



General Regulations 1:

General Regulations

2016-2017

All students must read the General Regulations contained in this booklet, before completing the enrolment process, as it is a condition of enrolment at Kingston University that all students accept and agree to abide by them, and they form a part of your contract with the University.

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Introduction

This booklet is in three sections:

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| Section 1 | provides general regulations for students who are enrolled for a University award or one conferred under licence e.g. an HND, and who are enrolled at the University. |
| Section 2 | provides the general expectations for all students enrolled at the University or using its facilities and the specific codes and regulations for users of the libraries and computing services (Learning Resources). |
| Section 3 | provides general academic regulations for students who are enrolled for a University award or one conferred under licence. |

Please read this booklet carefully before completing the enrolment process. By completing the enrolment process, you confirm that you have read these General Regulations and you agree to abide by them. It is your responsibility to ensure that you are familiar with them.

This booklet is available on University intranet and internet sites. If you have any difficulties with obtaining a copy that you can read or find any aspect difficult to understand, staff in the Student Life Centre or the Union of Kingston Students Advice Centre will be happy to help.

Important terms to note

- **If you are studying part of your course elsewhere under partnership arrangements with colleges in the United Kingdom or overseas, you will also be enrolled by the partner institution and required to comply with its regulations and codes of conduct when on its premises or using its facilities**
- **All students who are enrolled for a Kingston University award (or one conferred under licence) are subject to the [academic regulations](#) of the University regardless of where they are studying. You will be provided with separate academic regulations which apply to your course by your faculty**
- **All students are responsible for the payment of their fees and charges irrespective of whether they are being sponsored in part, or full, by a third party. If the sponsor fails to pay then the student will be liable for the amount due.**

Statement on the Provision of Education

The University agrees to take all reasonable steps to provide the teaching, assessment and other educational services set out in its prospectuses. Should industrial action or other circumstances beyond its control interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to its educational services. The University will endeavour to provide educational services as similar as possible to those specified in its prospectuses.

These General Regulations form a part of the terms of the contract between enrolled students and the University. Enrolment at the University is made on the basis that, in accepting an offer of enrolment, students signify their consent to the incorporation of these Regulations as part of the terms of that contract. The contract between us is governed by English law, and any dispute between us will be subject to the exclusive jurisdiction of the Courts of England and Wales.

Section 1

General regulations for students who are enrolled for a University award or one conferred under licence e.g. an HND, and who are enrolled at the University.

Fees

- 1 Fees include:
 - Tuition fees
 - Learning Resource Centre (LRC) late return charges
 - Equipment loan late return charges
 - Any other fees or charges associated with your course not included in the tuition fee (for example field trips)
 - Accommodation fees
 - Child-care fees
 - Financial disciplinary penalties
 - Any other fees not defined above
- 2 The University will publish details of its tuition fees and the schedule for payment annually for each academic year. These tuition fees are available on the [University website](#).
- 3 Details on how to pay tuition fees and cut-off dates for liability of payment of tuition fees (see paragraph 23 below) are contained in '[Money Matters](#)', a copy of which is available on the [University website](#). **If you withdraw after the cut-off date applicable to your level of study, you will normally be liable for the tuition fees for that current academic year.**
- 4 You are obliged to pay your tuition fees in accordance with the payment terms of the University. Details are available on [MyKingston](#) (the University's intranet).
- 5 You are obliged to pay the LRC late return charges in accordance with the terms provided to you by the LRC at the time of loan;
- 6 You are obliged to pay any equipment loan late return charges in accordance with the terms provided to you at the time of the loan.
- 7 Your accommodation email will include full details of your accommodation fees and payment dates and methods.
- 8 You are obliged to pay your accommodation fees in accordance with the payment terms of the University which are contained in '[Money Matters](#)'
- 9 You are obliged to pay your child-care fees in accordance with the payment terms of your child-care agreement.
- 10 You are obliged to pay any financial disciplinary penalties in accordance with the [Student Disciplinary Procedure](#) and any other fees under **paragraph 1** above in accordance with the terms provided to you at the relevant time.

Unpaid Fees and Charges

- 11 If any proportion of your tuition fees and charges remain unpaid after the due date relevant to your chosen method of payment, you will be deemed to be **in Poor Financial Standing (Academic)** with the University, in all other cases of unpaid fees and charges you will be deemed to be in **Poor Financial Standing (Other)**. In all cases of Poor Financial Standing you will be subject to the debt recovery procedures, but if you are in Poor Financial Standing (Academic) you **may** also be suspended from your course until the debt is cleared in full (see paragraph 12 below).
- 12 Suspension from your course will result in the following:
- withdrawal of access to the University's facilities e.g. Libraries, IT systems - including the University intranet, StudySpace and MyKingston
 - prohibition to access placement portfolios, prohibition to submit assessments or course evaluations
 - no official certification of the results of any assessment on your course
 - notification of non-attendance to the Student Loans Company wherever appropriate
 - your academic progression may be jeopardised.

Reinstatement of these facilities will not take place until any arrears have been cleared in full.

- 13 The University operates a debt recovery programme in respect of all fees and charges owing to the University. **If you fail to pay any tuition or non-tuition fees, you will be subject to the University's debt recovery procedures.**
- 14 Non-payment of accommodation fees may result in the University issuing you with a Notice to Quit, and issuing possession proceedings in court if that notice is not complied with.
- 15 **The University uses the services of external agencies to pursue the outstanding debt as part of its debt recovery procedures which may result in a County Court Judgment ('CCJ') being registered against you in the amount of the debt, plus costs, plus interest. A CCJ on your record may also affect your ability to obtain credit, and enter into various financial arrangements (for example obtaining a mortgage, a credit card or a mobile phone contract).**

Enrolment

- 16 Before you can start your course at Kingston University you must enrol. You will also be required to re-enrol each subsequent academic year at <http://www.kingston.ac.uk/enrol>. You should note that if you are studying at a partner institution you will also be required to enrol and re-enrol each subsequent academic year as a student at that partner institution.
- 17 To be enrolled as a student of the University, you must:
- not be **in Poor Financial Standing (Academic)** with the University i.e. have no Tuition Fees outstanding (see paragraph 11 above); and
 - have completed the enrolment process, which includes agreeing to abide by the General Regulations; and
 - have fulfilled the appropriate entry requirements as stated in the offer letter; and

- be authorised to commence or continue on your course by an academic authority approved by the Vice-Chancellor of the University.
- 18 A sabbatical officer of the Union of Kingston Students, whose period of office falls within that officer's duration of enrolment at Kingston University is deemed to be an enrolled student.

Photographic ID

- 19 All enrolled students will be issued with a photographic ID card. The photograph used must show your full face, without any covering; the wearing of head coverings is also not permitted unless for religious or medical reasons.

Interruption of Studies or Withdrawal by you

Interruption of Studies

- 20 If you wish to take time out from your studies, with the intention of returning at some point in the future, you will need to request a temporary period of interruption to your studies in writing to your Student Office following discussion with your Field Leader/Course Director or Personal Tutor using [Form GR1b – Application for an Interruption of Studies](#). Any approved period of interruption cannot take effect until the request has been formally agreed and this form submitted to your Faculty Student Office. Once you have enrolled to take a module and you are beyond the deadline allowed for change (normally by the end of week two of the module) your module taking record cannot be deleted. Therefore any interruption of studies after this point will result in the assessments being recorded as non-submission and an assessment attempt being lost. If you provide evidence of mitigating circumstances to support your need to interrupt your studies, and this is accepted by the Faculty, the number of available assessment attempts will not be affected by the interruption. The cut-off dates included in paragraph 23 and the corresponding fee liability dates apply to students who interrupt their studies. Please read [General Regulations 1b – Making Changes to your Enrolment Status for further information](#). Students who wish to request a temporary period of interruption to their studies should ensure that they have fully considered the implications to their fee liability, funding status loan eligibility. Students should also consider any implications to their student visa, where applicable. Students are encouraged to contact the University's Student Life Centre to discuss any of these issues in more detail. Students with NHS bursaries should also contact their Faculty Programme Office.

Withdrawal from a course

- 21 If you wish to withdraw from your enrolled course i.e. leave the course permanently, you must immediately inform your Faculty Student Office in writing using [Form GR1b – Notification of Withdrawal](#). Withdrawals cannot take effect until this form has been submitted to your Faculty Student Office. Failure to follow this process correctly may lead you to forfeit any academic credit for modules completed and any consideration for a refund of fees. You must ensure that you obtain confirmation of receipt of your request in writing from the Faculty. Details regarding refund of fees and appropriate cut-off dates are provided in [Money Matters](#). Please read [General Regulations 1b – Making Changes to your Enrolment Status for further information](#).
- 22 If you withdraw from your course prior to the published withdrawal cut-off date for your cohort (see paragraph 24), you may be entitled to a refund of tuition fees if you have paid in full upon enrolment less the non refundable deposit or any other outstanding fees and charges where applicable. **If you withdraw after the published withdrawal cut-off date for your cohort, you will not normally be eligible for a refund of**

tuition fees and you will be held liable for any unpaid fees. Details are available in [Money Matters](#) and on [MyKingston](#) (the University's intranet).

- 23 If you withdraw from a postgraduate research course, consideration for a refund of tuition fees will be determined by the structure of your course. Please note if you are in receipt of a stipend this may have to be returned. Details are available in [Money Matters](#) and on [MyKingston](#) (the University's intranet).

Withdrawal and Interruption cut-off dates

- 24 The dates below are the latest dates for you to withdraw from a course or to interrupt your studies without incurring **any** fee liability. Details of the fee liability for later withdrawals can be found in [Money Matters](#).

Undergraduate Students

Official course start date	Cut-off period	Refund
September 2016 start	Withdrawals on or before 3rd October 2016	100%
October 2016 start	Withdrawals on or before 1st November 2016	100%
November 2016 start	Withdrawals on or before 1st December 2016	100%
December 2016 start	Withdrawals on or before 3rd January 2017	100%
January 2017 start	Withdrawals on or before 1st February 2017	100%
February 2017 start	Withdrawals on or before 1st March 2017	100%
March 2017 start	Withdrawals on or before 3rd April 2017	100%
April 2017 start	Withdrawals on or before 2nd May 2017	100%
May 2017 start	Withdrawals on or before 1st June 2017	100%
June 2017 start	Withdrawals on or before 3rd July 2017	100%
July 2017 start	Withdrawals on or before 1st August 2017	100%
August 2017 start	Withdrawals on or before 1st September 2017	100%

Postgraduate Taught Students

Official course start date	Cut-off period	Refund
September 2016 start	Withdrawals on or before 17th October 2016	100%
October 2016 start	Withdrawals on or before 15th November 2016	100%
November 2016 start	Withdrawals on or before 15th December 2016	100%
December 2016 start	Withdrawals on or before 16th January 2017	100%
January 2017 start	Withdrawals on or before 15th February 2017	100%
February 2017 start	Withdrawals on or before 15th March 2017	100%
March 2017 start	Withdrawals on or before 18th April 2017	100%
April 2017 start	Withdrawals on or before 15th May 2017	100%
May 2017 start	Withdrawals on or before 15th June 2017	100%
June 2017 start	Withdrawals on or before 17th July 2017	100%
July 2017 start	Withdrawals on or before 15th August 2017	100%
August 2017 start	Withdrawals on or before 15th September 2017	100%

Postgraduate Research students

- 25 All Postgraduate Research students who leave their course will be credited on a pro-rata basis for the entirety of your course. For further details about receiving a refund of

tuition fees paid, please contact the Income & Receivables Team within the Finance Department.

NB: Refunds for withdrawals that incur no fee liability will be less any tuition fee deposit paid

Termination of enrolment by the University

26 You may have your enrolment terminated by the University for reasons including but not limited to:

- failure in assessment;
- Level 3 misconduct as defined in the [Student Disciplinary Procedure](#)
- breaches of these General Regulations;
- non-payment of tuition fees;
- a period of imprisonment of 21 days or more
- fitness to practice regulations where there is an issue affecting suitability to remain on a professional programme
- fraudulent applications including fraudulent payments
- If sponsored by the University under Tier4 of the Points Based visa system, failure to complete enrolment or re-enrolment or engage satisfactorily with the programme, or any other breach of the conditions of University sponsorship

UK Visas & Immigration (UKVI)/Tier 4 – Points Based System and Conditions of Kingston University's Continued Sponsorship

27 International students (from outside the European Economic Area) should be aware that the University is registered as a UKVI Sponsor. In this regard the University has statutory responsibilities to monitor and report to the UKVI any student sponsored by the University under Tier 4 who fails to enrol, re-enrol or engage with their course regularly and as normally expected. Where a student has not completed enrolment or re-enrolment, or is not engaged with their course, or fails to attend the monthly registration events and this is not a University-authorised absence, the University will be obliged to report this to the UKVI who will curtail the visa and the University will terminate the student's enrolment.

28 The University is also required to inform the UKVI when a student holding a Tier 4 visa; withdraws from studies, goes on a break, changes course (including adding a work placement or Study Abroad experience), completes their course earlier than expected or defers their course. Furthermore International students who fail to provide the University with the relevant evidence proving they have the correct immigration status to study will have their enrolment terminated. Any enquiries regarding this should be directed to the Compliance Officer for the University who can be contacted at: ukba@kingston.ac.uk

29 If you are an International student (from outside the European Economic Area) you will be responsible for maintaining up-to-date and accurate information about your passport, visa, contact details in the UK and for ensuring that, as necessary, you renew your passport and visa in good time. When necessary, for instance after a period of academic inactivity of greater than 60 days, you must ensure that you have the right to remain in the United Kingdom if you intend to do so. Further advice is available from the International Student Advisory Centre (ISAC) who can be contacted at isac@kingston.ac.uk

Change to your registered details**(The University's standard mode of contact is via your University email address)****Address**

- 30 You are required to update any changes to your address or telephone number as soon as the changes occur. It is your responsibility to update your contact details and to provide the University with a current term time address – this can be done via the [Online Student Information System \(OSIS\)](#). If you are unable to do this you should advise your Faculty Student Office of any changes as soon as possible.

Changes to your module details

- 31 You must ensure that you are registered for the correct modules. The deadline for any changes to be agreed (normally by the end of week two of the module) is published in your course handbook. Your module registration is linked to your assessment record and so failure to register correctly may result in your assessments being void and the loss of an assessment attempt due to non-submission.

Name changes

- 32 The names entered on the enrolment form and verified as part of the enrolment procedure are those that will appear on a graduation certificate.
- 33 If names are to be added, deleted or amended original proof of the change must be submitted to your Faculty Student Office **before** the final Programme Assessment Board (PAB). This documentation should be in the form of a passport, marriage certificate, deed poll (change of name deed) or other appropriate identification documents.
- 34 Name changes that are effective post the final Programme Assessment Board will not normally be accepted because the enrolment has ceased and for audit and subsequent confirmation of awards the name on the certificate must match the name the student was enrolled under. However under exceptional circumstances, such as gender re-assignment, the name change may be permitted subject to agreement by the Academic Registrar.

Data Protection

- 35 Kingston University is a data controller as defined by the Data Protection Act 1998 and will process your personal data at all times in accordance with the Act for the purposes of administering your education, associated financial matters, support requirements (e.g. disability), use of University facilities, accommodation where appropriate, and for following up your subsequent career destination. This may include processing your data for the purpose of detecting plagiarism, including submission of your work to a third party for screening. Some data will be sent to the Higher Education Statistics Agency (HESA), Government Departments (including the UKVI), Funding Councils, Union of Kingston Students, GradIntel (for the purpose of providing a Higher Education Achievement Report), partner institutions and similar organisations. Data will also be sent to your local authority to confirm your status in respect of council tax liability and in connection with the administration of headed tenancy accommodation where applicable. Students who apply for a Transport for London (TfL) student Oyster travel card should be aware that records are kept by the University for the purpose of administering the scheme and that these records may be disclosed to TfL and its agents. The University has a duty to protect public funds from fraud and may disclose data that you have provided to other authorised public bodies for the purpose of detecting or preventing a crime. The University is legally obliged to retain your records

after you have completed your studies. This data may be used for the purpose of maintaining contact and sending details of activities that we think may be of interest to you, unless you have indicated to us that you do not wish your details to be used for this purpose.

- 36 Further details of how the University may use your data can be found on [MyKingston](#).

What to do if you have an appeal or complaint

- 37 If you have a concern relating to your results and you have evidence demonstrating grounds for appeal under the University's regulations you may request a review of the decision of the assessment board. An appeal must be submitted within 15 University working days of the publication of your results on OSIS. ***Complaints about grades and classifications of awards are not considered to be legitimate grounds for an appeal.*** You can obtain a copy of the University's appeals procedure from the University's website (www.kingston.ac.uk/academicregulations) or, if you are an enrolled student from [MyKingston](#).
- 38 If you have a concern which relates to a service provided by the University or the conduct of staff employed by the University, please see the [Student Complaints Procedure](#) and [Guidance](#) for information about the process for raising a complaint. Please see the information on [MyKingston](#) for further details.
- 39 The Union of Kingston Students' Advice Centre can provide you with advice and guidance on complaints and appeals. Further information is available from the website, www.kusu.co.uk/kusu-support or by email to support@kingston.ac.uk.

Section 2

General expectations for all students enrolled at the University or using its facilities and the specific codes and regulations for users of the libraries and computing services

General Codes of Conduct

- 40 As members of the University community, you are expected to conduct yourself with due regard for its good name and reputation and to comply with its regulations.
- 41 As a student, you are expected to carry your ID card at all times and to show your ID card on request to staff.
- 42 In the broadest sense, misconduct is the improper interference with the functioning of the University, or those who work or study in the University; or action which otherwise damages or is likely to damage the University, or its good name or reputation. Students are expected to conduct themselves with due consideration for the rest of the University community. Students are expected to behave considerately at all times as a member of the University and local community and to respect the rights of other students, staff and members of the general public both on and off campus.
- 43 Any misconduct will be dealt with under the [Student Disciplinary Procedure and the Student Disciplinary Guidance](#), which can be accessed via [MyKingston](#). For further information and advice on the operation of the procedure, please contact the Union of Kingston Students.
- 44 Student Misconduct in Halls of Residence will be dealt with in the first instance by the Halls Management under the Halls Licence. For Headed Tenancy properties, any disciplinary action will be taken under the Headed Tenancy agreement. Any misconduct in Halls or Headed Tenancy properties that may have implications for a student's continued enrolment at the University will be referred for investigation under the [Student Disciplinary Procedure and the Student Disciplinary Guidance](#).
- 45 Any request by the police seeking to interview or arrest a student on University premises will be dealt with in accordance with the [University's Protocol for Police Arrests/Interviews of Students on University Premises](#).

Regulations for the use of Library Services and the Learning Resources Centres (LRCs)

- 46 These Regulations form part of the General Codes of Conduct which all members of the University (staff and students) are expected to adhere to. They are displayed in Learning Resources Centres and published online on [MyKingston](#) and are arranged in sections including membership, borrowing, behaviour, use of premises and equipment and copyright.

Regulations for using Information Communication Facilities**Technology (ICT)**

- 47 The [IT Security Policy](#), along with all IT Acceptable Use Policies, forms a key part of the University's overall Information Security Policy. The policy focuses on the technical and usage issues in relation to the University's IT systems whereas the [Information Security Policy](#) governs the broader issues of ensuring information is only read, heard, changed, broadcast and otherwise used by people who have the right to do so.
- 48 In using Information Technology (IT) facilities, individuals at Kingston University have the ability to create, store and/or access a wide range of electronic information. The aim of the policy is to ensure that:
- the relevant information is always available to the relevant users
 - confidentiality is always maintained
 - the integrity of the information is maintained.
- 49 This policy enforces the appropriate use of IT at Kingston University and is reinforced by recommendations from JISC and UKERNA in line with ISO27001.
- 50 In using the IT facilities provided by Kingston University, you have accepted the terms and conditions of the [IT Security Policy](#) and have agreed to abide by them.
- 51 The full policies are available online at [University's Policies & Regulations page](#).

Section 3

General academic regulations for students who are enrolled for a University award or one conferred under licence

Admission to a Course

- 52 Your admission as a student to pursue a course is the responsibility of an admissions tutor or his or her nominated representative. It is subject to the fulfilment of the relevant entry requirements in accordance with the University's [general admissions policy](#).
- 53 It is your responsibility to provide relevant documentation in support of your application. Any student found to have made a fraudulent application or submitted fraudulent information and documentation during the application process may have their application terminated at this stage. If evidence of fraudulent information and documentation is found post-enrolment then the matter will be investigated and if proven you may be subject to the procedures for expulsion, fitness to practise and/or for withdrawal of your award(s). Fraudulent information and documentation can include but is not limited to qualifications, criminal convictions, references, fee status information or the absence of relevant information. Admissions (aps@kingston.ac.uk) will be able to provide further advice and guidance on the operation of this procedure.
- 54 Admission to certain courses such as initial teacher training or nursing may require you to pass a health assessment. In addition, you may be required to undergo an examination by a medical practitioner designated by the University, if such an examination is deemed to be necessary in the interests of the University, or for your own health or welfare.
- 55 If you fail to disclose a criminal conviction as part of your application to the University, the University then reserves the right to immediately withdraw your application.
- 56 Admission onto professional courses will be subject to relevant Disclosure and Barring Service (DBS) checks, registration with the Independent Safeguarding Authority (ISA) or other suitability criteria as set out by professional, statutory and regulatory bodies (PSRBs).

Enrolment

- 57 To enrol on a course leading to an award of the University (or one conferred under licence) or for credit, you must:
- have fulfilled the appropriate entry requirements
 - be authorised to commence or continue on your course by an academic authority approved by the Vice-Chancellor of the University.

Re-Enrolment

- 58 To remain enrolled on a course leading to a University award, you must:
- comply with any specific attendance requirements for your course
 - make satisfactory academic progress and complete the required assessment as defined in your course handbook
 - abide by the Regulations of the University

- comply with any applicable learning agreement and relevant suitability criteria stipulated by professional, statutory and regulatory bodies.

- 59 Your enrolment will be terminated if you are expelled by the University.
- 60 The University may terminate your enrolment for a number of reasons including an unsatisfactory standard of work or other academic reason. If the expulsion is because of failure in assessment, expulsion will be the result of a decision taken by a duly constituted assessment board. If it is for other academic reason such as attendance, quality of work, failure to submit work when required etc. you may be expelled under the [Procedures for Expulsion on Academic Grounds](#).

Attendance

- 61 You are expected to attend all course-related activities unless you have a good reason for absence.
- 62 If you are unable to attend you must notify the relevant office, normally the Faculty or Student Support Office, which holds your student file. If your absence is immediately before or during a period of assessment and you believe that it has had an effect on your performance, it will only be brought to the attention of an assessment board if you have followed the University's Mitigating Circumstances and Student Assessment Procedures which are published on [MyKingston](#) and www.kingston.ac.uk/academicregulations.

Assessment Regulations

- 63 Your academic performance will be judged in accordance with the University's [Undergraduate Regulations](#) or [Postgraduate Regulations](#).
- 64 It is your responsibility to ensure that you know how, when and where any assessments, re-assessments or assessment events will be carried out. A schedule of dates, times and venues of examinations will be published and no special arrangements for changes to examination dates will be considered. You will be expected to comply with the University's regulations pertaining to the [Conduct of Examinations](#).
- 65 You should be aware that reassessments are normally held in late August/early September (for courses commencing in September). Please check with you Faculty Student Office if your course commences at a different time. You must be available in the University for any assessment, re-assessment or assessment event.
- 66 Absence from an assessment will normally be deemed to be a failure unless there are accepted mitigating circumstances. These procedures are available on the student intranet, [MyKingston](#).

Audio recording of lectures

- 67 The University policy and procedure on audio recording of lectures by students is available on the [University website](#).

Academic misconduct (Cheating in Assessment)

- 68 The University views the act of cheating in assessment very seriously. The procedure that will be used to investigate an allegation of cheating is part of the academic regulations and these are published on [MyKingston](#).

- 69 Where students are suspected of/found to be aiding others outside the jurisdiction of the University or are acting as agents for a third party, the [Student Disciplinary Procedure](#) will be used.

Appeal against the decision of an Assessment Board

- 70 The assessment board has formal responsibility for confirming the results for all assessments and recommending to the Academic Board of the University the conferment of any award.
- 71 You cannot appeal against the academic judgement of the assessment board in assessing the merits of an individual piece of work or in reaching any assessment decision based on the marks, grades and other information relating to your performance.
- 72 If you have evidence demonstrating grounds for appeal under the University's regulations, you may request a review of the decision of the assessment board. An appeal must be submitted within 15 University working days of the publication of your results on OSIS. ***Complaints about grades and classifications of awards are not considered to be legitimate grounds for an appeal.*** The procedure for appealing against the decision of an assessment board is published on [MyKingston](#) and www.kingston.ac.uk/academicregulations.

Other Regulations, Policies and Procedures

- 73 In addition to the regulations mentioned in this booklet, you should be aware of other relevant regulations, policies and procedures.
- 74 These are published on the [University website](#).
- 75 In addition, the University uses [MyKingston](#) to communicate with the student body and you will find information here which will help you during your studies.

Section 4

List of Web References

General

MyKingston

<https://mykingston.kingston.ac.uk/Pages/home.aspx>

University Website

www.kingston.ac.uk

Statement on data protection

<https://mykingston.kingston.ac.uk/myuni/randr/Pages/data.aspx>

Enrolment

Enrolment pages

<http://www.kingston.ac.uk/enrol>

Online Student Information System (OSIS)

<https://enrol.kingston.ac.uk/>

Information relating to money matters

<http://www.kingston.ac.uk/money>

Regulations

www.kingston.ac.uk/academicregulations

Which incorporate:

Academic Regulations

Mitigating Circumstances Policy

Conduct of Examinations

Procedures for expulsion on academic grounds

Academic Appeals

General Regulations

Student Complaints Procedure

Student Disciplinary Procedure

General Admissions Policy

Student Related

Notes for examination candidates

<https://mykingston.kingston.ac.uk/myuni/exams/Pages/default.aspx>

Other

ICT Security and Usage Policy

<http://www.kingston.ac.uk/academicregulations>

Information Security Policy

<http://www.kingston.ac.uk/academicregulations>