

General Regulations of the University of Manchester

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There are no General Regulations III, V or VI. These were disestablished by Senate 29 March 2023.

General Regulation I: Conduct of Elections

This Regulation sets out the requirements of the following elections:

- a) Elections of members of the Senate in Category 3;
 - b) Election of members of the General Assembly by members of the Senate;
 - c) Election of staff members to the General Assembly;
 - d) Election of members of the Board of Governors in Category 3;
 - e) Election of members of the Board of Governors in Category 4;
 - f) Election of members of the Faculty Committees.
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- 1) 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 by the Deputy Secretary. 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, who shall serve as the Returning Officer for elections.

- 2) The election shall be held on an 'appointed date' to be fixed by the Registrar, Secretary and Chief Operating Officer, who shall also act as the Returning Officer.
- 3) 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, their 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;
 - 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) successful candidates shall normally take up their seats at the commencement of the academic year immediately following their election;
 - h) if ballots are being held for seats with 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 Deputy Secretary shall forward the result to the Returning Officer, who 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.

General Regulation II: Eligibility for Elections

Subject to the provisions noted in Regulation I, the following eligibility criteria apply to the named elections:

- 1) Election of members of the Senate in Category 3 (members of the academic and research staff)**
 - a) 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.
 - b) As set out in Ordinance V.6, candidates elected to Senate shall normally serve a three year term, subject to them continuing to hold a paid academic or research appointment assigned to the Faculty.
 - c) Any elected candidate who ceases to hold such an appointment shall be required to resign their membership of Senate.
 - d) Members who have served two consecutive terms shall not be eligible for re-election until after the expiration of at least one year.
- 2) Election of members of the General Assembly by members of the Senate**
 - a) 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.
 - b) As set out in Ordinance III.5 and XXXII.2 candidates elected to the General Assembly shall normally serve a three year term, subject to them continuing to hold membership of Senate.
- 3) Election of staff members to the General Assembly**
 - a) Subject to Ordinance V.8 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.
 - b) As set out in Ordinance III.5 and XXXII.2, candidates elected to the General Assembly shall normally serve a three year term, subject to them continuing to hold a paid appointment at the University (candidates may normally serve for up to two further three year terms subject to election and continued paid appointment at the University). Any elected candidate whose paid appointment at the University ends, shall be required to resign their membership.
- 4) Election of members of the Board of Governors in Category 3 (members of the Senate)**
 - a) 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.
 - b) 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 as specified in Statute VI.3(c). In doing so, they 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).
 - c) As set out in Statute VI.5, members of the Senate elected to the Board shall hold office for a period of up to three academic years (eligibility for further

terms will depend on continuation of membership of Senate): as set out in Ordinance V. 4(c) members shall complete the term of office specified in Statute VI.5 in the event that they cease to be a Senate member.

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

- a) Those entitled to nominate and vote in the election shall be the members of the General Assembly, but only staff members of General Assembly, excluding those who hold academic or research appointments may stand for election.
- b) As set out in Statute VI.5, members of the General Assembly elected to the Board shall hold office for a period of up to three academic years (and subject to election and continued eligibility, normally for up to two further three year terms).

6) Election of members of the Faculty Committees

- a) 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.
- b) Candidates elected to Faculty Committee shall normally serve a term of up to three years, subject to them continuing to hold a paid appointment assigned to the Faculty, 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.

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General 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, their 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 with 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.

As set out in Ordinance III.5 and XXXII.2 candidates elected to the General Assembly shall normally serve a three year term and subject to the election and continued eligibility normally for up to two further three-year term.

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General 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 their discretion, delegate custody to the Chief Financial Officer.
- 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:

- a) The Registrar, Secretary and Chief Operating Officer
- b) The Deputy Secretary
- c) The Director of Legal Affairs and Board Secretariat
- d) The Director of Estates and Facilities
- e) The Chief Financial Officer
- f) 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:
 - a) The Chair of the Board
 - b) The Deputy Chair (or Deputy Chairs) of the Board
 - c) The President and Vice-Chancellor
 - d) The Deputy President and Deputy Vice-Chancellor
 - e) 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.

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General Regulation VIII: Public Interest Disclosure Procedure

The Public Interest Disclosure Act 1998 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 a Policy and Procedure (link to be added) through which staff can express such concerns.

The Policy and Procedure confirms that individuals expressing such concerns which they reasonably believe to be true in good faith and in accordance with the Policy and Procedure, should not be jeopardised as a result.

The Policy and Procedure provides guidance to employees and other workers at the University who believe that they have discovered evidence of malpractice. It is not designed to permit the questioning of financial and business decisions taken by the University, nor to seek reconsideration of any matter that has already been addressed under any other established procedure.

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General 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 they are 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 they are 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, they 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.

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General Regulation X: The Schools of the University

- 1) 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

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General 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:

Faculty of Science and Engineering

Title	Abbreviation
+ 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

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Master of Technology	MTech
Diploma in Statistics	DpStats
Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert
Professional Doctorate	DProf
Doctor of Engineering	EngD
Doctor of Enterprise	EntD
Doctor of Professional Management	DProfPM or DProfREAM

+ 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.

Faculty of Humanities

Title	Abbreviation
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	MBS
Master in Education	MEd
Master of Informatics	MInf
Master of Geography	MGeog
Master of Landscape Architecture	MLA
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	MuM(Comp)
Master of Music in Performance	MusM(Perf)
Master of Public Administration	MPA

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Master of Planning	MPlan
Master of Planning and Real Estate	MPRE
Bachelor of Engineering	BEng
Bachelor of Laws	LLB
Bachelor of Linguistics	BLing
Bachelor of Music	MusB
Bachelor of Philosophy	BPhil
Master of Research	MRes
Master of Science	MSc
Master of Town and Country Planning	MTCP
Master of Town Planning	MTPI
Integrated Professional Master in Languages	IPML
Bachelor of Architecture	BArch
Level 3 Foundation Diploma in Architecture	FDArch
Bachelor of Arts	BA
Bachelor of Arts in Economic and Social Studies	BA (Econ)
Bachelor of Economic Science	BAEconSc
Master of Music in Composition	MusM(Comp)
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&SchoolImprovement
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	CBA
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

Faculty of Biology, Medicine and Health

Title	Abbreviation
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Doctor of Clinical Psychology	ClinPsyD
Doctor of Clinical Science	DClinSci
Doctor of Dental Science	DSc
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	MOpto
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	MDS
Master of Health Science	MHSc
Master of Midwifery	MMidwif
Master of Population Health Evidence	MPHE
Master of Public Health	MPH
Master of Psychology	MPsy
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

Validated Programmes

Title	Abbreviation
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.

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General 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 their 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 their 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.

7) **Attendance Requirements**

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 parttime 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.

10) **Conduct of Assessments**

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 Faculty Vice Dean (Teaching, Learning and Students) (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 their appointment as such for negligence or misconduct, lack of engagement, 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 they:

- a) have 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) have 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.
- 18) **Results of Assessments**
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.

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General 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.

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General Regulation XIV: Use of Library and Information Service

1) Application and Scope

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.

5) **Hours of Opening**

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.

7) **Policies and Procedures**

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.

8) **Copyright**

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.

9) **Infringement and enforcement**

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 they, on completion of their programme of study, fail 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.

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General Regulation XV: Use of IT facilities and services

1) Application and scope

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.

8) Policies and Procedures

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.

9) **Copyright**

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.

10) **Infringement and enforcement**

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.

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General 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.

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General Regulation XVII: Conduct and Discipline of Students

General Regulation XVIII: Student Complaints Procedure

General Regulation XIX: Academic Appeals Procedure

General Regulations XVII, XVIII and XIX are curated by the [Appeals, Complaints, Conduct, and Discipline Team](#) and can be viewed on their webpage.

These General Regulations are detailed procedures supporting the student experience and are directly signposted to from [Student Support webpages](#) with guidance and information for users. **All three General Regulations are subject to the approval of Senate.**

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General Regulation XX: Monitoring Attendance, Engagement and Wellbeing of Students

- 1) The University records and monitors the attendance and engagement of **all** students to:
 - a) support academic attainment and progression;
 - b) help minimise awarding gaps and ensure all students are supported to succeed;
 - c) flag up any causes for concern in a timely manner;
 - d) ensure student wellbeing; and
 - e) satisfy external reporting/accreditation requirements.
- 2) Each School determines the attendance requirements for each programme it provides and sets the criteria for indicating when non-attendance or non-engagement 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 or engagement requirements and how attendance/engagement is recorded and monitored.
- 4) Handbooks and websites must also include a statement on the consequences and penalties for students who fail to meet academic and professional attendance or engagement requirements.
- 5) They must also include information on sources of advice and support available to students if they are experiencing problems with attendance.