shall be conducted jointly, in a manner determined, and from time to time reviewed, by the Senate, by internal examiners, who are holders of academic posts or who are recognised teachers in the University, and by external examiners, who are, pursuant to the provisions of Statute XX. and Ordinance XXXVIII, persons independent of the University.

12. Internal examiners shall be appointed by the Senate in such manner and for such duration as it may determine in accordance with a scheme for making such appointments that the Senate shall devise, and from time to time review.
- 13.—Each programme will have at least one External Examiner. External Examiners are nominated by the School where the programme sits and approved by the Dean (or nominee) of the relevant Faculty. The period of engagement for External Examiners is normally four years. In exceptional circumstances, a case may be made to extend an engagement to five years. External Examiners must not be reappointed for at least five years from the time when their relationship with the University ended.
14. The Vice President (Teaching, Learning and Students) shall have the power, for good cause shown, to suspend or remove an examiner from his or her appointment as such for negligence or misconduct, or, in an emergency, to appoint any appropriately qualified person to fill a vacancy among the examiners
15. No student shall be admitted to any assessment unless he or she:
 - (a) has satisfied, or has been deemed to have satisfied, the requirements as to work and attendance prescribed by Regulation for such assessment, unless exempted by the Senate under paragraphs 8 or 9 of this Regulation;
 - (b) has paid such fees as may have been prescribed by the Board for the purposes of assessment.
16. Subject to the Regulations, for each subject or group of subjects comprising a programme, the form and style of assessment shall be determined by the Programme Committee concerned.
17. For each programme, the form and content of examination papers and statements of other requirements to be assessed, and the determination of the results, shall be the joint responsibility of the examiners (sitting as a Board of Examiners) appointed pursuant to paragraphs 12 and 13 of this Regulation.

Results of assessments

18. The results of the assessments prescribed for each programme shall be drawn up by the appropriate Board of Examiners and signed by the Chair of such Board, who shall be one of the internal examiners for the programme, and also, where the results relate to the award or non-award of degrees, by at least one of the external examiners for the programme, normally the Programme External Examiner. The signed results shall be forwarded to the Registrar, Secretary and Chief Operating Officer, who shall submit them to the Senate for confirmation.
19. The Registrar, Secretary and Chief Operating Officer shall be empowered to publish provisional lists of successful students before confirmation by the Senate.
20. The President and Vice-Chancellor shall have the power to direct that the assessment result for any student who has not paid in full all fees, loans, charges or other sums due to the University shall not be published, nor submitted to the Senate for confirmation, until all such debts have been paid in full.
21. A student may, in accordance with procedures and within limits of applicability prescribed by Regulation submit a request for a review of a decision of a Board of Examiners, provided that any such request may not question the judgment of the examiners on the student's academic or professional performance.

Regulation XIII

Academic Dress

1. Those Members of the University who are entitled to wear academic dress shall do so at the ceremonials of the University.
2. The academic dress for graduates of the University shall be as follows:
 - (a) the gowns for all Masters and Bachelors and all holders of Diplomas and Certificates shall be of black material (of stuff or silk) and shall be of the same shape and special to this University;
 - (b) Doctors of Business Administration, Doctors of Clinical Psychology, Doctors in Counselling, Doctors in Education, Doctors of Educational and Child Psychology, Doctors of Educational Psychology, Doctors of Engineering, Doctors of Enterprise, Doctors of Medicine, Doctors of Philosophy and Doctors of Practical Theology are entitled to wear a maroon robe of an “Oxford” shape, having purple sleeves and facings trimmed with gold ribbon;
 - (c) Doctors of Dental Science, Doctors of Divinity, Doctors of Laws, Doctors of Letters, Doctors of Music, Doctors of Medical Science, Doctors of Science and Doctors of Social Science are entitled to wear a scarlet robe of an “Oxford” shape, having purple sleeves and facings trimmed with gold ribbon;
 - (d) all hoods of the University shall have a neckband of purple with a centrally-placed band of gold ribbon set thereon, but being differentiated in shape as follows:
 - (i) for Doctors, Masters and Bachelors - of a “Cambridge” full shape;
 - (ii) for holders of Diplomas and Certificates - of a modified “Aberdeen” shape;
 - (e) the hoods for all Masters and Bachelors shall be of black corded material, lined and/or trimmed in the following manner:
 - (i) for the degree of Master of Philosophy - a full lining of purple trimmed with a broad band of gold ribbon within the cowl and a maroon edging on the cape;
 - (ii) for all other Masters, where the degree is conferred following completion of a postgraduate programme of study - a full lining of purple carried over as an edging on the cape;
 - (iii) for undergraduate Masters - a full lining of purple trimmed with two bands of gold ribbon within the cowl;

- (iv) for Bachelors, where the degree is conferred following completion of a programme requiring five or more years of study - a full lining of purple, trimmed within the cowl with two ribbons, the outer of gold and the inner of red;
- (v) for all other Bachelors - a broad facing of purple within the cowl, trimmed with a single band of gold ribbon;
- (f) the hoods for holders of Diplomas and Certificates shall be self-lined and of black corded material, with a narrow band of purple within the cowl;
- (g) the hoods for Doctors specified in paragraph 2(b) shall be of maroon (woollen) material, fully lined with purple carried over as an edging on the cape;
- (h) the hoods for Doctors specified in paragraph 2(c) shall be of scarlet (woollen) material, fully lined with purple, and shall have the cape edged with gold ribbon;
- (i) the caps for all graduates and holders of Diplomas and Certificates shall be the ordinary black academic caps; Doctors wear black velvet bonnets with gold cord and tassels.

Regulation XIV

Use of Library and Information Services

Application and scope

1. The John Rylands University Library of Manchester (the 'Library') shall comprise such premises and library resources as may be designated from time to time by the Board. For the time being, these include the:

Main Library Building
 John Rylands Library, Deansgate
 Joule Library
 Eddie Davies Library (Manchester Business School)
 Kantorowich Library
 Lewis Library
 Precinct Library
 Stopford Library (Faculty of Medical and Human Sciences)
 School of Computer Science Library
 School of Environment and Development Library
 Lenagan Library
 School of Physics and Astronomy Library
 Gateway House Library and associated sites
 Stores and depositories

2. This Regulation shall apply to all constituent parts of the Library, unless specific provisions to the contrary are included within it, in official Library Policy Statements, or published in the particular Library concerned.

3. The Library is open for the purpose of study and research to (the ‘users’):
 - (a) members of the Board of Governors and of the General Assembly of the University of Manchester;
 - (b) current members of staff of the University of Manchester;
 - (c) registered students of the University of Manchester;
 - (d) such other students taking courses in the University as from time to time agreed by the University Librarian or an authorised representative;
 - (e) graduates and retired staff members of the University of Manchester, and of the former Universities;
 - (f) members of Manchester Medical Society;
 - (g) members of institutions affiliated with the University of Manchester, as from time to time agreed by the Librarian;
 - (h) members of the academic staffs of other universities;
 - (i) persons satisfying the Librarian that they are engaged in academic research;
 - (j) staff and students of institutions making up the North West Academic Libraries Consortium (NOWAL) on reciprocal terms as from time to time agreed by the Consortium;
 - (k) students of other universities (in the University of Manchester vacations only or as authorised by the University Librarian);
 - (l) members of non-University profit and non-profit organisations on a negotiated basis;
 - (m) such other persons as may, on application to the Librarian, be granted authority to use the Library.

If it appears that their presence in the Library will impair the use of the Library by members of the University of Manchester, users specified in categories (g) to (m) above may, at certain times, be refused access to the Library or parts of the Library at the discretion of the Librarian.

- 4 (a) All users must possess a current John Rylands University Library Membership Card, or approved identity document, and are required to show it on request. Admission may be refused to any user who does not do so. Use of Library

facilities and borrowing rights are personal to the cardholder and are not transferable.

- (b) Applicants for a Library Membership Card who are not members of the University of Manchester may be required to provide evidence of status, or a letter of recommendation.
- (c) The Librarian may, from time to time, prescribe fees to be charged to certain categories of cardholders, or for certain Library services.
- (d) Exhibitions and lectures held in the John Rylands Library, Deansgate, shall normally open to the public.

Hours of Opening

- 5. The opening hours of the Library and its associated facilities shall be displayed on notices throughout the Library, in University publications, and on the Library web pages. Opening hours may be reviewed from time to time by the Librarian acting after appropriate consultation.
- 6. The Library shall normally be closed on days on which the University is closed.

Policies and procedures

- 7. The Librarian shall have the authority to issue, and from time to time review, policy statements and procedures, which shall be deemed to be part of this Regulation, in respect of the following:
 - (a) the use of Library materials, within the Library or elsewhere, including the use of rare books, manuscripts, archives, other special collections material and electronic information resources;
 - (b) the use of allocated special study areas;
 - (c) the terms on which Library material may be borrowed;
 - (d) loan procedures and loan periods;
 - (e) lost items of Library material;
 - (f) the bringing of personal belongings into Library premises;
 - (g) the conduct of users in the Library.

Copyright

- 8. The provisions of the Copyright, Designs and Patents Act 1988 and, where appropriate, the copyright licensing agreements which the University has from time to

time entered into must be observed in all copying of Library material and in all copying carried out on Library premises.

Infringement and enforcement

9. All members of the Library staff are authorised to require compliance with the provisions of this Regulation on request, in particular those relating to conduct within the Library. Failure by a user to comply with such a request shall normally be reported to the Librarian or an authorised deputy, who, subject to the laws of the University, shall determine the action to be taken.
10. Where there is a formal agreement between the University of Manchester and other institutions whereby a user of either institution may use the library facilities of the other, the University of Manchester user may be subject to penalties set out hereunder, or elsewhere in the laws of the University, for a serious breach of the regulations of the other institution (provided that the user is not penalised twice for the same breach).
11. Failure to observe any of the foregoing provisions by any user who is not subject to the laws of the University, or to formal institutional agreements with the Library as referred to in paragraph 3 above, may result in the user being excluded by the Librarian from using the Library's facilities and services on a temporary or a permanent basis.
12. Subject to the laws of the University, fines will be levied for failure to return books or other library materials either by the due date, or when recalled for the use of another user. The Librarian may also levy a fine on any user who fails to comply with other provisions of this Regulation, up to a maximum amount determined from time to time by the Board but not exceeding £500, according to the seriousness of the offence. Failure to pay fines levied as above may result in the user being excluded by the Librarian from using the Library's facilities and services on a temporary or a permanent basis.
13. Pursuant to the provisions of Regulation XII, the assessment result for any student may be withheld if he or she, on completion of his or her programme of study, fails to return all items borrowed from the Library, or fails to pay all outstanding charges or fines.
14. Any user to whom such penalties as provided for above have been applied may appeal to the Registrar and Secretary.

Regulation XV

Use of IT facilities and services

Application and scope

1. This Regulation is made pursuant to the provisions of Ordinance XIV.4 and applies to all members of staff, students, and other persons duly authorised to have access to the

University's IT facilities and services. It applies to all personal computers, whether physical or virtual, server, desktop, portable or mobile, terminals, peripherals and computer networks (including wireless and telecommunications networks); all software and data thereon; all computer-based information systems provided for any purpose, whether located in the University or elsewhere and accessed using network services.

2. Equipment not owned, leased, hired or otherwise provided by the University shall not be connected in any way to any network or other IT facility of the University without the prior written agreement of the Director of IT Services, unless the connection is to a network access point or wireless network designed and offered, under the terms of an agreement with the University, for the connection of portable or privately owned equipment.
3. The use of all the University's IT facilities and services is subject to all relevant legal and statutory requirements, and this Regulation applies in addition to such requirements. In cases involving a breach of the law, the University may also refer the matter to the due processes of the law.
4. The University reserves the right to monitor and/or investigate general computer and network usage, including email traffic and the use of the Internet, in order to detect any breach of this Regulation or of the law.
5. Users connecting University IT equipment in both physical and virtual environments may be required to install and use software as directed by the University.
6. Users shall take all reasonable care to maintain the security of IT facilities, IT services and data to which they have been given access.
7. Authorised users are responsible for ensuring that they are sufficiently familiar with the operation of any equipment that they use to the extent that their usage is safe, and avoids damage to the equipment or interference with other users.

Policies and procedures

8. The Director of IT Services shall have the authority to issue, and from time to time review, policy statements and procedures, which shall be deemed to be part of this Regulation, in respect of the following:
 - (a) the authorisation and registration of users;
 - (b) classes of user;
 - (c) the acceptable use of IT facilities and services;
 - (d) charges for the use of IT facilities and services;
 - (e) network connectivity;
 - (f) codes of user behaviour;

- (g) IT security;
- (h) non-institutional use.

Copyright

9. The provisions of the Copyright, Designs and Patents Act 1988 and, where appropriate, the copyright licensing agreements which the University has from time to time entered into must be observed in all usage of the University's IT facilities and services.

Infringement and enforcement

10. All members of staff of the Directorate of IT Services are authorised to require compliance with the provisions of this Regulation on request, in particular those relating to codes of behaviour for the use of IT facilities and services. Failure by a user to comply with such a request shall normally be reported to the Director of IT Services, or an authorised deputy, who, subject to the laws of the University, shall determine the action to be taken.
11. Failure to observe any of the foregoing provisions by any user who is not subject to the laws of the University may result in the user being excluded by the Director of IT Services from using the University's IT facilities and services on a temporary or a permanent basis.
12. Subject to the laws of the University, and to a maximum amount determined from time to time by the Board, the Director of IT Services may levy a fine on a user who fails to comply with the provisions of this Regulation, according to the seriousness of the offence. Failure to pay such a fine may result in the user being excluded by the Director of IT Services from using the University's IT facilities and services on a temporary or a permanent basis.

Regulation XVI

The University Press

1. Pursuant to the provisions of Ordinance XIX.3, the membership of the Press Board shall comprise:
 - (i) as ex officio members: the Chief Executive Officer (CEO) of the Press, the University Librarian, and a member of the Directorate of Finance, nominated by the Director of Finance;
 - (ii) one person appointed by the Board of Governors to chair the Press Board and line manage the CEO; this individual should be a senior member of University staff, ideally a member of PRC or with equivalent experience of how The University of Manchester is managed, and should also have an understanding of academic publishing and its importance to The University; this individual

should be appointed for periods of three years renewable up to a maximum of nine years;

- (iii) a second individual appointed by the Board of Governors with a broad understanding of the governance of The University of Manchester;
 - (iv) the Chair of the Editorial Committee of the Press Board, appointed as provided for in paragraph 2 below; and an academic member of The University of Manchester who is a series editor for the Press, appointed by the CEO of the Press, advised by the Editorial Committee;
 - (v) up to four other persons who are external to The University of Manchester and MUP, who have broad understanding of developments in academic publishing and knowledge dissemination, and who shall be appointed by the Board of Governors, for a period of 3-6 years, with an appropriate pattern of rotation.
2. The Press Board shall ensure the establishment of an Editorial Committee, whose Chair shall be appointed by the Press Board following consultation with Senate. The Press Board shall also have power to appoint such other committees on such terms as it may from time to time determine.
 3. The Press Board shall report to the Board of Governors, through the Planning and Resources Committee, at least once each year.

Regulation XVII

Conduct and Discipline of Students

Notes

(i) Any reference in this Regulation, and its associated Procedures, to named officers should be read also as a reference in each case to a delegated nominee.

(ii) This Regulation sets out the platform for student disciplinary activity at the University. The implementation of the Regulation is primarily through the following Procedures (further cross-reference to which is made within the main body of the Regulation):

- Procedure for Summary Disciplinary Panels
- Procedure for the University Disciplinary Panel
- Academic Malpractice Procedure
- Procedure for Suspending a Student
- Procedure for Student Criminal Offences
- Procedure for Handling Allegations of Sexual Misconduct
- Procedure for the Consideration of Allegations of Academic Malpractice or Research Misconduct made after Graduation in Respect of Work Submitted for an Award of the University

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1. Scope

- 1.1 Statute XXI and Ordinance XXXIX (Conduct, discipline and academic progress of students) requires that every student shall maintain at all times and in all places an acceptable standard of conduct and shall comply with regulations made by the University or by the authorities of any institution or organisation which a student may be required to work in or visit as part of their prescribed programme of study. In accordance with Statute XXI and Ordinance XXXIX, Senate has the power to expel or to suspend or to exclude from programmes of study or to impose a fine or other lesser penalty upon any student found guilty of misconduct or breach of discipline. Senate's power in this matter is delegated through this Regulation and through the Student Conduct and Discipline Committee to University Disciplinary Panels and via summary procedures.
- 1.2 The provisions of this Regulation define the behaviour which constitutes misconduct as it relates to students registered or studying at the University up until the point of graduation (including periods of leave) and the consequences of that misconduct. Post-graduation, the University reserves the right to take disciplinary action against former students in relation to suspected academic malpractice or research misconduct under the Procedure for the Consideration of Allegations of Academic Malpractice or Research Misconduct made after Graduation in Respect of Work Submitted for an Award of the University (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6197>).
- 1.3 Where a student has a relationship both with the University and an external organisation, then the agreement that governs that relationship should make reference to what should happen in the event of alleged misconduct by the student. However this paragraph sets out some general principles.
 - a. This Regulation does not normally apply to students registered at organisations on degree programmes validated by the University; such students are subject to the disciplinary procedures of the partner organisation.
 - b. Should a student be engaged in an activity connected with their study at the University, for example, a study abroad placement, and the external organisation's disciplinary processes are instigated, then the University will usually transpose any penalty applied, to the same or a similar penalty available under this Regulation; the student will have a right of appeal under the Procedure for Summary Disciplinary Panels or the Procedure for the University Disciplinary Panel (whichever is applicable).
 - c. Should a student come from another institution to study part of their degree programme at this University, they shall be subject to provisions of this Regulation; the home institution shall be informed of any disciplinary action undertaken by the University.
- 1.4 Misconduct within the University of Manchester Students' Union (UMSU) will normally be dealt with through UMSU's own procedures. Exceptionally, and after liaison with the Chief Executive of UMSU, such misconduct may be subsequently referred by

UMSU to the Director of Campus Life of the University to be dealt with through this Regulation.

- 1.5 This Regulation applies to students studying or registered at the University at all times whether the alleged misconduct takes place on or off University premises or through online platforms. This covers not only misconduct off campus whilst engaged in formal University activities, such as placements, field courses or sports tours, but misconduct in other locations or settings, such as that which brings the University's reputation into disrepute or the committal of a criminal offence.
- 1.6 The University shall take no account of misconduct prior to enrolling as a student, which has subsequently been revealed or is still in the process of being dealt with by other authorities, unless:
- a) the conduct is of such a serious nature that it raises questions about the fitness of the student to remain a member of the University, for example, with regard to the safety of other students; or
 - b) the conduct raises questions about the Fitness to Practise of a student on a programme leading directly to a professional qualification and/or entry to a profession requiring registration with a Professional, Statutory and Regulatory Body (PSRB).

2. Definition of Misconduct

Misconduct at the University will not extend to matters concerning freedom of speech, expression and academic enquiry where they are exercised in a lawful, peaceful and reasonable manner. The following list is indicative (but not exhaustive of) the types of offences which constitute misconduct:

- a) conduct which disrupts, or improperly interferes with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
- b) conduct which obstructs, or improperly interferes with, the legitimate functions, duties or activities of any student, member of staff or visitor to the University;
- c) violent, indecent, disorderly, threatening or offensive behaviour or language however expressed (including via social media) towards any student, member of staff or visitor to the University;
- d) the distribution or publication of a poster, notice, sign or any material which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material;
- e) fraud, deceit, deception or dishonesty in relation to the University or its staff or students or in connection with holding any office in the University, in a residents' association or equivalent body, in the Students' Union or the Athletic Union, or in relation to being a student of the University;
- f) action that did, or could, cause injury or impair safety on University premises;
- g) conduct which causes damage to or defaces University property or the property of any student, member of staff or visitor to the University caused intentionally or recklessly, and/or misappropriation of such property;

- h) conduct which damages, or has the potential to damage, the University's relationship or reputation with its local communities or other bodies or organisations;
- i) discrimination, bullying, harassment and/or victimisation of any student, member of staff or visitor to the University, as defined in the University's Dignity at Work and Study Policy (<http://documents.manchester.ac.uk/display.aspx?DocID=22734>);
- j) sexual misconduct (see the Procedure for Handling Allegations of Sexual Misconduct (<http://documents.manchester.ac.uk/display.aspx?DocID=42775>));
- k) conduct which breaches the provisions of the University's Code of Practice on Freedom of Speech (<http://documents.manchester.ac.uk/display.aspx?DocID=11846>);
- l) the misuse or unauthorised use of University premises, intellectual property or items of property, including misuse of computers and the communications network or any other breach of the University policy on use of information systems;
- m) conduct which is a breach of any University Regulation, Policy, Procedure, Code and/or Agreement;
- n) conduct which may constitute a criminal offence where that conduct or the offence:
 - i. takes place on University premises; or
 - ii. affects or concerns other members of the University; or
 - iii. damages the good name of the University; or
 - iv. itself constitutes misconduct within the provisions of this Regulation; or
 - v. is an offence of dishonesty, where the student holds an office of responsibility in the University, a residents' association, the Students' Union or the Athletic Union; or
 - vi. is such as to render the student unfit to practise any particular profession to which that student's programme of study leads directly;
- o) failure to disclose name(s) and other relevant information to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
- p) the submission of a complaint found to be frivolous, vexatious or motivated by malice;
- q) misconduct in research (see the Academic Malpractice Procedure (<http://documents.manchester.ac.uk/display.aspx?DocID=639>));
- r) academic malpractice in connection with any examination or assessment (see the Academic Malpractice Procedure (<http://documents.manchester.ac.uk/display.aspx?DocID=639>));
- s) failure to comply with a previously-imposed penalty or reasonable instruction under this Regulation or any other University Regulation, Policy, Procedure, Code or Agreement.

3. General Principles

- 3.1 Students of the University are required at all times to conduct themselves with due regard for its good name and reputation and in a manner which demonstrates respect for the University, its staff, students, visitors and property and for other members of the local community in general.
- 3.2 By registering as a student, a student becomes a member of the University community and is then required to comply with the University's Ordinances, Statutes, Regulations, Policies, Procedures and Codes of Practice at all times.
- 3.3 This Regulation and its associated Procedures are intended to provide a clear, fair, and impartial process for dealing with allegations of student misconduct within reasonable timescales. From investigation of an allegation through to the conclusion of an appeal (not including the period a student has to submit an appeal), the timeframe should normally take no longer than 90 working days.
- 3.4 All conclusions at any level of investigation will find an allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the student is culpable for the misconduct. Disciplinary hearings are not acting as a court of law; their remit is to consider alleged breaches of this Regulation.
- 3.5 In the interests of fairness, no single incident of alleged misconduct for any individual student shall normally be considered concurrently under more than one set of University Regulations, Policies or Procedures. If a situation linked to this paragraph arises, the staff member(s) handling the case will have discretion to decide which process takes precedence.
- 3.6 If two or more students are thought to be involved in the same incident of alleged misconduct, the decision may be taken to hear their cases together.
- 3.7 A student will not usually be granted an award, obtain certification of an award or attend a graduation ceremony whilst a case of alleged misconduct is in the process of being dealt with under the University's disciplinary processes. Any requests for this principle to be waived would need to be submitted by the student for consideration to the Authorised University Officer (see section 6 (Disciplinary Procedures) and 7 (Authority for Disciplinary Action) for further information on AUOs) or Chair of the University Disciplinary Panel co-ordinating the case. Whether the request is accepted will be dependent on the type and seriousness of the misconduct.
- 3.8 Some students are enrolled on programmes of study leading directly to a professional qualification or eligibility for registration to practise within a profession. In addition, there are programmes which recruit students who are already registrants. If an allegation of misconduct may cause such student to be unfit to be admitted to, or to continue in, a profession requiring professional registration, other than misconduct covered by Regulation XVII, then these cases will normally be dealt with by the appropriate authority for the programme of study under the Fitness to Practise Procedure (or equivalent). Cases dealt with this under this regulation may subsequently be referred to the appropriate authority for the programme of study for consideration under the Fitness to Practise Procedure (or equivalent) as to whether the findings constitute an impairment of Fitness to Practise.

- 3.9 Where a student is already registered with a profession, then cases of misconduct will be dealt with under this Regulation, but the student will still have a personal obligation to meet the profession's standards and report misconduct to their PSRB, so that the PSRB can consider any professional implications accordingly.
- 3.10 The University will have due regard towards maintaining confidentiality in relation to any disciplinary allegation and subsequent finding. However, in order for a case to be considered and handled fully, the content of the allegation and end decision will need to be disclosed, on a need-to-know basis, to members of staff and students who are involved in putting the Regulation into effect. This includes staff whose input may otherwise be required to ascertain information relevant to a case, such as witness statements, requests for mitigation, previous offences, CCTV footage etc; this principle may extend to external organisations where those organisations hold relevant information. A copy of the disciplinary casefile will be retained in accordance with the University's Records Retention Schedule. University staff may also refer to serious behavioural issues in references provided for students and similarly may disclose them to a professional body.
- 3.11 Any student who is the subject of disciplinary proceedings shall receive a fair hearing and shall have the opportunity to present their case at the hearing. The student may call witnesses and question witnesses upon whose evidence the case against them is based.
- 3.12 Any student who is the subject of disciplinary proceedings and is normally resident in the UK, and who is not registered on a distance learning programme, is expected to attend the disciplinary hearing. Distance learning students, international students who are not resident in the UK and who have returned home and visiting/exchange students (including Erasmus students) who have returned to their home institutions are likely to be unable to attend a disciplinary hearing in Manchester. In circumstances such as these, students will normally be offered the opportunity to have their interview conducted via skype, video or teleconferencing facilities (or equivalent). If this is not possible, or the opportunity is declined, or no response is received within a reasonable timeframe, as described within the supporting procedures, (bearing in mind the student's location and any other relevant circumstances), to the University may hear the case 'in absentia'. Students should also be offered the opportunity to submit written representations prior to the disciplinary hearing.
- 3.13 Where students withdraw from the University prior to the conclusion of disciplinary proceedings, or may be on a period of leave from the University when disciplinary proceedings are instigated, then the case will not normally go ahead in the student's absence unless it is considered reasonably necessary to do so. The University will, where practicable, resume any disciplinary proceedings should the student return to study at the University in the future.
- 3.14 A student may, and is encouraged to, be accompanied to a disciplinary hearing by a fellow student, a member of the University of Manchester Students' Union or member of staff of the University of their own choice.
- 3.15 All parties are expected to comply with reasonable deadlines set by the University and advise the University about any difficulties they may face during the investigation in meeting any deadlines. Where students fail to respond or engage with a disciplinary process in a timely fashion, the University may proceed to reach conclusions in the absence of the student.

4. Misconduct that is a Criminal Offence

4.1 In cases where the alleged conduct may constitute a criminal offence if proved in a court of law the University reserves the right to refer the matter to the police. However, if a person claiming to be the victim of a serious offence committed by a student does not wish the police to be involved, the Director of Campus Life shall normally respect such wish.

4.2 Where a criminal offence, or alleged criminal offence, is considered by the Director of Campus Life to be serious, and external police or court action is pending, the University will normally consider suspending the student from the University (see section 5 of the Regulation). Once the police or court action has concluded, the Director of Campus Life will then decide whether disciplinary action under this Regulation should be taken. (Note: a serious offence is one that is likely to attract a custodial, including suspended, sentence if proved in a criminal court, or one that can be tried as a criminal offence only in the Crown Court).

4.3 Where a criminal offence, or alleged criminal offence, is considered by the Director of Campus Life to be less serious than that described under paragraph 4.2, disciplinary action under this Regulation may be taken, but such action may subsequently be deferred pending the conclusion of the police or court action.

4.4 Where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same circumstances, the court's penalty may be taken into consideration in determining the penalty under this Regulation.

4.5 Related Procedures:

- Procedure for Student Criminal Offences (<http://documents.manchester.ac.uk/display.aspx?DocID=39974>)

5. Suspension Pending a Disciplinary Investigation

5.1 A student who is the subject of a complaint of serious misconduct, or against whom a criminal charge is pending, or who is the subject of police investigation may be temporarily suspended by the President and Vice-Chancellor pending the outcome of the investigation, or the trial and/or disciplinary action under this Regulation.

5.2 Suspension pending disciplinary action is a precautionary act taken before the conclusion of a criminal investigation, criminal trial and/or action under this Regulation. Suspension does not imply guilt.

5.3 The power of temporary suspension granted to the President and Vice-Chancellor under paragraph 5.1 shall be exercised only where necessary to:

- a) protect a member or members of the University community;
- b) protect the property of the University or of a member or members of the University;
- c) protect the reputation of the University;
- d) avoid the repetition of the circumstances which led to the allegation;
- e) prevent any disadvantage to the suspended student (e.g. where bail conditions prevent the student's presence on campus);

- f) ensure that any alleged victims or potential witnesses are not subject to interference;
- g) prevent the student's continued presence being a source of disruption to the University or any part thereof; and/or
- h) facilitate a proper investigation into the alleged misconduct.

Written reasons for the decision shall be recorded and made available to the student.

5.4 Suspension may include any or all of the following:

- a) restriction of access to the University or a specified part thereof;
- b) total or selective restriction on participation in University activities or access to University services (academic, residential, social or sporting facilities provided by the University) but may be permitted to sit University examinations;
- c) prohibition on exercising the functions or duties of any office or committee membership in the University or the Students' Union; and/or
- d) no contact with a named person or persons.

5.5 Unless the matter is deemed to be urgent by the President and Vice-Chancellor, no student shall be suspended unless they have been given an opportunity to make representations to the President and Vice-Chancellor. The representations may be made in person or in writing, as the student chooses, and may be put forward by the student or through their supporter (see 3.13 above) or a representative. In cases deemed by the President and Vice-Chancellor to be urgent, a student may be suspended with immediate effect. In such circumstances, an opportunity will be given to the student to make representations as soon as reasonably practicable.

5.6 The suspension will however be reviewed every 20 working days in the light of any developments and of any written representations made by the student either personally or through the student's representative.

5.7 Should a student subject to an order of suspension wish to appeal against it, then they may do so by writing to the University's Chair of the Board of Governors. The suspension will remain in place pending the outcome of any appeal. The conclusion of any appeal is not viewed as the completion of the University's disciplinary procedures.

5.8 Related Procedures:

- Procedure for Suspending a Student is available at <http://documents.manchester.ac.uk/display.aspx?DocID=42771>

6. Disciplinary Procedures

6.1 Disciplinary procedures shall be initiated when an allegation of misconduct is brought against a student. The allegation shall be brought to the attention of the appropriate Authorised University Officer ("AUO"), as defined in 7.1 of this Regulation. A preliminary assessment may be undertaken by the AUO by whatever means considered appropriate based on the circumstances of the case before deciding whether any further action shall be taken. The AUO may dismiss the allegations immediately if they consider there to be no case for the student to answer.

6.2 All allegations of misconduct are treated seriously. However for the purposes of this Regulation and its associated Procedures, misconduct that may warrant consideration by, and a penalty open to, the University Disciplinary Panel ("UDP") is referred to as serious

misconduct. Misconduct that may warrant consideration by, and a penalty open to, an AUO is referred to as less serious misconduct. Examples of cases considered to be serious and less-serious are included in the appendices to the Procedures highlighted under paragraph 7.6 below.

6.3 If the AUO considers, based on a preliminary assessment of the information available, that misconduct may have taken place and the allegation relates to less serious misconduct, then the allegation may be dealt with by a Summary Disciplinary Panel (“SDP”).

6.4 If the AUO considers, based on a preliminary assessment of the information available, that misconduct may have taken place and the allegation relates to serious misconduct requiring consideration by the UDP, they shall refer the matter to the Director of Campus Life. In such cases the Director of Campus Life shall decide whether the matter should be dealt with summarily or considered by the UDP.

7. Authority for Disciplinary Action

7.1 The following AUOs, and their delegated nominees who may be identified as a case arises, are empowered to arrange and take part in Summary Disciplinary Panels to consider allegations of misconduct made against students:

a) *Heads of Schools and Deans of Faculties*

For breaches of this Regulation occurring as part of an activity forming part of a student’s programme of study;

b) *Director of Residential and Sports Services*

For misconduct occurring within residences and as part of University affiliated sports;

c) *Director of Student Admissions and Administration*

For breaches of 2(r) of this Regulation arising in examinations administered by the Student Admissions and Administration Division;

d) *The Librarian*

For misconduct concerning the Library;

e) *Chief Information Officer*

For misuse of the University’s information systems and network, including non-adherence to the Acceptable Use Policy (<http://documents.manchester.ac.uk/display.aspx?DocID=16277>);

f) *Director of Campus Life*

For any misconduct described in paragraph 2, normally where action needs to be taken in the place of, or the misconduct is not covered by, an AUO listed above.

7.2 On referral of an allegation of serious misconduct by an AUO to the Director of Campus Life, a UDP may be convened to take disciplinary action.

7.3 When a student admits to breaching, or is found to have breached, the Regulation one or more penalties available to the SDP or UDP must be applied. The UDP has the largest range of penalties available to it, from a warning to expulsion; SDPs will be able to impose a subset of those penalties. The penalties available are listed in the Procedures

highlighted under paragraph 7.6 below. Any penalty applied will take immediate effect and will remain in place unless the outcome to an appeal directs otherwise.

7.4 Students on programmes leading to a professional qualification or registration, or who are already registered with a PSRB, should be aware that, even if a breach of the Regulation is first considered under the Regulation, further action may be taken through the appropriate authority for the programme of study if their academic School considers that the breach gives rise to Fitness to Practise concerns.

7.5 Appropriate records of cases, including case outcomes, reasons for the outcome and communication of the outcome to a student, should be retained by SDPs and UDPs. Such records will be needed if a student pursues any right of appeal and for anonymous reporting to the Student Conduct and Discipline Committee (SCDC) and Senate.

7.6 Related Procedures:

- Procedure for Summary Disciplinary Panels:
<http://documents.manchester.ac.uk/display.aspx?DocID=42773>
- Procedure for the University Disciplinary Panel:
<http://documents.manchester.ac.uk/display.aspx?DocID=42774>

8. Appeals

8.1 Following the conclusion of a disciplinary hearing, a student shall have the right to submit an appeal where they have been found to have breached the Regulation and had a penalty imposed.

8.2 The following officers are empowered to consider a student's appeal:

- a) Director of Teaching, Learning and Student Development
In respect of disciplinary action taken by an SDP.
- b) An Appeal Board
In respect of decisions taken by the UDP.

8.3 The appeals processes are explained in more detail in the Procedures located at paragraph 7.6 above.

8.4 If an appeal completes the University's internal disciplinary procedures, then a student may complain to the Office of the Independent Adjudicator (OIA).

The University of Manchester
Addendum to Regulation XVII (Conduct and Discipline of Students) - Covid-19 and Student
Conduct
Academic Year 2020/2021¹

1. Purpose

¹ Approved by Senate 09/10/20; in effect 21/10/20

We are committed to protecting the health, safety and wellbeing of all members of our University community, together with those in our wider community. All members of our University community have a responsibility, and an important role to play, in helping us meet this commitment.

This addendum supplements the University's Regulation XVII (Conduct and Discipline of Students), and its accompanying procedures and guidance, and is designed to support the University in managing conduct during the Covid-19 pandemic which risks endangering the health, safety and wellbeing of our University and wider community and adversely affects our response to the ongoing challenges.

2. The University's expectations, rules and requirements around Covid-19 and student conduct

We have communicated to students our expectations regarding their conduct and compliance with national, regional and local government rules and University rules and requirements in response to the Covid-19 pandemic. The University's rules and requirements include those identified in the following sources:

- www.manchester.ac.uk/covidstudentsafety
- <https://studentnews.manchester.ac.uk/2020/05/12/coronavirus-frequently-asked-questions/>
- <https://www.welcome.manchester.ac.uk/get-ready/accommodation/good-neighbour/>
- <http://www.accommodation.manchester.ac.uk/current/here/covid-behaviour/>

The above rules and requirements are subject to change during the course of the academic year in response to changing public health needs and we will continue to communicate with students about this.

3. Conduct which breaches Regulation XVII

Regulation XVII ('the Regulation') contains (at section 2) a non-exhaustive list of examples of conduct which are considered to constitute 'misconduct' for the purposes of the Regulation.

To support the University in meeting the commitments identified above, the following additional specific examples are considered by the University to constitute misconduct for the purposes of the Regulation:

- i. Conduct which breaches any government (including national, regional or local) or University rules or requirements in connection with Covid-19, including specifically conduct which breaches rules and requirements around:
 - a. Social distancing
 - b. Covid-19 health and safety requirements (including regarding face coverings, hygiene, building/room occupancy capacities, directional routes, etc.)
 - c. Social gatherings (including organising and/or attending gatherings which breach such rules and requirements whether these are located in or around University or private sector accommodation and whether indoor or outdoor)
 - d. Test and trace (including failure to self-isolate)
 - e. Curfews
- ii. Conduct which obstructs or interferes with the University's attempts to manage its response to Covid-19 and/or enforce any rules and requirements surrounding the above,

including challenging and/or refusing to comply with requests made by University staff to manage the response

- iii. Conduct which obstructs or interferes with wider attempts (for example, by the Police) to manage the response to Covid-19 and/or enforce the rules and requirements surrounding the above
- iv. Conduct which impairs, or risks impairing, the health, safety and wellbeing of any member of the University community, or wider community

4. Management of incidents of misconduct identified in this addendum

All students have a responsibility, and an important role to play, in helping the University meet the objectives described above.

The University is committed to working with students constructively and collaboratively to meet these objectives and will act proportionately when determining the appropriate response to conduct which breaches the rules, requirements and expectations identified above. This includes seeking to engage, explain and encourage adherence to the rules and regulations with the provision of issuing verbal and written warnings in the first instance.

Where attempts to engage, explain and encourage have not been successful and formal disciplinary action in connection with the examples of misconduct described above is considered appropriate, such action will be taken in line with the Regulation, subject to the following:

- i. The Advice and Response Team within the Division of Campus Life, and the Residential Life Team within the Division of Sport and Residential Services, shall have the power to issue students with a sanction together with an accompanying formal disciplinary warning upon receipt of a report from a member of University staff that a student has breached the rules, requirements or expectations identified above and failed to act on appropriate attempts to engage, explain and encourage adherence.

Prior to any sanction and warning being issued, the Advice and Response or the Residential Life Team will consider the information disclosed, together with any supporting evidence provided, to ensure that the sanction and warning are an appropriate response in the circumstances. The Advice and Response or Residential Life Team will provide students with a written notice specifying the reason(s) for which the sanction and warning have been issued, the arrangements for the sanction and the student's right to challenge these penalties. In the event that a student chooses to challenge a warning and/or sanction issued under this provision, they will have 10 working days to do so, and the matter will be referred for consideration to a Summary Disciplinary Panel which shall operate as per the Procedure for the Summary Disciplinary Panel and subject to the provisions below. Should a student not exercise their right of challenge within the 10 working day timeframe then the penalties will be deemed accepted.

- ii. As a temporary adjustment to the procedure outlined in the Regulation, Summary Disciplinary Panels may, where appropriate in the view of the Authorised University Officer and/or representative of the Advice and Response or Residential Life Team, proceed to hear disciplinary cases² without a formal hearing with the student. This

² This adjustment applies only to disciplinary cases which merit referral to a Summary Disciplinary Panel (the University Disciplinary Panel process is unaffected).

approach is likely to be considered appropriate for more straightforward disciplinary cases where the factual background is relatively straightforward, where there are no complex evidential issues (for example, issues of conflicting evidence) to be considered and where the alleged misconduct may fairly and properly be considered on the basis of the available documentary evidence. In such circumstances, students will be entitled to provide a written statement prior to any decision being made by the Summary Disciplinary Panel. The penalties which shall be available to the Summary Disciplinary Panel are the normal penalties identified in the Procedure for Summary Disciplinary Panels. Where a Summary Disciplinary Panel is considering the imposition of a fixed penalty warning/sanction, the Summary Disciplinary Panel shall constitute the final stage of the University's disciplinary process.

In accordance with the Regulation (section 3.6), if two or more students are thought to be involved in the same incident of alleged misconduct (for example, a failure to observe requirements around social distancing and/or social gatherings) then in the event that a hearing is to be held then a decision may be taken to hear the cases together.

In circumstances where allegations of misconduct arise which include both alleged breaches of the rules, requirements and expectations identified in this addendum, together with additional allegations of misconduct under the Regulation, then the University shall be entitled to consider the issues together following the procedure above or the normal procedure under the Regulation, whichever is most appropriate to the circumstances of the case.

The process at paragraph 4(i) above may be repeated on as many occasions per student as is considered necessary by the University, although allegations of further or repeated misconduct are likely to be referred for consideration by a Summary Disciplinary Panel or University Disciplinary Panel in circumstances where a student has previously received a warning/sanction under the procedure at paragraph 4(i). Nothing in this addendum shall prevent the University from referring disciplinary cases directly to a Summary Disciplinary Panel or University Disciplinary Panel where considered appropriate and in application of the normal rules under the Regulation, save that a Summary Disciplinary Panel will be able to convene on a documentary basis as per 4(ii) above.

5. Review

This addendum will apply during the 2020/2021 academic year. It will be reviewed (and, if appropriate, revised) during the course of the academic year to ensure that it continues to support the University in effectively meeting the commitments identified above.

Regulation XVIII

Student Complaints Procedure

Note: any reference in this Regulation to named officers should be read also as a reference in each case to a delegated nominee;

A. Introduction and Principles

1. As part of its commitment to ensuring the standard and quality of its programmes of study, services, and facilities, and a collegial University environment, the University has established this Procedure to deal with complaints from students. Complaints provide useful feedback, information and, where appropriate, will be used to improve the student experience.

2. This Procedure is available for students registered for programmes of study at the University. For the purposes of this Procedure, the term “student” will include also those who have recently been registered as a student at the University, who may submit a complaint within the timescale specified in the Procedure.

3. The Procedure is not available to students registered in a partner organisation on recognised programmes of study. Those students should use the mechanisms and procedures for considering complaints which are in place within the partner organisation. However, such students may be able to submit a final request to the University for a review of the partner organisation’s final decision in accordance with the Partner Institution Procedures (<http://documents.manchester.ac.uk/display.aspx?DocID=28682>).

4. The Procedure comprises a number of stages, both informal and formal. Students who have a complaint to make should, whenever appropriate, raise it directly with the individual(s) concerned at the earliest opportunity, as matters that are dealt with informally at an early stage have the best chance of being resolved effectively. Where informal resolution has been attempted but the complainant remains dissatisfied, the formal stage may be instituted. The recipient of a formal complaint may recommend that a student pursues informal channels prior to the formal process, based on the nature and circumstances of the complaint, but it is recognised that there may be occasions where an informal approach is not appropriate and the student may wish to proceed directly to the formal stage of the Procedure.

5. If it has not been possible, or it is not appropriate, to resolve matters informally, a formal complaint should be made as soon as possible, and in any case within 40 working days of the events or actions (or lack of actions) which have prompted the complaint. The University will not normally consider complaints made after this period, unless there is a credible and compelling reason for the delay.

6. Every reasonable effort will be made to deal promptly and efficiently with all complaints, to investigate them thoroughly and objectively and to seek to resolve them satisfactorily. Complaints will be dealt with positively and constructively. If a complaint is upheld, the University will seek to provide an appropriate response and will correct any mistakes or misunderstandings and will take any other action as appropriate. If a complaint is not upheld then reasons for that decision will be given.

7. The University will have due regard towards maintaining confidentiality in relation to any complaint but, in order for it to be considered fully, the content may need to be disclosed to members of staff who are involved in putting the Procedure into effect e.g. a Faculty, the Division of Teaching, Learning and Student Development, the relevant Faculty/School office, as well as individual(s) whose input may be required to respond to the issues that a student has raised e.g. a School, persons named in the complaint, the Disability Advisory and Support Service etc. By submitting a complaint the student consents to the disclosure, storage and sharing of information relevant to the complaint within the University at all stages of the Procedure. If this presents a problem for the student, they may wish to seek advice from the complaint case handler; not providing consent may however affect the University’s ability to consider the complaint fully. A copy of the complaint casefile will also be retained in accordance with the University’s Records Retention Schedule.

8. The effectiveness of this Procedure depends on the University being able to collect appropriate information from the parties involved in order to investigate the matter properly. For this reason, anonymous complaints will not be dealt with under this Procedure. It is at the discretion of the member of staff receiving an anonymous complaint to determine how the matter is handled, e.g., by taking no further action or by direction to the Public Interest Disclosure Procedure (<http://documents.manchester.ac.uk/display.aspx?DocID=28>).

9. The University will treat all complaints seriously and will deal with them without recrimination. When complaints are submitted, complainants and respondents should act reasonably and fairly towards each other and respectfully adhere to this Procedure. Where a complaint is shown to be frivolous, vexatious or motivated by malice, disciplinary action may be taken against the complainant under the provisions of Regulation XVII (Conduct and Discipline of Students) (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530>).

(a) The University reserves the right to terminate consideration of a complaint at any stage of this Procedure and/or restrict access to individual(s) or procedures for complainants who seek, by pursuing an unreasonable course of conduct:

i. To be, or are, disruptive; and/or

ii. Whose requests are disproportionate and/or unnecessary and/or cause disproportionate and/or repeated efforts by members of staff.

(b) Where a complaint is found to meet the above criteria, the recipient of the complaint should inform the complainant accordingly and direct them to the next appropriate stage of the Procedure.

10. The time limits set out in this Procedure will normally be followed. However, where, for good reason, this is not possible, the complainant will be kept informed of progress.

11. The Director of Teaching, Learning and Student Development reserves the right to postpone considering, dealing with and/or responding to a complaint when the student is pursuing legal proceedings in relation to the matter or where the issues are being considered under another University regulation, policy or procedure.

12. The student may seek independent and impartial advice and guidance in preparing a complaint from the Students' Union Advice Service (<https://manchesterstudentsunion.com/advice>). Procedural information can also be sought from his or her Faculty or School Office, or from the Information, Advice and Guidance Service in the Atrium (<https://uomtheatrium.wordpress.com/>). A quick guide to Student Complaints is also available online:

<http://documents.manchester.ac.uk/display.aspx?DocID=23875>.

B. Definition and Scope of the Procedure

13. The University defines a complaint as 'an expression of dissatisfaction by one or more students about the University's action or lack of action, the standard of service provided by or on behalf of the University'² or unacceptable behaviours as defined by the Policy on Dignity at Work and Study.

14. The Procedure is designed for complaints in respect of the student's experience at the University related to:

(a) the provision of programmes, or parts of programmes of study, services or facilities by the University;

(b) the actions or lack of actions by the University or its staff;
(c) allegations of harassment, discrimination, victimisation and/or bullying by a student or member of staff (Dignity at Work and Study Policy:
<http://www.staffnet.manchester.ac.uk/equality-and-diversity/policies-and-guidance/dignity-at-work-and-study/>).

15. The Procedure does not cover the following, for which separate procedures exist (as noted in brackets):

1 <http://www.dataprotection.manchester.ac.uk/>

2 Paragraph 14, OIA Good Practice Framework: <http://www.oiahe.org.uk/providers-and-good-practice/good-practice-framework.aspx> .

(a) appeals against decisions of an Examination Board (or equivalent body) where a student is seeking an academic remedy (Regulation XIX, Academic Appeals Procedure:
<http://documents.manchester.ac.uk/display.aspx?DocID=1872>);

(b) complaints involving an allegation of general misconduct by a student (Regulation XVII, Conduct and Discipline of Students:

<http://documents.manchester.ac.uk/display.aspx?DocID=6530>);

(c) complaints against the Students' Union (Code of Practice on the Students' Union: <http://documents.manchester.ac.uk/display.aspx?DocID=12019>), other than through requesting a review of the outcome of any complaint against the Students' Union having exhausted the Students' Union complaints procedure.

(d) If a student wishes to complain about specific accommodation issues, then complaints in this regard can be submitted directly to the Division of Residential and Sports Services as detailed on the following website:

<http://www.accommodation.manchester.ac.uk/current/here/info/complaints/>.

Information about these separate procedures can be obtained from the student or programme handbook, the Students' Union Advice Service or the Information, Advice and Guidance Service.

16. If there is any overlap between the issues raised in a complaint, and a related matter, such as those outlined in paragraph 15, the allocated case handler(s) will determine how such cases are to be handled e.g. by pausing an academic appeal so that the complaint can be considered first, by amalgamating the cases together etc. A student will be given notification of such arrangements.

17. This Procedure can be used by students for both individual or collective complaints. It is expected that the student(s) concerned will pursue the complaint personally; complaints submitted by a third party will not be accepted unless accompanied by written authorisation from the student(s). Complaints by a group of students are often of a general nature where it is usually more appropriate for the students to raise the matter with a student representative on the relevant School or service committee in the first instance. Complaints may then be made by the group of students if the relevant representation system has not achieved a satisfactory outcome, or if this is not thought to be an appropriate route. For formal group complaints, it is expected that there will be one student nominated to pursue the complaint on behalf of the group (i.e. a spokesperson who has the consent of all members of the group to act in this capacity). Only one outcome letter will be issued in response to the complaint; it will be for the spokesperson to communicate the outcome to the rest of the group.

C. Informal Stage – Local Resolution

18. Many complaints can be resolved informally and, where practicable, a complaint should be dealt with as close as possible to the point at which it arises. The complaint should therefore be made initially to the appropriate individual(s) who seems best placed to respond (e.g. Academic Adviser, Personal Tutor, Programme Director, Supervisor, PGR Director, Head of School, Adviser or Tutor in the Hall of Residence, local service provider, or a Professional Support Service Head of the office). The process followed at the informal stage will be determined by reference to the nature of the issues raised and any outcomes sought by the student. Students are encouraged to commence such discussions at their earliest opportunity to enable the issues to be considered in advance of the 40 working day deadline for invoking the Formal Procedure referred to in section D below.

19. The informal stage of complaints which arise as a result of issues relating to alleged harassment, bullying, discrimination and/or victimisation is detailed in the Policy on Dignity at Work and Study, Staff and Student Informal Procedure. The procedure provides information on sources of support and advice and can be found at:
<https://www.staffnet.manchester.ac.uk/equality-and-diversity/policies-and-guidance/dignity-at-work-and-study/>

20. Some complaints may also be amenable to discussion and resolution via the University's Mediation Service (<http://www.staffnet.manchester.ac.uk/equality-and-diversity/mediation/>). Complainants may wish to approach the Mediation Service for information in this regard.

D. Formal Procedure

21. If the student is not satisfied with the response at the informal stage, or it is not appropriate to seek to resolve matters informally, he or she may initiate a formal complaint by completing a Complaints Form

(<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1894>) and submitting it to the relevant Faculty Office. The information to be given on the Complaints Form is as follows:

- (a) details of the complaint;
- (b) Evidence pertaining to the complaint. This needs to be sufficiently contemporaneous and independent (where necessary), to support and evidence the veracity of the circumstances described in the complaint. All evidence should allow for verification that it is accurate e.g. provided on letter headed paper, written in English (or certifiably translated), clearly state the name and author of the material, include relevant dates, have the student's name visible etc. Evidence will not be accepted at later stages of the Procedure except if requested from the case handler or without a credible and compelling explanation for its late provision.
- (c) a statement of the steps already taken to try to resolve the complaint informally and why the response has not been considered to be satisfactory, or if informal resolution has not been attempted, the reasons why not;
- (d) the form of resolution or redress sought.

22. The Faculty Office will acknowledge receipt of the Complaints Form within five working days. If the complaint has been submitted beyond 40 working days from the issue that prompted the complaint, without a credible and compelling explanation for the late submission, the student will be issued with a Completion of Procedures letter by the Faculty.

23. If the complaint has been submitted within time, the Faculty will determine whether the complaint should be dealt within the Faculty or whether the complaint should more appropriately be investigated by the head of a service provider (e.g., Director of Residential

Services, the Director of IT Services, the Librarian or the Director of a professional support service). In the event that the complaint is referred to a service provider, the student will be informed accordingly. Where a complaint is referred for investigation to a service provider the complaint should still be treated in accordance with the Procedure by the service provider; it is also good practice for the Faculty to be informed of the outcome to a complaint. In the case of complaints of bullying, harassment, discrimination and/or victimisation alleged to have been committed by a member of staff, the appropriate HR Partner will be consulted and the matter will be investigated jointly.

24. The person or persons dealing with the formal complaint (hereafter referred to as the 'Investigator(s)'), who must be independent of the source of the complaint, will undertake an investigation into the substance of the complaint using whatever means are appropriate. Usually this will involve the collection of information from within the University and a decision then being reached following a consideration of the relevant material. Where a student is asked for any additional information by the Investigator(s), they will be given a period of five working days to respond to such a request. If a meeting with the student takes place, the student may be accompanied by a fellow student, a Students' Union officer or a member of staff. If a meeting with a respondent member of staff takes place, he/she may be accompanied by a colleague or trade union representative.

25. The Investigator(s) will attempt resolution of the complaint by a means appropriate to its nature and circumstances. Such means may include:

- (a) correspondence between the parties;
- (b) negotiation with the student or with other individual(s) or with both;
- (c) facilitation of a conciliation meeting between the student and other individual(s) concerned;
- (d) if both parties agree, referral for mediation.

26. It is expected that the formal procedure should normally be completed and a written response sent to the student (and, if appropriate, other relevant individual(s)) within 30 working days of receipt of the completed Complaints Form. The possible outcomes at this stage include:

- (a) specific action to resolve the matter;
- (b) provision to the student of information in explanation of the circumstances which led to the complaint;
- (c) referral of the matter to the Complaints Panel if the complaint raises serious or complex matters which require further investigation and enquiry;
- (d) for complaints of bullying, harassment, discrimination and/or victimisation which are found to be justified, a recommendation that the matter is considered further under a relevant staff or student disciplinary procedure;
- (e) dismissal of the complaint as being without substance, with reasons given to the student in writing.

27. If the student is not satisfied with the outcome of the formal complaint and believes that his or her complaint has not been handled properly or fairly according to the Procedure, or if the student has new evidence which they were unable (for credible and compelling reasons) to provide with the formal complaint, the student may request a Review (see section E).

E. Review

28. If a student's complaint has been dismissed by the Faculty (or service provider) as being without substance they can request a Review on one or more of the following grounds:

- a) The complaint has not been handled properly in accordance with the Procedure;
- b) The outcome is not reasonable on the basis of the evidence available;
- c) The student has new evidence which they were unable (for credible and compelling reasons) to provide to the Faculty or service provider and which has a material effect on the outcome.

29. To commence the Review a student should submit a review form detailing the grounds for Review, their reasons, proposed resolution and any supporting material to the Director of Teaching, Learning and Student Development (Director) within 10 working days of the letter (or email) from the Faculty or service provider informing them of the outcome to their formal complaint. A student's request for a Review will be acknowledged within five working days of receipt.

30. The Director (or nominee) will review the documentary material relating to the case to determine whether the grounds for Review have been met. The Review is not a re-investigation of the complaint. However during the Review, further information may need to be sought from the student and/or from others concerned. Where a student is asked for any additional information during the review, they will be given a period of five working days to respond to such a request.

31. The student will be informed of the outcome of the Review, in writing, normally within 20 working days of the Review request having been received. The outcome will normally be limited to a determination envisaged under paragraph 26 of the Procedure. The student will be given reasons for any decision reached. The decision of the Director will be final in the University.

F. Complaints Panel

32. The Investigator(s) or the Director may refer a complaint or review request to a Complaints Panel for consideration as they consider necessary for cases that raise serious or complex matters which require further investigation and enquiry.

33. The composition of the Complaints Panel will be as follows, the members being drawn from areas other than those to which the complaint relates:

- a) A Dean of a Faculty, Vice Dean, Associate Dean, Vice President or Associate Vice President (in the Chair);
- b) A member of Senate;
- c) A member of academic staff;
- d) A student member (nominated by the Students' Union).

34. The Complaints Panel will be serviced by an Investigator or the Director in the role of Secretary.

35. The student will be given 10 working days' notice of the date and time of the Complaints Panel meeting and will be invited to attend the meeting to present his or her case. Where the student does not attend, the Panel may proceed in the student's absence.

36. The student may be accompanied to the meeting by a fellow student, member of staff or person from the Students' Union. It is expected that a student will speak to the Complaints Panel directly, and so any person attending with the student will be there only to support the student, not present the case on their behalf.

37. If the complaint is one of alleged bullying, harassment, discrimination and/or victimisation, the respondent(s) shall also be invited to attend the meeting, in order to respond to the allegations. The respondent(s) will be given 10 working days' notice of the date and time of the Complaints Panel meeting. Where the respondent(s) does not attend, the Panel may proceed in his or her absence. The arrangements for the respondent(s) attendance shall take into account the nature and circumstances of the complaint.

38. If a student, the respondent(s) may be accompanied to the meeting by a fellow student, member of staff or person from the Student's Union, or if the respondent(s) is a member of staff, the respondent(s) may be accompanied by a colleague or trade union representative. It is expected that a respondent will speak to the Complaints Panel directly, and so any person attending with the respondent(s) will be there only to support the respondent(s), not present the case on their behalf.

39. The Complaints Panel may call other individual(s) with knowledge of the issues raised in the complaint to attend the meeting of the Complaints Panel or to supply it with information prior to, or after, the meeting. This may include School, Faculty or service area representatives. The individual(s) attending should be given 10 working days' notice of the meeting.

40. The paperwork for the meeting should include any material submitted by the student or that has been collected prior to the notice of the meeting. The material should normally be provided with the meeting invitation.

41. The student and any individual(s) called to the Complaints Panel meeting will be invited to make oral statements to the Complaints Panel. The student, other individual(s) in attendance and Complaints Panel may then ask questions of those giving oral evidence, directed through the Chair as necessary.

42. After oral statements have been made, the meeting will close, and the Complaints Panel will retire to make a decision in private by reviewing the documentary material and statements made. The decision should focus on the substance of the complaint and any procedural issues in the handling of the complaint. If the Complaints Panel is unable to reach a decision on the day of the meeting, it will reconvene as soon as reasonably practicable.

43. Options open to the Complaints Panel include those as described at paragraph 26 of the Procedure.

44. The student and Complaints Panel attendees will normally receive written notification of the Panel's decision within 10 working days of the decision being made. The decision will take the form of a Completion of Procedures letter.

G. Conclusion of the Procedure

45. At the conclusion of the Procedure, the student will be issued with a Completion of Procedures Letter. There are no other complaints procedures within the University beyond those detailed above. Students who believe that their case has not been dealt with properly by the University or that the outcome is unreasonable may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA) if the complaint is eligible under its rules and once all internal procedures have been concluded.

[*Note:* information about the role of the OIA and the procedure for submitting complaints can be obtained from the Students' Union Advice Service or from the OIA website:

www.oiahe.org.uk.]

H. Annual Report

46. Each year, the Director of Teaching, Learning and Student Development will prepare a report for the Senate on the number and nature of complaints.

Regulation XIX

Academic Appeals Procedure

Notes:

- (i) This Procedure may be used only when there are eligible grounds for doing so (as specified in paragraph 2 below) and may not be used simply because a student is dissatisfied with the outcome of his or her assessment or other decision concerning their academic position or progress.
- (ii) This Procedure is available to students registered on programmes of study at the University. For the purposes of this Procedure, the term "student" will include also those who have recently been registered as a student at the University.
- (iii) The Procedure is not available to students registered in a partner organisation on recognised programmes of study. Those students should use the mechanisms and procedures for considering academic appeals which are in place within the partner organisation. However, such students may be able to submit a final request to the University for a review of the partner organisation's final decision within ten working days of the decision being issued if they believe that their case has not been dealt with appropriately by the partner organisation (see paragraph 10 of this Procedure).
- (iv) An appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a student's academic performance or professional competence will not be permitted.
- (v) A student may submit an appeal only on his or her own behalf; an appeal submitted by a third party will not be accepted unless accompanied by written authorisation from the student.
- (vi) A student thinking of appealing should discuss the matter with his or her academic adviser, personal tutor, supervisor, programme director or other appropriate person in the School before doing so in order to better understand the reason for the result or decision against which they wish to appeal. A formal appeal should only be submitted if a student remains dissatisfied once informal avenues have been exhausted.
- (vii) Any reference in these procedures to named officers should be read also as a reference in each case to a delegated nominee.

- (viii) The University reserves the right to postpone considering, dealing with and/or responding to an academic appeal when the student is pursuing legal proceedings against the University.
- (ix) All appeals will be dealt with in confidence with the proviso that enquiries will have to be made to investigate the matters that are the subject of the appeal.

Scope

1. This Procedure may be used by students who wish to appeal against a final decision of an Examination Board, or a progress committee, or a graduate committee or equivalent body (“equivalent body”) which affects a student’s academic status or progress in the University, including (but not limited to) the following:
 - a) a decision that the student be expelled from the University or be excluded from his or her programme, or element of programme, of study on grounds of unsatisfactory progress or failure to meet academic or professional requirements, or arising from unsatisfactory work and attendance;
 - b) a requirement that the student interrupt his or her studies on grounds of unsatisfactory progress or failure to meet academic or professional requirements;
 - c) a requirement that the student transfers to a programme offering a qualification of lower rank, for example:
 - (i) Doctor to Master’s degree;
 - (ii) Master’s degree to Diploma;
 - (iii) Honours degree to Ordinary degree;
 - d) a decision not to allow the student to progress from Diploma to Master’s degree or from a Master’s to a Doctoral degree;
 - e) a decision not to award a postgraduate qualification and, if appropriate, not to allow resubmission of a thesis or dissertation for a Doctoral or Master’s degree;
 - f) the result of a formal assessment or the award of a particular degree classification;
 - g) a decision not to allow the student to interrupt his or her studies.

Grounds for Appeal

2. An appeal may be made only on grounds alleging:
 - a) that there exists or existed circumstances affecting the student's performance of which, for a credible and compelling reason, the Examination Board or equivalent body may not have been made aware when the decision was taken and which might have had a material effect on the decision [*Note: if students wish to appeal on such grounds, they must give credible and compelling reasons with supporting documentation explaining why this information was not made available prior to the decision being made.*];
 - b) that there had been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred;
 - c) that there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners;
 - d) that the supervision or training of the student in respect of research for a dissertation or thesis or equivalent work was unsatisfactory to the point that his or her performance was seriously affected [*Note: if students wish to appeal on such grounds but the*

supervisory concerns arose significantly before the assessment result against which they are appealing, and without it having been raised in writing with the School before the appeal, the student must provide credible and compelling reasons for only raising these concerns at appeal].

An appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a student's academic performance or professional competence will not be permitted.

Formal Procedure

3. If a student remains dissatisfied with the result or decision once informal avenues have been exhausted and believes there are valid grounds for appeal (as specified in paragraph 2 above), he/she may invoke the formal appeal procedure. The student may seek advice and guidance in preparing the appeal from the Students' Union Advice Service (<http://manchesterstudentsunion.com/advice-service>), or from his or her Faculty or School Office, or from the Information, Advice and Guidance Service in the Atrium (<https://uomtheatrium.wordpress.com/>). A quick guide to Academic Appeals is also available online (<http://documents.manchester.ac.uk/display.aspx?DocID=23874>).
4. A formal appeal may be initiated by completing an Appeals Form and submitting it to the appropriate Faculty Office within 20 working days of notification of the result or decision. The student should submit with the Form any relevant supporting evidence, e.g., emails and other correspondence that he or she wishes to be considered in the appeal. Such evidence should normally be contemporaneous, and capable of verification. All evidence should be written in English or, if not, certifiably translated.
[Note: in respect of appeals against refusal to allow a student permission to take an examination or other form of assessment on grounds of unsatisfactory work and attendance, the appeal must be submitted within ten working days of notification of that decision in order to allow sufficient time for the appeal to be considered.]
5. On receipt of the formal appeal, a nominated member of staff in the Faculty Office will initially consider whether the appeal is made on one or more of the grounds specified in paragraph 2 above and if it has been submitted in the timeframe specified in paragraph 4 above. If this test fails, the student will be notified within ten working days of the appeal being received that the appeal is not eligible, with reasons given. There will be no opportunity for the student to appeal against this decision within the University and the student will be issued with a Completion of Procedures Letter (see paragraph 15).
6. If the appeal is shown to have been made on one or more of the grounds set out in paragraph 2, then the Faculty Officer will obtain comments on the appeal from the Head of School, Programme Director, Supervisor or other appropriate person. The student will be sent a copy of the comments obtained by the Faculty Officer and invited to submit a response usually within five working days. The appeal will then be considered by the Dean of the Faculty (or his/her nominee) and the Faculty Officer.
[Note: in situations where the Dean was party to the original decision against which the student is appealing, his or her role in considering the appeal will be taken by another senior academic member of staff in the Faculty or, if necessary, from another Faculty.]

7. If, at any time during these enquiries, the School or other appropriate body decides, on the basis of the information contained in the appeal, to reconsider the matter about which the appeal has been made and to substitute an alternative outcome, the student will be notified accordingly, the appeal procedure will cease and the student will be issued with a Completion of Procedures Letter (see paragraph 15).
8. The Faculty Officers, having considered the formal appeal, may determine that:
 - a) the appeal does not have substance, in which event the student will be informed of this decision in writing, normally within 30 working days of the appeal having been received. The student will be given reasons for the decision. If the student believes that their appeal has not been dealt with properly and fairly, he/she has the right to request a review of the handling of their appeal (see paragraph 10).
 - b) the appeal has identified relevant matters that were not known to those making the original decision or that there had been procedural or administrative errors which might have affected that decision, in which event the case will be referred back to the original Examination Board or equivalent body for reconsideration taking into account any new information, or any guidance and/or recommendations, from the Faculty Officers. The Faculty Officers should normally inform the student of their findings within 30 working days of the appeal having been received. The reconvened Examination Board or equivalent body will have the power to confirm or alter its original decision. Where the original decision is confirmed, the student will be given reasons for that decision. There will be no opportunity for the student to appeal against the decision of the reconvened Examination Board or equivalent body and the student will be issued with a Completion of Procedures Letter (see paragraph 15).
 - c) the appeal has raised serious or complex matters which require further investigation and enquiry, in which event the case will be referred to an Appeal Panel (see paragraph 10).
9. Except in matters concerning academic judgement, in making a determination under section 8 of the Procedure, the Dean of the Faculty (or his/her nominee) and the Faculty Officer may make recommendations to address issues that have been identified through the consideration of the academic appeal.
10. Students whose appeal has been dismissed by the Faculty as being without substance, can request a Review if they believe that their appeal has not been handled properly or fairly or if the student has new evidence which they were unable (for credible and compelling reasons) to provide to the Faculty. Requests for Review, with reasons given, should be submitted in writing to the Director of Teaching and Learning Support in the Teaching and Learning Support Office (TLSO) within ten working days of receipt of the letter from the Faculty informing them of the outcome. The Director of Teaching and Learning Support will review the documents relating to the case in order to determine whether the case has been handled properly and the decision is reasonable in the light of the available evidence or if any new evidence should be accepted. During the Review, further information may be sought from the student and/or from others concerned. The student will be informed of the outcome of the Review in writing, normally within 20 working days of the Request for Review having been received. The Director of Teaching and Learning Support may make a determination as outlined under paragraphs 8 and 9 of this Procedure; the student will be given reasons for the decision. The decision of the Director of Teaching and Learning Support or nominee will be final in the University (see paragraph 15).

Appeal Panel

11. Appeals which are considered by the Faculty Officers or by the Director of Teaching and Learning Support to raise serious or complex matters which require further investigation and enquiry will be referred to an Appeal Panel. The composition of the Appeal Panel will be as follows, the members being drawn from Faculties other than those in which the appellant is or has been registered:
 - A Dean of a Faculty or an Associate Dean (in the Chair);
 - A chair of a Faculty or School Graduate Committee, a Research Degrees Committee, or an Undergraduate Committee, or equivalent as appropriate;
 - One other member of academic staff drawn from a panel of such staff appointed from time to time by the Senate.
 - A student member (nominated by the Students' Union)
12. The student will be given ten working days' notice of the date and time of the Appeal Panel meeting and will be invited to attend the meeting of the Appeal Panel to present his or her case. Where the student decides not to attend, the Panel may proceed in his or her absence. The student may be accompanied at the meeting by a fellow student, a member of staff or an Officer or member of staff of the Students' Union. The student will be sent copies of all documents to be made available to the Appeal Panel. The Appeal Panel is empowered to call members of staff with knowledge of the case to attend the meeting to give evidence and to correspond with external examiners or others as appropriate. The student and the accompanying person will be permitted to speak and to question any persons giving oral evidence to the Panel.
13. Having considered the evidence, the Appeal Panel may:
 - a) reject the appeal, in which case the student will be given reasons for the decision. If the appeal is rejected, there is no further right of appeal within the University; or
 - b) refer the appeal back to the original Examination Board or equivalent body for reconsideration taking into account any new information, or any guidance and/or recommendations, from the Appeal Panel. The reconvened Examination Board or equivalent body will have the power to confirm or alter its original decision; or
 - c) revoke the original decision of the Examination Board or equivalent body and, as appropriate, require the appropriate School to allow the student a further opportunity to satisfy the requirements for continuation on the programme or element of the programme; or
 - d) revoke the original decision not to award a postgraduate research degree or not allow resubmission for a Doctor or Master's degree and to direct that the examiners reconsider their decision for reasons stated; or direct that a fresh examination be held with new examiners to be appointed in accordance with new procedures; or direct that the student be given permission to resubmit the thesis for examination following revision.
14. The student will be informed of the Appeal Panel's decision, with reasons, within ten working days and will be issued with a Completion of Procedures Letter (see paragraph 15).

Conclusion of the Academic Appeals Procedure

15. At the conclusion of the Procedure, students will be issued with a Completion of Procedures Letter. There are no other appeals procedures within the University beyond those detailed above. Students who believe that their case has not been dealt with properly by the University or that the outcome is unreasonable may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA) if the complaint is eligible under its rules and once all internal procedures have been concluded.
[*Note:* information about the role of the OIA and the procedure for submitting complaints can be obtained from the Students' Union Advice Service or from the OIA website: www.oiahe.org.uk.]

Annual Report

16. Each year, the Director of Teaching and Learning Support will prepare a report for the Senate on the number and nature of appeals, identifying any general issues that may have arisen.

Regulation XX

Monitoring Attendance and Wellbeing of Students

1. The University records and monitors the attendance of **all** students to:
 - a) support academic attainment and progression;
 - b) ensure student wellbeing; and
 - c) satisfy external reporting/accreditation requirements.
2. Each School shall determine, for each programme it provides, the attendance requirements and the criteria for indicating when non-attendance has become a concern. These requirements and criteria will take account of the mode of study.
3. Programme/Student Handbooks, both printed and online, and any relevant websites must include a clear statement of attendance requirements and how attendance is recorded and monitored.
4. Programme/Student Handbooks, both printed and online, and any relevant websites must also include a statement on the consequences and penalties for students who fail to meet academic and professional attendance requirements.
5. All Programme/Student Handbooks, both printed and online, and any relevant websites must include information on sources of advice and support available to students if they are experiencing problems with attendance.

Regulation XXI

Election of members of the Faculty Committees

1. The election of members of the Faculty Committees, shall be held in the Second Semester of each academic year on a date (the 'appointed date') to be fixed by the

Registrar, Secretary and Chief Operating Officer, who shall also act as the Returning Officer. The date selected shall make due allowance for the provisions of paragraph 3 below to be properly fulfilled. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election.

2. Those entitled to nominate, vote and stand in the election in each of the Faculties shall be the members of the academic or research staff, or Professional Services staff, full-time or part-time, who hold paid appointments assigned to the Faculty

Candidates elected to Faculty Committee shall normally serve a term of up to three years, subject to their continuing to hold a paid appointment assigned to the Faculty for the, and are eligible for re-election for a second term.. Members who have served two consecutive terms shall not be eligible for re-election until after the expiration of at least one year.

3. A roll of the persons eligible to nominate, vote or stand for election, as at 31 January in the academic year of election, shall be maintained, in consultation with the Registrar, Secretary and Chief Operating Officer and Chief Operating Officer, for each of the Faculties by the Deputy Secretary, and shall be conclusive evidence that any person whose name appears therein is entitled to nominate, vote or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Registrar, Secretary and Chief Operating Officer and Chief Operating Officer.
4. The election shall be conducted by the Deputy Secretary, in consultation with the Returning Officer, provided that in each Faculty:
 - (a) each candidate shall be nominated by no fewer than two eligible electors, and shall confirm, in writing, his or her willingness to stand for election;
 - (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
 - (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who shall declare those candidates nominated to be duly elected. If in such instances nominations have been invited for periods of office of varying duration, the allocation of seats shall be determined by lot;
 - (d) if on the expiration of time for the receipt of nominations the number of valid nominations does not equal the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who having declared elected those candidates already nominated, shall extend the time for receipt of nominations for the remaining vacancies by one further week. If, after such time the number of valid nominations still does not equal the number of outstanding vacancies declared, then such vacancies will be held over to the following election.

- (e) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by secret ballot. In such circumstances, the Deputy Secretary shall make available to each elector, no fewer than two weeks before the appointed date, information giving the names and styles of the candidates, and the appointment each holds;
- (f) each elector shall be at liberty to vote for as many candidates as there are vacancies, and shall vote via an approved electronic voting system. On the expiration of the period for electronic voting the Deputy Secretary shall count the votes;
- (g) if ballots are being held for seats which include a number having periods of office of varying duration, the allocation of these seats shall be determined by the number of votes cast, the candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;
- (h) on completion of the counting of the votes cast and the allocation of seats, the Deputy Secretary shall forward the result to the Returning Officer, who shall publish the names of the successful candidates forthwith;
- (i) a scrutiny shall be held if demanded by ten electors within seven days of the publication of the name or names of those elected, one proposer of each candidate to act as a scrutineer, such scrutineer to be selected by the candidate.