



Academic Quality, Standards and Conduct

Student and Education Services

MARP2023-24





## MARP2023-24 STUDY REGULATIONS

### SR1 UNDERLYING PRINCIPLES

#### SR1.1 EQUITY AND CONSISTENCY OF TREATMENT

SR1.1.1 In the management of quality and standards, the University needs to ensure and demonstrate consistency in approach between different departments and in the equitable treatment of all students in terms of admissions, learning, teaching and assessment, academic discipline and awards.

SR1.1.2 All members of University staff have a responsibility to treat all students fairly and equitably.

SR1.1.3 Students should be treated on the basis of capacity and potential and should not be disadvantaged on any grounds irrelevant to academic study.

#### SR1.2 COMMUNICATIONS WITH STUDENTS

SR1.2.1 Students should be provided with accurate, relevant and timely information and should be informed of the primary means by which their academic departments, colleges, Student and Education Services and other units will communicate with them and when this will happen

SR 1.2.2 Students are required to regularly check their Lancaster email account for official communications and notifications of the status of their registration and studies

SR 1.2.3 It is the responsibility of students to maintain links with their academic department and the central administration, respond to requests for information, acknowledge specific communications related to the status of their registration and studies. Students are required to inform the University's Student and Programme Administration of any changes in their contact details, including any changes of address.

### SR2 REGISTRATION AND ENROLMENT

#### SR2.1 INDUCTION AND ORIENTATION

SR2.1.1 The University will provide induction and orientation for all new students. There will be an Introductory Week at the start of each new academic session and other activities, as appropriate, for students whose programmes of study start at another point during the year.

SR2.1.2 A designated central administrative office (currently Student and Education Services) will be responsible for coordinating the introductory programme with input from colleges, academic departments and other central services.

SR2.1.3 Induction activities will cover academic, administrative, social and welfare issues.

## SR2.2 MATRICULATION AND REGISTRATION

- SR2.2.1 All applicants who have firmly accepted offers of a place to study at Lancaster will be required to matriculate and register in order to become students of the University. These administrative procedures will be organised by Student and Programme Administration. All students will be required to register at the start of every succeeding academic session.
- SR2.2.2 No student shall normally be allowed to register concurrently for more than the equivalent of one fulltime higher or further education scheme of study.
- SR2.2.3 Every student becomes liable for the full sessional fee when they matriculate, and payment must be made according to the invoice that is sent to each student. It is a condition of the acceptance of matriculation that a binding undertaking to meet all University charges should be made. The University may refuse to matriculate a student who, on request before or at the time of matriculation, is unable to show that they or may reasonably expect the means to pay their fees and meet other financial commitments whilst a student. Fees, appropriate to the form of registration and approved from time to time, are payable from the date of first registration to the date of completion of the course or submission of the thesis. Students are notified of the due date of their fees at the time of invoice. Any student who does not pay the tuition fees when due or make agreed special arrangements with the Credit Control Office regarding the timing of the payment of fees, may be excluded from the University. The regulations are contained in the [Student Fees Regulations and Debt Procedures](#)
- SR2.2.4 Students should make themselves aware of the University's [Intellectual Property Regulations](#). These form a part of the terms and conditions of the student contract with the University. In common with the vast majority of UK universities, the regulations indicate that students will generally retain any intellectual property they generate as part of their study.

SR2.3 ENROLMENT

Undergraduate and postgraduate students

SR2.3.1 Newly matriculated and registered students are required to ensb6ared eT

## Part-time UG students

- SR2.3.9 Each department having part-time Part II major students shall designate a member of staff to be director of studies for such students. These directors of part-time studies (as they are referred to below) shall normally be appointed for a period of not less than 3 years.
- SR2.3.10 Directors of part-time studies shall be responsible for advising on, and approving, part-time students' programmes of study, including their individual course registrations and the timing of courses and examinations. Where a part-time student is registered for a combined major degree programme, the directors of part-time studies in the major departments concerned shall jointly advise the student on, and approve, their Part II programme of study.
- SR2.3.11 At or before the beginning of the first year of Part II, and again at or before the beginning of the third year of Part II (where Part II lasts four years) at appropriate stages where Part II lasts three or five years the director of studies shall discuss with the student and approve their scheme of study for the following two or more years, including the timing of individual course registrations and of examinations. The director(s) may approve variations in these schemes, in the light of changes in the student's circumstances or interests.

## SR3 ATTENDANCE AND REGISTRATION STATUS

### SR3.1 ALL STUDENTS

- SR3.1.1 A student, postgraduate or undergraduate, who is prevented by illness or any other cause from returning to the University for the beginning of any term, or from attending classes during term, must see the Student and Programme Administration informed forthwith. If the absence is notified orally it must be confirmed in writing by the student. If the absence is due to illness which extends or is likely to extend beyond a week the student must send a medical certificate to Student and Programme Administration, and may be required to do so for absences less than a week. Any student who is suffering from an infectious illness or who is absent because of contact with a person suffering from such illness must immediately send a medical certificate to Student and Programme Administration and before returning to the University must submit a Student and Programme Administration certificate stating that there is no longer any danger of infection being conveyed to other persons.
- SR3.1.2 All students must perform with reasonable diligence the work required of them, including attendance at such formal instruction, seminars and tutorials, and examinations or any form of required assessment, and performance of such written or practical work, vacation work and departmental tests as the heads of the appropriate departments may prescribe.

Fitness to Study

SR3.1.3 Fitness to Study is understood as a student's ability to suitably engage with their studies and the wider University community in a way that does not significantly compromise the health and wellbeing of themselves or others.

#### Part-time students

- SR3.2.2 Part-time Part I students shall undertake coursework in the same manner and at the same times as full-time undergraduates registered for the same Part I course(s).
- SR3.2.3 They shall take the relevant examination(s) in each Part I course in June of the academic year in which that course is completed.
- SR3.2.4 Where the assessment of a course includes formal examinations, a part-time student should normally be examined in the course either in May/June of the year in which the course was taken or in May/June of the following year. The timing of the examinations should take account of the student's personal circumstances and work load. A part-time student is expected to complete coursework (including any dissertation) for a particular course by the same dates as full-time students registered for that course.

#### SR3.3 POSTGRADUATE STUDENTS

##### Full-time students

- SR3.3.1 Full-time postgraduate students are required to register at times to be specified and to be fully engaged with their studies for the entire duration of their course including over the summer vacation period. Students must present themselves for examination when required to do so. PGR students may be permitted up to 20 days' holiday per year approved in writing by their department(s) or supervisor(s).
- SR3.3.2 A full-time postgraduate student may, subject to the approval of the department(s) concerned, undertake demonstrating, teaching or other academic related work, provided that the work is compatible with the student's academic obligations. The total time devoted to such work shall not exceed an average of six hours per week in any one term.
- SR3.3.3 Students should consult the department(s) concerned prior to undertaking any other paid work, in order to ensure that the work would not interfere with their studies.
- SR3.3.4 International students must also ensure that any work (paid or voluntary) will not conflict with their visa requirements.
- SR3.3.5 The above regulations apply in addition to any such conditions laid down by grant awarding bodies.
- SR 3.3.6 Further information on the employment of postgraduate students is available via the [Code of Practice for the Employment of Postgraduate Students](#)

##### Part-time students

- SR 3.3.7 A part-time postgraduate student is a person who is registered for a recognised scheme of study but undertaking the work over a period of time. Further information is available via the [Code of Practice for the Employment of Postgraduate Students](#)



SR3.4 ATTENDANCE MONITORING

Clauses SR 3.4-1SR 3.4.10 are suspended. Departments should follow the Student

~~SR3.4.9~~ Where a student's attendance profile has generated a red or amber flag, departments should instigate the procedures on attendance check



- SR4.1.3 Departments are required to define and communicate clearly to students how they assist students to realise the benefits of reflecting on and recording learning, the development of employment awareness and career planning.
- SR4.1.4 Departments should ensure that they provide guidance and information to students on the following:
- (a)



- (e) feedback on assessment.

Specialist services

SR4.2.9 In addition to the provision of support and guidance at departmental level, departments are responsible for ensuring effective communication and liaison with Colleges, the Library and Information Systems Services (ISS), and with other central services including Student and Education Services, Student and Programme Administration and the Careers

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