

NORWICH UNIVERSITY OF THE ARTS

**STUDENT REGULATIONS AND PROCEDURES
2024-25**

SECTION A — GENERAL REGULATIONS

Academic Year 2024-25

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This section contains basic information which applies to all students registered at the University.

- When you enrol at the University, we'll give you your own **University email address**. This is the main way our staff will communicate with you. Even if you have one or more personal email accounts, you must use your University email account. We expect you to check your University emails at least every other day, and on a daily basis during submission and assessment time on your course. If we need to contact you in writing, we'll use the term-time address you have given us.
- You can view information we hold electronically about your student registration, including your personal details and information about your academic progress, using **e:Vision**. We'll tell you how to access e:Vision and the Virtual Learning Environment (VLE) when you start your course.
- In this section and the sections that follow, we describe periods of time in **working days**. For example, if we tell you on a Monday that you have 10 working days to submit an appeal form to us, you would have until the end of the day on the Monday two weeks afterwards to submit the appeal to us. We usually leave out weekends (Saturdays and Sundays) and Bank Holidays from the count of working days unless we tell you otherwise.

1 Your health and wellbeing

- 1.1 Please make sure you register with a local doctor while you're a student at the University. If you need help finding a doctor or if you want to talk to us about your health or wellbeing, Student Support can help.

[Click here for more about Student Support](#). You can contact them by going to a Drop-in session during term-time, sending them a message through <https://our.norwichuni.ac.uk>, or by emailing support@norwichuni.ac.uk.

If you're a student on a short course, remember that some support options may be limited or may not be available to you for practical reasons. Please contact us to discuss your support needs, we can then evaluate what support we can offer in respect of your individual situation. Use the contact details for Student Support above if you have any queries.

- 1.2 You also need to provide emergency contact details to us as part of the information we hold about you on e:Vision.

2 Registering for your course

- 2.1 We expect all students, apart from those on short courses, register at the start of each academic year of their course. Registry Services will tell you how to do this. If you don't register when we ask you to, we may assume that you are not returning to your course and withdraw you from the University. If you are more than one week (five working days') late registering at the start of an academic year, we may choose to withdraw you from your course, unless there are valid reasons such as travel restrictions or health reasons that you have told us about in advance.

A Course Administrator will write to you if we decide to withdraw you from your course because you haven't registered.

- 2.2 Students enrolling on courses with partner institutions register directly with the partner institution and are not registered directly at Norwich University of the Arts.

3 How to tell us about changes to your details or status

- 3.1 It's important that we can contact you when we need to and that the information we hold about you is correct, so please make sure you keep the University up-to-date with your details.

- You can ask us to update the personal details we hold about you – including your name, address, and preferred pronoun – by logging into e:Vision and requesting any changes as necessary. Email registry@norwichuni.ac.uk if you have any questions.
- If you are reassigning your gender, or you intend to do so, you may tell us so that we can amend your details in our records. Contact Student Support for more information.

[Click here for more about Student Support](#). You can contact them by going to a Drop-in session during term-time, sending them a message through <https://our.norwichuni.ac.uk>, or by emailing support@norwichuni.ac.uk.

- 3.2 If you are studying at the University under the terms of a Student visa and there is any change to your immigration status or you change your personal details – including your home or term-time address – you must contact visa@norwichuni.ac.uk immediately. It may affect your right to stay or study in the UK if you don't tell us about these changes. If you break the terms of your visa we may withdraw you from your course.
- 3.3 If you are convicted of a criminal offence involving a court hearing you must provide details to the Vice-Chancellor as soon as possible – please email aro@norwichuni.ac.uk in the first instance. We may review the information you

give us using our disciplinary procedures if your offence breaches these regulations, or if we decide that your offence means we would need to review your place at the University.

See section M for more about our disciplinary procedures and how we would manage a case where a student was convicted of a criminal offence involving a court hearing.

4 Intellectual property and copyright

The *Intellectual Property Policy and Regulations* provide more details about copyright, performance rights and other matters concerning the work you create while a student at the University. [Click here for the *Intellectual Property Policy and Regulations*](#), or search the intranet for 'Intellectual Property Policy'.

- 4.1 Please be aware of the copyright restrictions on all creative work and respect the rights of artists and designers who have created the work. This includes the use or re-use of computer-generated images or computer software. The Computer Misuse Act 1990 made copying of computer programmes illegal and the copier liable to prosecution. You must not copy software either from or by using any of the University's computers.

5. Retention of student work

- 5.1 If you are an undergraduate student and we consider that the Research Report you submit in Year 3 is of particular note, we may also ask for your permission to upload it to the intranet so that students can access it in future years as part of their research. Email library@norwichuni.ac.uk for more information.
- 5.2 The University is required by the Office for Students (the regulatory body for Universities in England) to maintain digital copies of student work for five years following the end of the course.

For more information about how we keep and use information about you, see section N of these regulations and our *Applicant and Student Privacy Notice*. [Click here for the *Applicant and Student Privacy Notice*](#) for the *Applicant and Student Privacy Notice*.

6 Ethical considerations when creating work at the University

- 6.1 During your studies at the University, you may wish to create work or conduct a project which gives rise to questions of **ethics**. We define ethics as the principles of good academic and professional citizenship supporting standards of academic conduct governing a person's behaviour or an activity they are

carrying out. To help address these issues, the University publishes the *Code of Ethics for Undergraduate and Postgraduate Taught Students*. The Code gives more information about ethical concerns and explains how to seek the University's approval for work that may represent a greater than minimal risk.

[Click here for the Code of Ethics for Undergraduate and Postgraduate Taught Students](#), or search the intranet for 'Code of Ethics'.

Ethical issues for research students are managed separately. Email research@norwichuni.ac.uk for more information.

7 Our resources and equipment

7.1 When you use our resources, such as workshop equipment, IT facilities or the Library, you must follow the relevant University rules and regulations. These are published on the intranet and displayed in the most appropriate places across our campus. You'll also need to complete the appropriate workshop induction before you can use any specialist facilities or equipment.

7.2 Please respect our facilities and resources and use them responsibly, both for your own sake and for the sake of other students. Our resources are for the use of many students and if we find you responsible for any damage to them, we may charge you for their repair or replacement.

7.3 If you want to borrow our equipment and take it off campus, we may ask you to complete an induction first of all in respect of the equipment you wish to borrow.

[Click here for more information about our workshop and technical resources.](#)

If you are borrowing equipment from the course area, you must have written permission from your Course Leader (or equivalent) or the Year 0 Pathways Leader as appropriate. Email your course area address for more information. You must also follow any other procedures we put in place for borrowing and returning equipment.

7.4 If you are borrowing equipment from the Media Resource Centre (MRC), you must comply with the following requirements as specified at the time you take out the loan:

- induction requirements;
- maximum loan periods; and
- any insurance requirements as published by the MRC.

You are responsible for any equipment you borrow, and for returning it to us in good working order. We'll check the equipment you have borrowed when you return it. If we find any damage to equipment you have borrowed, you'll be responsible for the costs of repairing or replacing the item in question.

- 7.5 If you borrow high value equipment from us, you will need to include the equipment on an appropriate insurance policy. By high value equipment, we mean items worth £600 or more.
- 7.6 You are responsible for following all health and safety guidance, rules and regulations that are issued by the University, including restrictions on accessing the campus during times when physical distancing or similar restrictions are in place. If you find any health or safety hazards when you're using our facilities or resources, report them to the most appropriate person, for example your Course Leader (or equivalent), a member of staff in the MRC or Workshop staff. Email h&s@norwichuni.ac.uk if you have any queries about health and safety at the University.

8 Submitting your work for display or exhibition

- 8.1 During your course you may have opportunities to submit your work for display, for exhibition, or at an external showcase. We'll make every endeavour to ensure the safety and security of your work at these events, but we won't accept responsibility or liability for any damage or loss to your work during assessment, handling, transit or display.
- 8.2 You're responsible for ensuring that where you have consented to your work being displayed, the work:
- is fit for purpose;
 - is constructed appropriately;
 - can be installed safely; and
 - is packaged properly.

We'll issue guidance on how to ensure your work is appropriately packaged and made ready for exhibition. It's your responsibility to make sure you read and understand the guidance and follow all the relevant instructions.

- 8.3 We don't insure student work against loss, damage, theft or other incident or accident at internal or external exhibitions. This applies equally to damage or consequential loss because of negligence on the part of anyone external to the University, or other members of the University including staff or students. You are advised to take out your own insurance where you consider the work to be of an appropriate value.

9 Paying your fees and debts

The *Student Tuition Fees Payment Policies* provide more information about paying any sums you owe to the University, and what action we may take if you don't pay. Click here for the [Student Fees Payment Policy \(Undergraduate\)](#), the [Student Fees Payment Policy \(Taught Postgraduate\)](#) or search the intranet for 'Student Fees Payment Policy'.

- 9.1 You are responsible for paying all fees due to the University unless you provide evidence proving otherwise. If you are liable for your tuition fees, we'll expect you to pay them when they are due or to enter into an agreement with the University as to how you will pay them.
- 9.2 You must pay any debts to us you have and return any of our equipment and library books you have borrowed before the end of the final term or teaching block in your final year of study.
- 9.3 If you have any tuition fee debts at the point you are due to graduate, we may not allow you to attend your ceremony.

See section I for more about graduation.

10 Restricted activities

- 10.1 Smoking and vaping are banned in the following places:
- inside or within two metres outside of any of our buildings, including in Guntons Yard;
 - in our vehicles, including ones which have been hired or leased; and
 - in any University-managed student accommodation.
- 10.2 The ban on smoking and vaping applies to all our students, staff, visitors, contractors and sub-contractors.
- 10.3 We will ask you to leave the campus immediately if:
- you are under the influence of alcohol; or
 - you are in the possession of, or under the influence of, illegal drugs; or
 - you are acting aggressively or inappropriately towards other people.

If you are involved in behaviour like this we'll look into the matter using our disciplinary procedures. Depending on the outcome, this may put your place at the University at risk.

See section L for more about how we define and deal with unacceptable behaviours, and section M for our disciplinary procedures.

- 10.4 We don't normally allow you to bring children onto the University's premises, although they can attend public events like Grad Fest and graduation. If you think you need to bring a child or children onto our premises, you must ask for permission from the Director responsible for your course and the Pro Vice-Chancellor (Student Experience) & Academic Registrar in advance. Email aro@norwichuni.ac.uk for advice in the first instance. Children on our premises must be accompanied by a parent or guardian at all times.

- 10.5 If you're working on an activity for your course which involves someone who is under 18, you need to ask the Pro Vice-Chancellor (Student Experience) & Academic Registrar for permission.

[Click here for guidance about bringing under-18s onto University premises](#), or search the intranet for 'Bringing Visitors onto Site'.

- 10.6 Assistance dogs are allowed on the University's premises only where we have approved student applications in line with our policy on the matter. Other animals are not allowed on the premises unless as part of an authorised University activity (for example, Winterfest).

[Click here for guidance about bringing assistance dogs onto University premises](#) for guidance about bringing assistance dogs onto University premises, or search the VLE for 'Disability Access'.

- 10.7 If you use a car or another vehicle for anything which is part of your studies, including carrying other students as passengers, you do so at your own risk and you are not covered by the University's insurance.

- 10.8 Please don't direct your letters, deliveries or phone calls to the University unless your Course Leader (or equivalent) or the Year 0 Pathways Leader has specifically allowed this. These staff will normally only allow this if it's an emergency or if it's something to do with your course, so talk to them as appropriate for advice first of all if you're not sure.

11 Suspending you from your course or our accommodation or terminating your place on a course

- 11.1 There are a number of circumstances which may lead us to review your place at the University, including the following:

- because you haven't registered for your course when we asked you to;
- because your engagement with the University is not satisfactory;
- for academic reasons – in other words, because you haven't successfully completed and passed one or more units on your course;
- for disciplinary reasons, including where we have received information which may have led us to make a different decision about your place at the University, or because you have been convicted of a criminal offence involving a court hearing;
- because we believe your health or behaviour is presenting an exceptional level of concern to us, or is disrupting the day-to-day work of the University community;
- because you have taken a formal break from your studies, which we call intermission, but you don't meet the conditions we have set for your return or you don't reply to us when we ask you if you want to return; or

- because you haven't paid your tuition fees or rent for a place in our accommodation. See above for more about paying your fees or debts to us; and/or
- because you have breached the terms of your visa and UKVI have rescinded your right to study in the UK.

If we think we have reason either to suspend you from or to ask you to leave your course or our accommodation, we'll tell you in writing how we intend to take forward the situation with you. Other sections of these regulations tell you how we would reach a decision like this, and whether you have the opportunity to make an appeal.

For more information about the circumstances in which we might suspend you or terminate your place on a course, please see the following sections:

Section C: Engaging with your course

Section E: Passing and failing units

Section G: Taking a formal break from your studies: Intermission, including how we review your engagement with the University

Section L: Defining and dealing with unacceptable behaviours

Section M: Disciplinary procedures, including for academic misconduct