



# **CITY College**

## **The University of Sheffield International Faculty**

### **Ordinances & Regulations**

#### **Session 2019-20**

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*Every effort has been made to ensure the accuracy of the presented information, which was up-to-date at the time of going to print. However, students are advised to check that any Ordinance that affects them has not been subject to subsequent amendment.*

# UNIVERSITY OF SHEFFIELD REGULATIONS

All the University of Sheffield Regulations can be found at <http://www.shef.ac.uk/calendar>

This document states all additional regulations for the University of Sheffield International Faculty. Where appropriate, the International Faculty regulations are amended to be applicable in the local context. These regulations were approved by The University of Sheffield.

## INTERNATIONAL FACULTY GENERAL REGULATIONS

### INTERPRETATION

1. In the International Faculty General Regulations, interpretation of the terms defined in General University Regulations applies. In the context of the International Faculty:

*"CITY College"* means the private legal entity located in Thessaloniki, Greece where it operates as "College" according to the local law. CITY College is the International Faculty of the University of Sheffield and all its students and graduates are students and graduates of the University of Sheffield.

*"Pro-Vice Chancellor"* means the Principal of the College

### SEMESTERS

2. General University Regulations for Semesters apply.

### MINIMUM AGE FOR ADMISSION

3. General University Regulations for Minimum Age of Admission apply.

### ACADEMIC REQUIREMENTS FOR ADMISSIONS

4. General University Regulations for Academic Requirements for Admissions apply.

5. Applicants for an undergraduate programme (3 or 4 years) in the International Faculty are normally accepted under the following conditions:

- they hold a good Secondary Education Certificate (Apolysterion, European or International Baccalaureate or equivalent).
- they hold the Cambridge Advanced Certificate or IELTS (no less than 6) or TOEFL (no less than 550, computerised 213, Internet based 79). Applicants holding none of these English language certificates are judged on their own merits.

In exceptional cases Candidates may be accepted on the recommendation of Head of the Department, following a formal personal interview.

6. Departments offer a 4-year undergraduate programme in Thessaloniki and, with the exception of English Studies Department, these programme of study at Level 1 are in Greek for two years. Where a candidate does not hold a Secondary Education Certificate with good grades and/or his/her knowledge of English proves inadequate, they can enrol for these 4-year programmes. Regulations apply (see below) for transferring from the 4-year undergraduate to Level 2.

7. Applicants for an International Faculty postgraduate programme are normally accepted under the following conditions:

- they hold a good Second Class Bachelor Degree from a University or similar Institution (or an approved professional qualification where appropriate).
- they hold the Cambridge Advanced Certificate or IELTS (no less than 6.5) or TOEFL (no less than 575 or computerised 232, Internet based 90). Applicants holding none of these English language certificates are judged on their own merits.

Applicants for the Executive MBA are normally required to have considerable working experience.

## **ETHICS APPROVAL**

8. General University Regulations for Ethics Approval apply.

## **DISCLOSURE OF CRIMINAL CONVICTIONS**

9. General University Regulations for Disclosure and Criminal Convictions apply.

## **HEALTH REQUIREMENTS**

10. General University Regulations for Health Requirements apply.

## **REGISTRATION**

11. General University Regulations for Registration apply.
12. For the International Faculty, a student must sign a declaration undertaking to observe the Ordinances and Regulations of City College.
13. A student shall keep the College Academic Registrar and the College Administration Department informed of his or her current address, and any alteration must be communicated to the College Academic Registrar and the College Administration Department without delay.

## **DATA PROTECTION**

14. General University Regulations for Data Protection apply.

## **FEES**

15. General University Regulations for Fees do not apply for International Faculty students.
16. For the International Faculty, fees are determined by the College Administration Board, which reserves the right to alter fees before September for the next academic year. Fees are available on the College's website.
17. A student who has completed registration procedures and has paid the registration fee (a one-off payment), shall be registered. The registration fee is not refundable unless the candidate's application is rejected.
18. Tuition fees paid to the College are net of any taxation or levy made by the Greek authorities and of any bank charges involved in the transfer of fees to the college's bank account.
19. Tuition fees are due at the beginning of each semester. The College retains the right to accelerate all amounts due if payments are not kept up to date. In respect of particular programmes of study, the College Administration Board may stipulate that the tuition fee is payable at the start of the programme of study and in respect of the whole period of the programme of study.
20. Fees cannot be altered during the academic year.
21. Except with the express permission of the College ADB, full registration shall not be granted for any session to a student who has not paid tuition fees due to the College from any previous session.

22. In case a sponsor is paying a student's tuition fee, the students should not assume the sponsor will contact the College on their behalf for payment and invoicing information. It is the student's responsibility to provide complete financial information on their payment.
23. A student who fails to pay the tuition fee on time may lose its Student Status and may not allowed to attend the programme unless there are special circumstances in which case the permission of the Administration Board of the College is needed.
24. A student who fails to pay the tuition fee within four weeks of a request for payment by the College cannot continue to be registered with the College unless it is extended or renewed by the Financial Officer.
25. Should the Financial Officer refuse a request to grant, extend or renew a provisional registration, notice in writing shall be given to the student.
26. A student who does not fulfil the financial obligations shall not be eligible to receive the emoluments of any scholarship or prize awarded by the College.
27. A student permitted to repeat an examination without attendance at lectures or classes is not required to register under these Regulations but shall not be permitted to attend the examination without completion of an entry form and payment of the prescribed fees by a date determined by the Financial Officer.
28. The College reserves the right to not announce examination results for students that do not fulfil their financial obligations.
29. Students considering withdrawing from courses to which they have been admitted should consult the Head of Department before leaving the College and seek appropriate advice.
30. The award of any qualification shall be withheld until four weeks after the student has paid all monies due to the College.

## ATTENDANCE

31. General University Regulations for Attendance apply.
32. In addition, for the International Faculty, attendance of lectures and classes is compulsory and the number of absences should not exceed the number of absences indicated below. The limit also includes absences due to medical reasons. A candidate who fails to comply with this Regulation may be denied the credits assigned to the relevant unit.

Hours per Week	Total Hours per Semester	Maximum Number of Absences allowed
2	24	6
2.5 (2 hours per week and 1 every other week)	30	8
3	36	9
3.5 (3 hours per week and 1 every other week)	42	10
4	48	12
6	72	18
PGT programmes that run on weekends	12 sessions	4 sessions

33. Attendance of tutorials is compulsory. If, however, the number of absences exceeds 1 hour in a tutorial session of a unit, then the Academic Board of the department, taking into consideration the overall performance of the student, shall have the power to deny the credits assigned to the relevant unit.
34. Students are required to bring in supporting documents within a two-day period in order to justify their absence. In case of medical reasons, medical notes should normally be obtained from a Public Hospital.

## **STUDY FOR OTHER DEGREES**

35. General University Regulations for Study for Other Degrees apply.

## **TRANSCRIPTS**

36. General University Regulations for Transcripts apply.
37. Alternatively, for the International Faculty, a student may request his or her transcript from the College Academic Registrar.

# GENERAL REGULATIONS FOR FIRST DEGREE

1. General University Regulations for First Degrees apply.
2. Additionally, a candidate in the 4-year undergraduate taught stream may, with the permission of the Examination Board, transfer to Level 2 of the same programme of study after successful completion of the two years of Level 1.
3. A candidate may transfer from the 4-year undergraduate taught stream after completing the two years of Level 1, provided that:
  - a. he/she meets all requirements to progress from Level 1 to Level 2, as indicated in para 4, and
  - b. obtains one of the following English Language qualifications: IELTS (no less than 6), TOEFL (no less than 550) or the Cambridge Advance Certificate.
4. A student who is awarded all credits of units at Year 1 will pass Year 1 of study at Level 1. The Examiners may in their discretion recommend that a student who is awarded not fewer than 100 credits be deemed to have passed Year 1 of study at Level 1. Such a recommendation will take into account the performance of the student in the units in respect of which credits are not awarded and the extent to which the student's performance in other units provides compensation for failure in those units, and will not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.
5. A candidate who:
  - a. is awarded 120 credits of the core units during the two years of Level 1 of the 4-year undergraduate taught stream, as indicated in the programme regulations;
  - b. has passed all additional units; the additional credits are not taken into account for the purposes of the award and they do not exempt the students from credit elsewhere in the programme;
  - c. has passed all additional units relating to Academic English Skillsmay proceed to Level 2. Where a candidate is awarded not less than 100 credits in the core units, the Examiners, taking into account the performance of the candidate in the units in respect of which credits are not awarded and the extent to which the candidate's performance in other units provides compensation for failure in those units, may recommend that the candidate be allowed to proceed to Level 2.
5. In order for a student to be awarded a pass mark in a unit or other part of the programme of study, he/she is normally required to:
  - receive a pass mark in the unseen examination; and, also
  - receive an average pass mark in all other assessment elements of the course (e.g. assignments, practicals, projects etc.).Students are normally required to have a positive recommendation by his/her tutor in any unit supported by tutorials.

# **GENERAL REGULATIONS FOR HIGHER DEGREES, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES**

1. General University Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates apply.



# GENERAL REGULATIONS AS TO EXAMINATIONS

## INVIGILATED EXAMINATIONS

1. General University Regulations for Invigilated Examinations apply.

## NON-INVIGILATED EXAMINATIONS

2. General University Regulations for non-Invigilated Examinations apply.

## BREACH OF REGULATIONS

3. Any breach of the preceding Regulations will constitute the use of unfair means.

## NOTES FOR CANDIDATES ON INVIGILATED EXAMINATIONS

4. For the International Faculty, the following notes apply.

### Before the Examination

5. **The use of calculators in examinations:** A candidate wishing to use an electronic calculator in an examination should note the relevant Examination Regulation and request approval for the particular calculator no later than week 10 of the relevant Semester. Approval for a calculator to be used in University examinations is granted on an individual basis and each calculator to be used must be presented by the student for the attachment of a distinctive marker. If you expect to use a calculator in an examination you must comply with the following instructions:
  - (a) Consult the lists of approved/prohibited models displayed in Departmental Offices (Students are advised not to buy a new calculator without consulting the latest edition of the lists.)
  - (b) If your calculator is shown on the list of approved models, take it to Departmental Offices where a marker will be attached.
  - (c) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have “used or attempted to use unfair means” and disciplinary action may be taken against you.
  - (d) If your calculator is on neither list, take it to Departmental Offices as soon as possible and preferably no later than mid-December in any year, and complete the application for it to be approved. You will be able to keep your calculator. Calculators which do not have external means of programming and have numeric function only will almost certainly be permitted. Among the calculators which are prohibited are:
    - (i) those having an alphabetic display of stored data (including text) or equations or alphabetic formulae; (models which produce alphabetic out-put only in the form of messages in the normal course of operation are permissible).
    - (ii) those capable of external programmability, whether by detachable units or the insertion of cards, tape, bar codes or cassettes, or by any other means (other programmable calculators are normally acceptable).

Approval given to calculators in previous years remains valid. Any calculators which are already marked as approved do not need to be re-submitted for approval.

6. All candidates should read carefully the General Regulations as to Examinations.

7. **Timetables:** For invigilated examinations draft timetables will be displayed in departments in week 11 of each Semester. Students are asked to check that all their papers appear on the draft. If there are any clashes or missing papers, students should contact their Department immediately. The final examination timetables will be displayed in academic departments and on the College's web-site in week 11 and 12 of each Semester. The examination halls in which papers are being held will be included on the final timetable.
8. **Anonymous marking and U-cards:** Candidates will write their Registration Numbers on all answer books. Candidates must bring their U-Card (which bears the Registration Number) to every examination. Any candidate who does not possess such a card must consult the Administration Office at least 14 days before the first examination.
9. **Religious beliefs:** Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), is asked to notify their Department at the beginning of each session for which he/she registers. Once examination timetables have been set it is difficult for alterations to be made.
10. **Alternative examination arrangements:** The Department will make alternative examination arrangements for students with a long-term or permanent disabling condition, dyslexic students and those with additional support requirements. Students so affected should contact the Department as soon as possible in the first year of attendance. A request for alternative arrangements should be supported by medical note (normally by a Public Hospital), the Counselling Service or an educational psychologist.
11. **Dictionaries:** A candidate whose first language is not English should note the relevant provision of General Regulations as to Examinations.
12. **Illness before an examination:** A candidate who is taken ill prior to an examination should consult the Department at the earliest opportunity in order for a medical report can be made to the Examiners. Medical notes should normally be obtained from a Public Hospital.

#### **On the day of an invigilated examination**

13. **Personal belongings:** Candidates should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic bag) and preferably no items of value. Outdoor coats, large bags, brief cases etc., must be left outside the hall, in cloakrooms, if available, or in a designated area of the hall itself. (Small handbags may be left on the floor by the candidate's desk). The College accepts no responsibility for any loss or damage to personal belongings. You will be unable to claim from the College if they are lost or damaged.
14. **Mobile phones and pagers** (and other devices which can store text) must not be taken to examinations. A mobile phone is potentially a method of storing unauthorised material. See relevant General Regulation as to Examinations. If taken to an examination unintentionally, they must be surrendered to an Invigilator before entering the hall. No additional time will be allowed in compensation for time taken in recording the custody of such items by the Invigilators. The return of such items to their owners after an examination may be delayed if the Invigilators are otherwise occupied by examination duties.
15. **Unauthorised material** (such as revision notes): See relevant Regulations for Invigilated Examinations.
16. **Smoking and the consumption of alcoholic drinks** is not allowed in the examination halls.
17. **Admission to the hall:** Candidates will be admitted to the hall a few minutes before the start of each examination.
18. **Absence:** If, for no good reason, a student fails to attend an examination, special papers will not be set and the student shall be deemed to have failed.
19. **Late arrival and early departure:** Candidates who are more than 30 minutes late for an examination will not be admitted. A candidate will not be allowed to withdraw from an examination until 40 minutes have

elapsed. Any candidate leaving an examination must do so quietly and take great care not to disturb other candidates. No candidate will be allowed to leave during the last ten minutes of an examination.

20. **Seating arrangements in examination halls:** Candidates should read carefully the seating arrangements, which will be set out on the notice board outside the examination hall. Candidates are not allowed to reserve seats for themselves beforehand. Invigilators may require candidates to move to alternative seats.
21. **On the examination desk** the candidate will find the question paper, answer books, an attendance slip and any ancillary materials provided for the particular examination.
22. **During the few minutes before the examination begins**, candidates must:
  - (a) listen carefully to any announcements the Invigilator may have to make
  - (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator
  - (c) complete the attendance slip on the desk, (this will be collected by an Invigilator soon after the start of the examination)
  - (d) complete as far as possible the cover sheet of one answer book on the desk
  - (e) read the notes on the cover of the answer book.
23. **If candidates require further stationery** during the examination, they should put up a hand and an Invigilator will bring it to them.
24. **Temporary withdrawal:** A candidate who wishes to make a temporary withdrawal from an examination for personal reasons must put up a hand and ask to be accompanied by an Invigilator or other authorised person.
25. **Illness during an Examination:**
  - (a) A candidate who wishes to withdraw from an examination because of illness should inform an Invigilator. The candidate may be escorted to the Departmental Offices and may be able to complete the examination later.
  - (b) If a candidate is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.
26. **At the end of an examination** all answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and candidates must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Candidates must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given.

#### **After the Examination**

27. **Publication of results:** Examination results will be made available through academic departments at a date announced at the end of examinations period by the College Academic Registrar.

**USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (NOTES FOR CANDIDATES ON NON-INVIGILATED EXAMINATIONS):  
ADVICE TO STUDENTS**

28. General University Regulations for Use of Unfair Means in the Assessment Process apply.
29. For the International Faculty, the English Language Support Unit operates a drop-in service through which students can make individual appointments to discuss a piece of writing.
30. The International Faculty subscribes to a plagiarism detection service which helps academic staff identify the original source of material submitted by students. International Faculty students are required to submit all assignments to this service; otherwise they will not be assessed.

# GENERAL REGULATIONS AS TO PROGRESS OF STUDENTS

## CONDUCT OF REVIEW

1. General University Regulations for Conduct of Review apply.

## RIGHT OF APPEAL

2. For students of the International Faculty, the decision of the International Faculty Student Review Committee shall be reported to the College Academic Registrar, who shall inform the student of the decision and of the effect of this Regulation. A student wishing to appeal against the decision to the College Appeals Committee shall give notice in writing within 14 days of the date of the letter of notification and the notice shall contain a statement of the grounds for appeal. The Principal may extend the time-limit imposed by this Regulation.
3. A student may only appeal against a decision of the Progress Review Committee upon one or more of the following grounds:
  - (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
  - (b) that material which the student could not reasonably have been expected to produce at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
  - (c) that the initial decision was manifestly unreasonable.
4. The College Appeals Committee shall comprise:
  - (i) the Vice-Principal for Teaching & Learning or nominated representative who will act as Chair;
  - (ii) not less than two and not more than four other members of the Faculty, preferably one from each Academic Department of the Faculty other than the Department in which the student is registered;
  - (iii) the Academic Registrar other than the Department in which the student is registered.
5. Appeals are considered by the College Appeals Committee. The College Appeals Committee may confirm, vary or quash the decision of the International Faculty Student Review Committee and may exercise any of the powers conferred upon the Committee by the foregoing Regulations. The College Appeals Committee shall have no power to vary any decision made by Examiners.
6. The student shall be informed of the decision of the College Appeals Committee.

# GENERAL REGULATIONS AS TO ACADEMIC APPEALS

1. General University Regulations relating to Academic Appeals apply.

## GENERAL REGULATIONS AS TO COMPLAINTS

1. General University Regulations relating to Complaints apply.
2. Students are entitled to file an informal or formal complaints about the delivery and quality of services received, or about the delivery and quality of teaching, tutorial support, supervisory provision or any other matters relating to a programme of study. In addition, students are entitled to address formal complaints relating to the academic quality and/or standards of City College programmes to the University, once they have exhausted all appropriate procedures at City College. The University of Sheffield Student Complaints Procedure can be found at: <https://www.sheffield.ac.uk/ssid/complaints-and-appeals/complaints>
3. Having first attempted to resolve matters by talking with the department or service concerned, a student can make an informal complaint by completing a Complaints Form, and sending it to the address shown on the form. The complaint is considered first by the Head of the appropriate department or service (unless the complaint relates to that individual). If it is not resolved at that stage, students can then submit a Case Review Request Form requesting that their case be reviewed by the Principal. You may only request a Case Review on one or more of the following grounds:
  - a. that there was a material procedural irregularity which rendered the process leading to the decision taken in respect of the formal complaint or academic appeal unfair;
  - b. that material which the student could not reasonably have been expected to produce at the time of the decision taken in respect of the formal complaint or academic appeal casts substantial doubt upon the appropriateness of that decision;
  - c. that the decision taken in respect of the formal complaint or academic appeal was manifestly unreasonable.
4. Since the University of Sheffield International Faculty, CITY College, is an accredited institution by the British Accreditation Council (BAC), students are entitled to follow a formal complaints procedure to resolve any dispute with the College. The complaints procedure is covered in BAC Accreditation Handbook (see <http://www.the-bac.org/bac-complaints-procedure/>).

## **GENERAL REGULATIONS RELATING TO STUDENT FITNESS TO PRACTISE**

1. General University Regulations relating to student fitness to practise apply.



# GENERAL REGULATIONS AS TO DISCIPLINE OF STUDENTS

1. General University Regulations as to the Discipline of Students apply when the College Discipline Committee refers the case to the University Discipline Committee (see section below on Penalties).

## MISCONDUCT DEFINED

2. General University Regulations for misconduct defined apply.
3. In the context of the International Faculty, "University" also means "College".

## DEPARTMENTAL DISCIPLINE PANEL

4. For each Department of the International Faculty, there shall be a Discipline Panel which shall consist of
  - (a) the Head of the Department,
  - (b) two members of the academic staff of the Department in which the student is registered and
  - (c) one student member appointed by the President of the CITY Student Union, and
  - (d) the College Academic Registrar of the Department in which the student is registered

The Departmental Discipline Panel is chaired by the Head of the Department. The Departmental Discipline Panel deals with any misconduct case in the first instance. If appropriate, it refers the matter to the College Discipline Committee.

## COLLEGE DISCIPLINE COMMITTEE

5. For the International Faculty, there shall be a College Discipline Committee which shall consist of
  - (a) a Vice-Principal (other than the Vice-Principal for Teaching and Learning),
  - (b) the Head of a different academic Department to the one in which the student is registered,
  - (c) one member of the academic staff of a different Department to the one in which the student is registered and
  - (d) one student member appointed by the President of the CITY Student Union, and
  - (e) the College Academic Registrar of the Department in which the student is registered

The College Discipline Committee is chaired by a Vice-Principal.

If for any reason no Chairman of the College Discipline Committee is able to act, the College Principal may appoint another person to act as a Temporary Chairman, and that person may be a member of the academic staff of another Faculty.

## **REPORTING OF ALLEGED MISCONDUCT**

6. Any member of the College who becomes aware of serious misconduct or breach of these Regulations by a student should report it to the Head of the Department in which the student is registered. After investigation, the latter shall report any case, which may warrant consideration by the College Discipline Committee to the College Principal.

## **INITIAL INVESTIGATION**

7. The College Principal shall make enquiries and determine
  - (a) that no further action be taken under these Regulations; or
  - (b) that the matter be referred to the College Discipline Committee.
8. When the matter appears to disclose the commission of a serious criminal offence, no further action (except in respect of the suspension of the student) will be taken under these Regulations unless the matter has been reported to the police and either a decision not to prosecute has been taken or the trial has been completed. If a student has been acquitted before a criminal court, no further proceedings will be taken under these Regulations in respect of the same facts. Where a student has been convicted and sentenced by a criminal court, the verdict of the court will not be open to challenge in proceedings under these Regulations and the sentence will be taken into consideration in determining the penalty under these Regulations.

## **SUSPENSION OF STUDENTS**

9. A student in the International Faculty who is the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of police investigation may be suspended by the College Principal pending the completion of proceedings under these Regulations, the trial of the charges or the completion of the police investigation. Suspension may involve exclusion from all premises and activities of the College or may be limited to specified places or activities or by reference to time or other circumstances. It may include a requirement that the student have no contact of any kind with a named person or persons. The College Principal may take action under this Regulation only to protect the College community in general or a particular member or members of that community or members of the public and shall limit the scope of any suspension to that which is, in his opinion, necessary to achieve that object. The College Principal shall notify the student in writing of the terms of the suspension and shall also keep a record in writing of the terms of any suspension and any subsequent action taken by him in respect of the suspension.
10. Before exercising his powers under the preceding Regulation, the College Principal shall give the student concerned an opportunity to make representations in person or in writing. In cases of great urgency the College Principal may suspend a student with immediate effect, and without giving any such opportunity, for a period of not more than seven days, and shall in any such case review the suspension at or before the end of that period having in the meantime given the student concerned an opportunity to make representations in person or in writing.
11. The College Principal shall review any suspension every four weeks in the light of any developments and any representations made by or on behalf of the student. Where the terms of the suspension prevent the student from continuing a programme of study or research, the student may require the suspension to be reviewed on written representations after the initial period of four weeks by a Chairman and two other members of the College Discipline Committee (none of whom shall be members of the Discipline Committee dealing with the matter) who may set aside or vary the terms of the suspension.

## **PROCEDURE WHEN MATTER REFERRED TO A DISCIPLINE COMMITTEE**

12. General University Regulations for Procedure apply when the College Discipline Committee refers the case to the University Discipline Committee (see section below on Penalties).
13. Where the College Principal determines that the matter be referred to the College Discipline Committee, the Chair shall appoint an officer to take charge of the proceedings ("the officer") who shall formulate specific charges identifying the acts of misconduct alleged, and notify the student of the charges and supply to the student copies of any documents or written statements on which it is proposed to rely in support of the charges. The student shall be given at least fourteen days notice of the date upon which the College Discipline Committee will meet, and shall be asked to indicate in writing not less than three days before the hearing whether the charge is admitted or denied and of any wish to question at the hearing the maker of any written statement. The Chair may give directions as to the procedure to be followed in preparing for the hearing (which may include directions varying the time-limits in this Regulation where the student would not be a fair and speedy resolution).
14. The hearing shall be in private. The student may be accompanied at the hearing by a friend or representative, whether legally qualified or not. The officer may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. If the student has not already admitted the charge under the preceding Regulation, each charge shall at the hearing be put to the student who shall be invited to admit or deny it. If the student does not admit the charge, the hearing shall proceed as though the student denied the charge.
15. If the charge is denied, the officer shall present the facts alleged and present material in support of the charge (which may take the form of oral or written statements by witnesses or of documents or digital images). The student may then make a statement and present material in refutation of the charge. The officer and the student may each ask questions and comment upon the material presented by the other party. The College Discipline Committee may itself ask questions or seek additional material (any such material to be open to question and comment by either party) and may adjourn from time to time as seems expedient. The College Discipline Committee shall then (in the absence of all other persons) decide whether it is satisfied on the material before it that the charge is made out.
16. If the charge is admitted, or the College Discipline Committee finds the charge made out, the officer and the student may make statements and present material relevant to the question of the penalty to be imposed. The College Discipline Committee shall then (in the absence of all other persons) determine the penalty to be imposed.
17. If the student fails to attend the hearing, the College Discipline Committee may proceed if it is satisfied that due notice of the meeting has been given, or may adjourn to a later date. If the Committee acts in the absence of the student it shall proceed as if the student denied the charge unless it is satisfied that the student has voluntarily provided a written admission of the charge as specified.

## **PENALTIES**

18. For the International Faculty, the Departmental Discipline Panel or the College Discipline Committee may impose any one or more of the following penalties:
  - (a) a reprimand;
  - (b) with the consent of the student, a requirement that the student gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe, breach of the undertaking to constitute misconduct;
  - (c) in the case of the use of unfair means in the assessment process, refusal of credit for any or all units for which the student is registered or part thereof (with no grade being returned or the grade amended to reflect the reduced grade) with or without the right to enter for a subsequent examination in respect of that unit or part thereof or, in the case of examination of a thesis, failure in the examination, with or without a right to submit a revised thesis;

Additionally, the College Discipline Committee may impose any one or more of the following penalties:

- (d) exclusion for a stated period or permanently from any part of the College or from the use of any facilities in the College;
- (e) suspension for a stated period from membership of the College;
- (f) expulsion from membership of the College;  
Any student on whom the penalty of expulsion from membership of the University has been imposed is no longer eligible to be registered for a programme of study or a component of a programme of study or to be awarded a qualification from the University.
- (g) referral of the case to the University Discipline Committee.

### **DISCIPLINARY POWERS OF THE DIRECTOR OF ACCOMODATION AND CAMPUS SERVICES IN RELATION TO THE OCCUPATION OF ACCOMODATION OWNED OR MANAGED BY THE UNIVERSITY**

- 19. General University Regulations for Disciplinary powers of the Director of Accommodation and Campus Services in relation to the occupation of accommodation owned or managed by the University apply, when an International Faculty student visits the campus of the University in Sheffield.

### **APPEALS**

- 20. General University Regulations for Appeals apply when the College Appeals Committee refer the case to the Disciplinary Appeals Committee of the Senate (see below).
- 21. There shall be a College Disciplinary Appeals Committee which shall be convened by the Principal and shall comprise two members of staff, each from a different academic department (and not the one in which the student is registered), the Academic Quality Adviser, and be chaired by the Vice-Principal for Teaching and Learning or nominated representative.
- 22. If for any reason no Chairman of the College Disciplinary Appeals Committee is able to act, the Principal may appoint another person to act as a Temporary Chairman, and that person may be a member of the academic staff of another higher educational institution.
- 23. A student may appeal against a decision of the College Discipline Committee upon any one or more of the following grounds:
  - (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
  - (b) that the penalty imposed was too severe as being disproportionate to the gravity of the charge admitted or found to have been made out;
  - (c) that material of which the student could not reasonably have been expected to have been aware at the time of the initial decision casts substantial doubt upon the appropriateness of that decision.
- 24. Notice of appeal, specifying which of the grounds listed in the preceding Regulation is relied upon, shall be given, within fourteen days of the notification to the student of the decision of the College Discipline Committee. The student shall be given at least fourteen days' notice of the date upon which the College Disciplinary Appeals Committee will meet.
- 25. The College Principal may refer a case to the College Disciplinary Appeals Committee in any case where no valid notice of appeal has been given but where there appear to be grounds for believing that the original decision was unsafe or unsatisfactory.

26. At the hearing of the appeal, the student may be accompanied at the hearing by a friend or representative, whether legally qualified or not. The officer shall act as respondent to the appeal and may be similarly accompanied. A representative may speak and act on behalf of the student or the officer as the case may be. The student and the officer may each address the College Disciplinary Appeals Committee as to the grounds of the appeal, and the student may reply to the arguments adduced by the officer. If the College Disciplinary Appeals Committee upholds the appeal in whole or in part, it may as the case requires
- (a) quash the decision; or
  - (b) substitute a different penalty; or
  - (c) refer back either the matter as a whole or the decision as to penalty for rehearing by a differently-constituted Discipline Committee or by a different disciplinary procedure established under these Regulations..

## **PROVISION AS TO EXAMINATIONS**

27. General University Regulations for provisions as to examinations apply.

## **DISCIPLINARY POWERS OF THE UNION OF STUDENTS**

28. General University Regulations for Disciplinary powers of the Union of Students apply, when an International Faculty student visits the campus of the University in Sheffield.

## **NOTICE TO THE STUDENT**

29. General University Regulations for notice to the student apply.
30. For International Faculty students, the despatch of a letter to a student's address last notified to the Department or the College Administration Department shall fulfil any requirement of giving notice or information to the student under these Regulations.

# REGULATIONS RELATING TO INTELLECTUAL PROPERTY RIGHTS

1. General University Regulations relating to intellectual property rights apply.

# REGULATIONS RELATING TO THE USE OF COMPUTING FACILITIES

1. General University Regulations relating to the use of Computing Facilities apply.
2. International Faculty students are provided with a user name and password to allow them free remote access to University computing services and free of charge access to the College Computing facilities and services. Students must sign a declaration undertaking to observe the Regulations of the College Computing Facilities.
3. Students from other Faculties of the University shall be entitled to access the College Computing Facilities during their visit to the College.

## Code of Practice for the Use of College Computing Facilities

4. Computing facilities are owned by the College and situated on College's premises. No food or drinks are allowed to be consumed in the College Computing Facilities. The facilities are strictly no smoking areas.
5. Users shall not:
  - (a) interfere with other people's use of the network or offend them, or invade their privacy;
  - (b) use another person's password to gain unauthorised access, or allow their own password to be used to give another person unauthorised access;
  - (c) use any software or equipment for any profit making activity. Copying software or using unauthorised copied software is strictly forbidden;
  - (d) delete, modify or install any software on PCs or remove the cover of a PC;
  - (e) reserve a PC for more than 15 minutes while they are away from labs.
6. Internet access should be used only for academic reasons. Games, chat and downloading of irrelevant material are not allowed. Also, access to illegal sites or sites with mature content is strictly forbidden.
7. The College System Administrator monitors activity on all machines (including internet access). All Internet sites visited by users are monitored. Information that is registered includes: username, PC, Time accessed, Type of information accessed.
8. The College System Administrator must not abuse his power by eavesdropping but he is permitted to observe users if abuse of the network is suspected.
9. Users are allowed to connect a laptop to the network but must have some form of up-to-date anti-virus protection on the laptop.
10. The College Computing Facilities are under 24 hours surveillance (recorded) for the security of the establishment.
11. If users are found to be in breach of any of the code of practice for Computing Facilities, then the College may exclude the users from access to its computing facilities for an indefinite period. In more serious cases, regulations relating to discipline of students will apply.

## REGULATIONS RELATING TO THE LIBRARY

1. University Regulations relating to the use of Library apply, when an International Faculty student visits the campus of the University in Sheffield.
2. International Faculty shall be provided with a U-card when they visit the campus of the University of Sheffield, which will allow them to have access to the University Library.
3. International Faculty students are provided with a Library Borrowing Card to allow them access to the College Library material, equipment and services. Students must sign a declaration undertaking to observe the Regulations of the Library.
4. Students from other Faculties of the University shall be entitled to access the Library material, equipment and services during their visit to the College.

### Code of Practice for the Use of the Library

5. Every user will be issued with a College Library Borrowing Card. The College Library Cards are strictly personal and cannot be used by another Member. Each user must have his or her College Library Card, plus his or her College Card, when using the Library and while borrowing.
6. Each user is responsible for the security of the College Library Card. The loss or theft of College Library Cards must be immediately reported to the Librarian in order to prevent unauthorised use.
7. Users other than registered students and members of College staff must be registered separately. Such users will be issued with an external College Library Card validated for Library use. Such users must inform the College Library of any change of address.
8. Users shall not misuse, damage, use or move without permission any equipment or furniture of the College Library.
9. Mobile phones and personal audio equipment should be switched off while using the College Library.
10. All users shall be quiet, while using the College Library and not disturb others.
11. No smoking, food or drinks are permitted within the premises of the College Library.
12. All users must have their College Library & Student Card when returning borrowed items.
13. All items should be returned by date due, directly to the College Library during its working hours.
14. Users who fail to return an item by the determined due date, will be charged with a fine of 30 cents per day for each item that is returned late.
15. Users shall be held responsible for any loss, or damage of College Library Material that is in their possession and may be required to pay full costs of replacement or repair. Such loss or damage should be reported immediately to the Librarian, who shall determine the amount to be paid.
16. Users leaving College Library premises with books and papers may be required to show them at the College Library Support Desk for control. No material may be removed from the College Library without its loan being recorded. The borrower of an item as shown in the current loan record is responsible for the safe return of that item and liable for any loss or damage to it.
17. Users deliberately damaging College Library Material shall be liable to a fine and/or suspension from borrowing entitlement.
18. Users intentionally removing College Library Material of any kind, shall be suspended from borrowing entitlement permanently.



19. All College Library Members may use the Photocopy Machine to make photocopies of extracts of Books, Theses or Periodicals. The cost is 3 cents per page.
20. At the beginning of the Academic year, each student is granted a number of printing pages free of charge. Undergraduate students are granted with 1200 pages free of charge. Postgraduate students are granted with 1400 pages free of charge. When the entitlement is used up they must add new ones to their account either at the College Library Support Desk. The cost is 3 cents per page.
21. The College Library Staff have the authority to determine whether a user's behaviour is proper, and if not to take the appropriate actions.
22. Books designated as Reserved Material (that is Textbooks and Reference books) are kept at a special section, and are available only for internal use. These books are not available for loan for as long the unit is taught.
23. Reference Material such as Dictionaries, Encyclopaedias, Biographies, Handbooks etc., shall not be available for loan.
24. Theses and Dissertations shall not be available for loan.
25. Previous issues of Periodicals (Journals and Magazines) are kept in special folders, while current periodical issues are first displayed for a short period of time at a special Display Board. All Periodicals should be delivered directly to the Library and shall be used within its premises.
26. New College Library Acquisitions before being available for loan, are displayed on separate shelves for a small period. During that time, users are not permitted to remove those books from the shelves.
27. The College Library's Notice-Board shall give information concerning New Acquisitions, Current Periodical Subscriptions, Electronic Information Services or any change of Regulations and Library Working Hours.
28. The number of items each can borrow from the College Library, depends on the "borrower category". The maximum number of items borrowed by a user each time is:
  - (a) Undergraduate students: five books (3 from the Computer Science or Business Studies or Psychology Sections and 2 from other Sections), and three cassettes or videotapes from the Audio-visual Collection.
  - (b) Postgraduate students: six books (4 from the Computer Science or Business Studies or Psychology Sections and 2 from other Sections), and three cassettes or videotapes from the Audio-visual Collection.
29. The borrowing period for all books and audiovisual material is two weeks for undergraduate students and three weeks for postgraduate students.
30. All items (books, cassettes and videotapes) may be renewed for two more weeks either by giving the titles and College Library Card to the Librarian or by telephone.
31. The librarians shall have the authority to limit or extend loaning period of certain items or forbid their loan when considered necessary.
32. If users are found to be in breach of any of the code of practice for the Library, then the College may exclude the users from access to its facilities and services for an indefinite period. In more serious cases, regulations relating to discipline of students will apply.

## REGULATIONS RELATING TO SCHOLARSHIPS, AWARDS & PRIZES

1. The scholarships, awards and prizes for the International Faculty Students are based on students' academic performance and are announced in September of each academic session. Students who have already received a scholarship benefit from the larger of the two scholarships. You may find updated information about the scholarships to College's web address:

<http://citycollege.sheffield.eu/frontend/articles.php?cid=25&t=Scholarships-for-current-students>

The College Administration Board reserves the right to renew the list in each academic session.

### NOTE

Every effort has been made to ensure the accuracy of the information given in this publication. The College reserves the right to amend Ordinances and Regulations governing programmes of study whenever it sees fit. Students should enquire as to the up-to-date position when they need to know this.

### ENQUIRIES

All enquiries should be addressed to:

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