



University of Essex

# General Regulations

University of Essex, Academic Services  
(Student Administration and Policy)

Authors:	Wendy Clifton-Sprigg
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# General Regulations

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# General Regulations

## Academic Conduct

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7.1.

Students are required to acquaint themselves with formal communications from academic departments and administrative sections of the University. These may take the form of written correspondence, sent by internal or external mail, notices posted on official noticeboards, information published in the myEssex student portal, and messages sent by electronic mail. Students are expected to access their University email at least once per week.

7.2.

Any student whose behaviour interferes with the satisfactory conduct of instruction may be required by a member of the academic staff to withdraw from a lecture, laboratory or class.

7.3.

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with notetaking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

## Members Conduct

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7.4.

Members of the University are required to give their names and either their home or University address when asked to do so by persons carrying written authority from the Registrar and Secretary and producing it if so requested.

7.5.

Members of the University wishing to invite guests to the University shall do so only in accordance with the rules and regulations of the University and shall accept responsibility for the conduct of and for any loss or damage caused by their guests while on the University site. No member of the University shall knowingly invite a person who has been excluded by the Registrar and Secretary to any University site.

7.6.

All users of IT facilities at the University must comply with the [IT Acceptable Use Policy](#).

7.7.

Notices may be posted only in authorised places and the organisation or individual(s) responsible for the notice must be clearly identified on the notice.

7.8.

The Registrar and Secretary may from time to time declare any area of the University land and premises to be out of bounds; access to or continued presence in such areas is forbidden without written permission from the Registrar and Secretary.

7.9.

The University accepts no responsibility for property lost or damaged on University premises.

7.10.

Members of the University may not enter or remain in any University building without authority when the building is officially closed.

7.11.

Areas under the control of building contractors may not be entered without written permission. The roofs of University buildings are out of bounds and access is forbidden without written permission.

7.12.

The furniture and equipment and other property owned by the University may not be moved within any building to another room nor removed from any building without permission. Furniture and equipment and other property moved in contravention of this Regulation may be recovered without notice by authorised University staff.

7.13.

The University operates a [No Smoking Policy](#), which complies with statutory requirements and applies to members, visitors, contractors and any other users of University facilities.

7.14.

For reasons of safety, when children under the age of 12 need to be brought into University buildings, it is required that the children must be closely supervised at all times. The University will require any children who are not so supervised to be removed from the building. Under no circumstances will children under the age of 12 be permitted in workshops and science department laboratories. The University accepts no liability for injury or harm to children.

7.15.

For reasons of safety and to protect the University's estate, members and visitors, the Registrar and Secretary may at any time exclude non-students from any University-owned property or land. Any person subject to such exclusion shall be informed in writing of the decision. The person has a right of appeal, which must be lodged with the designated Pro-Vice-Chancellor\* within 15 working days from the date on which notification of the exclusion is despatched. An exclusion shall remain in force while the designated Pro-Vice-Chancellor reviews the case. Any decision to exclude remains in force indefinitely. Any person excluded in this way can request for the exclusion to be lifted three years from the date on which it came into force. Any such request must be put in writing to the Registrar and Secretary.

\*currently Pro-Vice-Chancellor (Research)

7.16.

No dogs, except for assistance dogs as defined by the Equality Act 2010, may be brought into or kept in any University building. All dogs brought on to the University site or property by members of the University, guests or visitors, must be kept on a lead at all times. No pets may be brought into or kept in accommodation owned or administered by the University.

7.17.

The possession and use of weapons subject to public licensing is prohibited on the University site or on other University-owned and University-occupied property. The possession and use of air rifles, air pistols and similar items which are not subject to public licensing is also prohibited.

7.18.

Persons who make use of the University's sports facilities must comply with the rules for their use published from time to time by the Registrar and Secretary.

7.19.

Members of the University shall not create, or cause to be created, excessive noise which causes discomfort, inconvenience or annoyance to authorised users of the University premises.

7.20.

In order to ensure the safety of members of the University, their guests and other visitors, and the equitable access to facilities for all, the restrictions set out in the [Rules Governing the Use of the Square \(Wivenhoe Park campus\) and Rules Governing the Driving and Parking of Vehicles within University Grounds](#) (.pdf) shall apply.

7.21.

When a fire alarm sounds in any part of the University or any University-owned or administered accommodation, members of the University and their guests are required to leave that part or

accommodation immediately and not to return until told that it is safe to do so by a fire officer or authorised member of the University staff.

## **Immigration Status requirements and extraordinary removal of University (Immigration) Sponsorship**

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7.22.

Where a student holds a visa or similar that is sponsored by the University, or, where the University is subject to an obligation in relation to immigration control in respect of that student, the student is responsible for ensuring adherence with the requirements of their visa or similar. Students have an additional responsibility to support the University in its sponsor (Tier 4 or similar) obligations to the Home Office.

7.23.

Where a student fails to adhere to those requirements and/or they fail to co-operate with the University or their actions or inactions impact upon the University's ability to adhere to its own obligations to the Home Office then, where necessary and upon the Academic Registrar or nominee bringing that situation to the attention of the Registrar, the Registrar (or nominee) may

- (i) decide there is no case to answer or that the case is unproven;
- (ii) require the student demonstrate adherence with the requirements of their immigration status and/or their support of the University's responsibilities;
- (iii) withdraw the student and/or revoke the student's visa sponsorship;
- (iv) refer the matter to the Conduct Investigator; or
- (v) refer the matter to Research Students' Progress Committee.

7.24.

Where the Registrar takes the decision to withdraw visa sponsorship the student shall be notified of that decision in writing immediately.

7.25.

A student is able to appeal to the Vice-Chancellor, in writing, within five days of the Registrar's decision (iii, above) on the grounds of

- (a) substantive factual error; and/or
- (b) extraordinary circumstances where the student was physically unable to comply to the requirements of their immigration status and that same circumstance physically prevented them from communicating the situation to the University.

7.26.

The Vice-Chancellor will accept or reject the appeal and their decision is final; there is no further right of appeal.

7.27.

Where the Vice-Chancellor's rejects the appeal or 10 days elapsing from the Registrar's decision to withdraw visa sponsorship (whichever is shorter) the immigration sponsorship shall be withdrawn and the student must leave the University and comply with the exit requirements of their visa or similar.

7.28.

Where the Vice-Chancellor is unavailable to review the appeal within the timescale the Deputy Vice-Chancellor or Pro-Vice Chancellor(s) may consider the appeal.

## **Immigration Status requirements for those students subject to immigration control**

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7.29.

In order to be or remain registered at the University a student must adhere to the requirements of their own immigration status as identified by the Home Office or successor body together with actively supporting the University in the discharge of its obligations as an immigration sponsor.

Specific requirements in relation to this will be outlined by the Academic Registrar from time to time and notified to students at the offer stage and/or during (re-) /registration or where this is not possible at any point in their period of studies. Students should be notified at the earliest possible opportunity of any changes that have an impact upon the University's obligations and in turn upon their registration and/or studies.

7.30.

Students are obliged to report any change in their immigration status without delay as well as ensuring the record of their personal details and any other required information identified by the University is fully up to date.

## **Placement, Work Experience and Essex Abroad**

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7.31.

Students are obliged to attend, full time, all aspects of their placement or study abroad as outlined in their placement (or similar) agreement. Where no such agreement exists, all such placements shall be full-time.

7.32.

Students subject to immigration control who fail to attend on a full time basis (or in the case of Essex Abroad, re-enter the United Kingdom without advising the Essex Abroad team in advance) will be subject to 7.22-7.28 above and may be withdrawn from the University and have their sponsorship cancelled.

<b>Title</b>	General Regulations
<b>Document manager</b>	Wendy Clifton-Sprigg, Deputy Director of Academic Services (Student Administration and Policy)
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<b>Questions and queries</b>	<a href="mailto:acservo@essex.ac.uk">acservo@essex.ac.uk</a>
<b>Related policies</b>	<ul style="list-style-type: none"> <li>■ <a href="#">Charter, Statutes and Ordinances</a></li> <li>■ <a href="#">University Regulations</a></li> <li>■ <a href="#">IT Acceptable Use Policy</a></li> <li>■ <a href="#">No Smoking Policy</a></li> <li>■ <a href="#">Rules Governing the Use of the Square (Wivenhoe Park campus) and Rules Governing the Driving and Parking of Vehicles within University Grounds (.pdf)</a></li> </ul>
<b>Supersedes</b>	General Regulations 2015-16
<b>Superseded by</b>	Not applicable
<b>Stakeholders</b>	Registrar and Secretary Executive Deans Deputy Deans Student Progress International Services Estate Management

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	Essex Abroad Innovation and Technology Solutions Human Resources Student Conduct Students' Union University Sports Centre
<b>Stakeholder role</b>	Not applicable
If you require this document in an alternative format, such as braille, please contact Wendy Clifton-Sprigg	