

GENERAL REGULATIONS AND RULES

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1. ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY

- a) College recognises that the misuse of alcohol, drugs and other substances by its students is likely to have damaging consequences, including the risks of:
 - Damaging the mental and physical health of the user
 - Undermining the user's ability to study
 - Involving both the user and others in situations where their well-being may be compromised
 - Increasing the likelihood of crime on campus and in local accommodation and of College students and others being the victims of such crime
 - Jeopardising the College's and the Student Union's licenses to serve alcohol and provide entertainment
 - Adversely affecting the College's reputation
- b) The College recognises activities to do with the misuse of drugs are frequently illegal and that the College can itself be in breach of the law as specified in the Misuse of Drugs Act 1971 if it permits misuse of drugs to take place upon its premises. College notes that activities connected with the misuse of alcohol and other substance abuse can also involve legal consequences.
- c) College prohibits the possession, use, or supply of illegal drugs on its premises by its students or others and confirms its resolve to take disciplinary action and to report matters to the Police when appropriate. College will also take action, including disciplinary action where appropriate, to address the use of illegal drugs by its students when involved in College-linked activities off College premises.
- d) College prohibits the encouragement, overt or covert, of individuals to misuse or over-indulge in alcohol and confirms its resolve to take appropriate actions, including disciplinary actions where appropriate, when alcohol is misused on College premises or by student when involved in College-linked activities off College premises.
- e) As part of the policy of promoting responsible alcohol use, College requests that students do not consume alcohol outside of the appropriately allocated areas. Appropriate areas include licensed bar areas and surrounding seating, dining halls and other area where alcohol is supplied for sale and consumption, students' private residential accommodation and other areas that might be from time to time set aside for such consumption. Students should not take open containers of alcohol from permitted areas out onto campus. College reserves the right to ask students consuming alcohol in inappropriate areas to desist, particularly where this consumption might give rise to nuisance or disturbance and in addition if necessary to take possession or otherwise dispose of this alcohol.
- f) College notes that students can on occasions tempted to misuse substances for a variety of reasons, including the gaining of unfair academic and sporting advantage, to harass others and to gain sexual, personal, or other advantage. College confirms its resolve to take action, including disciplinary actions where appropriate, when substances are misused in such a way on College premises or by students when involved in College-linked activities off College premises.

- g) College recognises that illegal drug, alcohol and substance misuse is a complex area; that there can be welfare and educational issues underlying drug use and that the classifications of substances are subject to revision and College will take this into account when deciding on disciplinary action and will vary its actions in response to the severity of the offence.
- h) Notwithstanding this, College reserves the right to consider all levels of sanction for students found to have been involved with the misuse of substances, including – if appropriate - a requirement to leave Hall and review of a student's registration with the College.
- i) College commits itself to also taking educational and pastoral steps to raise student awareness of the dangers of alcohol, drug and other substance misuse; to support where possible and reasonable with medical, counselling and other pastoral help those students who find themselves in difficulties because of habitual alcohol, drug and other substance use, assuming the offer of such support does not conflict with College's legal responsibilities and College's intent to avoid the negative effects outlined in the initial paragraph of this Regulation.

2. PARTIES IN TEACHING ACCOMMODATION

Parties may not be held in teaching accommodation without the permission of the Head of Department, which will be given only if members of the College staff are to be present. All such parties must finish by 23:00. Organisers must notify the Security Manager of the arrangements made. Teaching areas are not licensed and tickets may not therefore be sold for parties at which alcohol is served.

3. PUBLIC ENTERTAINMENT

Students must not arrange functions on College premises to which members of the public are to have access without first checking in good time (at least six weeks in advance) the public licensing requirements with both the College Health & Safety Advisor (Huntersdale G24, 01784 443828) and the Director of Campus Services (Estates Workshop A001A, 01784 276428).

4. FREEDOM OF SPEECH

The College is committed to freedom of speech. Students must not, therefore, engage in behaviour that prevents, obstructs or disrupts the holding or orderly conduct of any meeting or other lawful assembly in the College.

As required by the Education (No. 2) Act 1986, the College has a code of practice on Freedom of Speech, which is published on the Web:

(<http://www.rhul.ac.uk/iquad/collegepolicies/documents/pdf/compliance/freedom-of-speech.pdf>)

5. RELATIONS WITH THE LOCAL COMMUNITY

Students are members not only of the College community but also of the wider local community. They should at all times show consideration towards the College's neighbours, and avoid any conduct that might cause annoyance or give offence. The Community Liaison & Support Officer is responsible for relations between Royal Holloway's students and the local community. If you need to contact the Community Liaison & Support Officer, please call 01784 443394 or e-mail community@rhul.ac.uk.

6. FIREARMS AND OTHER OFFENSIVE WEAPONS

The possession or use of rifles, air pistols or other types of firearm or offensive

weapon is strictly forbidden anywhere on College premises.

7. LASERS AND EQUIPMENT CONTAINING LASERS

Students must not use or keep their own laser equipment on College premises. For those students who are required to use laser equipment during the course of their studies, this shall be in accordance with the College Policy and Procedure in relation to the use of laser, and only after they have received the necessary information, instruction and training required to operate the equipment safely. If a student requires a laser pointer for use during a presentation, the College can supply one. Any laser pointer used by students must be marked in accordance with current standards and fall into European class 1 or 2 categorisation.

8. FIRE PRECAUTIONS

Students will be informed of the arrangements that apply to fire and fire evacuation during their departmental induction. For students resident in College accommodation, details of these procedures can be found in the halls-of-residence guide. Students should note that it is a criminal offence to interfere with or misuse anything provided for health and safety purposes (e.g., fire extinguishers, fire alarms, etc.).

Students are forbidden from having barbeques on College Premises.

9. FIREWORKS

Students are not allowed to let off any form of fireworks on College premises.

10. BUILDING OPERATIONS

Students must keep off the sites of building operations, not only for their own safety, but also to prevent complaints (or claims) against the College by the building contractor.

11. SMOKING

Details of the College's smoking policy can be found on the web (<http://www.rhul.ac.uk/iquad/documents/pdf/healthandsafety/collegesmokingpolicy.pdf>).

Smoking is permitted only in specially designated areas; examples of where it is not permitted include libraries, laboratories, workshops, lecture theatres and other lecture rooms, general circulation areas, lifts, toilets, and immediately outside of buildings where smoke can be drawn back inside. Smoking is also prohibited during the teaching of student groups and at meetings. Many non-smokers who have asthma find difficulty in breathing in passive smoke which also potentially presents more general health risks.

12. RADIATION HAZARDS

Personnel (including students) will not be permitted to work with ionising radiation unless they are registered with the Health and Safety Office, and have received the information, instruction and training identified to be necessary for the proposed work.

13. SAFETY INSTRUCTIONS AND NOTICES

Students must follow the information, instruction and training provided to them and adhere to the policies and procedures developed for their own protection. See Health and Safety for Students on the web (<http://www.rhul.ac.uk/forstudents/documents/pdf/codesandregulations/healthsafety.pdf>).

14. ELECTRICAL HAZARDS

It is strictly forbidden for any student to tamper with or try to repair any item of electrical equipment belonging to the College. All faulty electrical appliances must be

reported immediately so that repair can be arranged. In the case of Halls of Residence, faulty equipment should be reported to reception staff. Individual departments will notify students who they should report such issues.

The College Electrical Test Engineer may require access to student rooms to carry out checks and repairs on electrical equipment contained in the rooms.

15. NOTICE BOARDS AND MAIL

Students are responsible for keeping themselves informed of any requirements that are posted on official College notice boards.

Students are also responsible for collecting their mail regularly from the notified collection points

16. CHANGE OF ADDRESS

Students must supply an address for correspondence and change their details via the personal details tab on Campus Connect (<http://www.portal.rhul.ac.uk/>) immediately after any change of address is made. Communication is made to individual students only at the address that has been notified on Campus Connect. Correspondence during vacations will be addressed to a student's home unless an alternative address has been provided through Campus Connect.

17. CHANGE OF NAME

Students must report any change of name, supported by appropriate certification, to Student Records in the Student Administration Centre.

18. TELEVISION LICENCES

Each student who has a television in his or her College study-bedroom is required to have his/her own TV licence. Such licence can be purchased from a Post Office. (The fine for using a TV without a licence is £1,000 and the College is visited frequently to check.) This does not apply to students living in a house in the community where a single licence is sufficient for the whole household.

19. OBSTRUCTION OF TRAFFIC

Under no circumstances may students obstruct or impede the flow of traffic on the College's roads.

20. MOTOR VEHICLES

PREAMBLE

College is bound by its planning agreement with Runnymede Council to regulate student vehicle use and to use disciplinary procedures where appropriate to enforce this. Generally, all students attending RHUL are required to limit private vehicle use wherever possible. College staff and visitors are also expected to co-operate in these measures where appropriate, especially those pertaining to avoiding nuisance and inconvenience to College neighbours.

20.1: REGULATIONS ON STUDENT VEHICLE USE

Students resident on the main campus of the College are not permitted to bring a vehicle into the locality at all. They may not park a vehicle on campus, nor park in the locality. Two exceptions apply. Resident students with disabilities or special needs may be entitled to apply for a permit; contact should be made in the first instance with College Security; strict qualifying rules apply. Campus parking regulations are eased during the week when student residence contracts begin and when they end to allow parking on campus to deliver and collect luggage. However, students moving in or out outside these weeks are not entitled to this easement and must agree specific arrangements with College Security if they wish to bring a vehicle. Students disobeying these rules will be subject to

disciplinary action that may include fining and even the removal of their right to reside on the main campus.

Certain students who are resident in off-campus Halls – for example Kingwood, Penrose Court and Highfield Court – have the opportunity to apply for a parking permit. This allows them bring a vehicle into the locality and to keep this vehicle at their College residence. They must not to make use of this vehicle to drive down to the main campus (College provides transport where appropriate) or leave this vehicle in streets around the College main campus or anywhere else in the locality that may cause nuisance. Students are obliged to return such permits immediately if they cease to qualify for them; transfer of permits is strictly forbidden. Students disobeying these rules will be subject to disciplinary action that may include fining, the withdrawal of their permit and even the removal of their entitlement to live on campus. Students living in College residences off the main campus who cannot or do not apply for a permit may not bring a vehicle into the locality at all, except for moving in or out of their accommodation, when the same process applies as described above for main campus residents.

Students who live in non-College accommodation in the locality may bring a vehicle to their place of residence if there is parking available there. Frequently tenancy agreements limit the number of cars that can be kept at an address; students must obey these restrictions. Students living at a significant distance from the College may be entitled to a permit allowing them to bring their vehicle onto the main campus (see section 20.3 below). Otherwise, non-resident students must not make use of a private vehicle to drive down to the main campus or leave a vehicle in streets around the College campus or anywhere else in the locality that may cause nuisance. Misrepresentation concerning a student's address in order to fraudulently obtain a main-campus permit will be treated as a serious offence. If a student has obtained a permit because they commute from a more distant address, but then ceases to commute this distance because they are residing closer to the College, either temporarily or permanently, they must cease to display and/or use the permit. If the change is temporary, they may re-display and use the permit when resuming the original commute; if the change is permanent they must return the permit to the College immediately the change of address is made. Transfer of permits is strictly forbidden. Students disobeying these rules will be subject to disciplinary action that may include fining and the withdrawal of permits when appropriate.

College expects students to be responsible vehicle users, and to ensure that their vehicles are, at all times when in the locality, properly taxed, insured and maintained, that they are driven carefully, lawfully and responsibly and that the drivers are properly qualified and fit to drive. This stipulation also applies to motorcycles and motor scooters. Generally, all students attending RHUL are required to limit private vehicle use in the locality wherever possible. Strict disciplinary action will be taken against any student deemed to have brought the College into disrepute due to irresponsible vehicle use and against any student engaged in fraudulent or illicit activities concerning College parking permits.

20.2: DEFINITIONS

The term "vehicle" refers to any motorised vehicle used by a student, whether this vehicle is owned or registered to the student or not; the term "use" refers to any activity that involves a student having a vehicle in the locality, whether it is being actively driven or not; a student will be deemed to have "brought and/or

kept” a vehicle in the locality if the vehicle has been parked in the locality for any length of time, no matter how short; the term “locality” is defined as all areas within Egham and Englefield Green; the term “streets around the College campus” and similar references are defined as streets, roads and other land accessible to vehicles within ten minutes walking time of any entrance of the main campus, irrespective of whether they are publicly or privately owned and irrespective as to whether any specific additional parking restrictions or notices apply to them or not.

20.3: VEHICLE REGISTRATION

Apart from when moving in or out, students are not permitted to bring a vehicle onto any part of the College campus without obtaining an appropriate College student parking permit. Highest priority in allocating main-campus College student parking permits will be given to non-resident students living more than 1.5 miles from the College. To qualify for any permit, a vehicle must also meet current legislation and have a current MOT Certificate, proper ownership documentation, a current Road Tax disc and Insurance. Students who wish to have a permit and who are entitled to one (see 20.1) must register their vehicle with the College. This registration may be completed in the Windsor Building during the first week of term, or at the Security Control Centre on Ground Floor Founder’s East throughout term. Any student requiring registration for their vehicle must produce an insurance cover note, an MOT Certificate, the vehicle’s registration document or other proof of ownership, a College Card and proof of name and address. If a student changes his or her vehicle, changes his or her address or wishes to begin to use a vehicle during a session, they must register this with the College immediately. Registrations of vehicles must be renewed at the beginning of each session.

20.4: COLLEGE ROADS

The roads on College land are regarded as public roads for purposes of the Road Traffic Acts; vehicle owners must therefore not contravene any of the requirements of the Acts, in particular those relating to driving or being in charge of a motor vehicle with an alcohol concentration above the prescribed limit, driving without due care and attention or while under the influence of drugs or medication, and also including the provisions relating to registration, insurance and licensing. Motorists are legally required (under Traffic Orders made by Runnymede Borough Council) to comply with the one-way traffic systems on the main College site. There is a speed limit of 15 mph on the main site for all vehicles. This is a safety measure and must be strictly observed.

20.5: PARKING ON MAIN CAMPUS

Student vehicles with College main-campus student parking permits may only be parked in the parking areas authorised for students within the zoning system. Where a vehicle is parked in an unauthorised place, the College reserves the right to remove it or immobilise the vehicle. Students should refrain from using their cars to travel from one part of the main campus to another. Main campus residents are strongly reminded that they are not permitted to bring a motor vehicle into the locality of the College at all (see 20.1 above). Vehicles may not be left at the College by students during vacation without the prior permission of the Security Manager. Further information on parking facilities is available from the College website.

20.6: CONSEQUENCES AND LIABILITY

Failure to obey these regulations governing the use of motor vehicles at the

College may result in disciplinary procedures as indicated above, and contravention of the Road Traffic Acts will make students liable to prosecution. Permission to use a vehicle at the College in the future may also be refused or withdrawn. The College accepts no responsibility for any damage, loss, or injury, which may be caused by or to a vehicle while it is on College premises.

21. CRIMINAL CONVICTIONS, CRIMINAL RECORDS BUREAU CHECKS AND DISCLOSURES

The College requires that it be made aware by students of any criminal convictions and other statutory warnings against them in two circumstances.

1. If a student has, at any point during their studies at the College, a criminal conviction, warning, caution or bind-over that is not spent (as defined by the Rehabilitation of Offenders Act 1974).
2. When a student is studying on a programme in which leads to a qualification that entitles them to work in a profession that is exempt from the Rehabilitation of Offenders Act and when the determination of Fitness to Practice is part of this programme, or when the student is undertaking, while at College, other work with children or vulnerable adults either as part of their course or independently for which criminal record disclosure is appropriate.

1. UNSPENT CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974)

Where a student has an unspent conviction, warning, caution or bind-over as defined by the Act noted above, the College must be informed in order so that it can introduce any appropriate safeguards for the security of other members of the College community as well as supporting the student against any likelihood of reoffending. College will be duly supportive of a student's desire for rehabilitation, especially if the conviction etc. has been obtained before the commencement of the period of study. If a conviction etc. is obtained during study, and in particular but not exclusively if the offence is committed in connection with being a student, College disciplinary action and restrictions may also follow; however the College will aim to take fair and proportionate steps and not to place unnecessary additional penalties on a student who has already received a criminal sanction for their behaviour. If the conviction etc. predates the student's application, a student may alert the College through the application procedure; otherwise the student must notify directly the Head of Support and Advisory Services. In the latter case, even if a student has notified another section of the College, the matter should also be reported to the Head of Support and Advisory Services; it is the student's responsibility to ensure this has happened. Where a student is uncertain if a conviction etc. is spent or not, advice can be obtained from Support and Advisory Services. To aid rehabilitation, all disclosures of criminal records by students will be treated with a high degree of discretion and will not be disclosed to other members of College staff unnecessarily. The College may consider attempted or actual avoidance of relevant disclosures at the appropriate time a disciplinary offence.

2. PROGRAMMES LEADING TO A QUALIFICATION ENTITLING A STUDENT TO WORK IN A PROFESSION THAT IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974 / FITNESS TO PRACTICE ISSUES / STUDENTS UNDERTAKING ADDITIONAL ROLES REQUIRING CRIMINAL RECORD CHECKING

When a student is studying on a programme which leads to a qualification that entitles them to work in a profession that is exempt from the Rehabilitation of Offenders Act and when the determination of Fitness to Practice is part of this

programme, or when the student is undertaking while at College other work with children or vulnerable adults either as part of their course or independently for which criminal record disclosure is appropriate, they will be advised of the additional checks necessary.

These checks may require the disclosure not only of unspent convictions, but of spent convictions, cautions and other warnings etc. as specified at the relevant time and also of other relevant personal circumstances. A student following such a course of study or such an additional activity is required to cooperate fully with the appropriate instructions given concerning disclosure. The College may consider attempted or actual avoidance of relevant disclosures at the appropriate time a disciplinary offence as well as an indication of lack of fitness to practice in the defined area.

Further relevant guidance may also be found in the College's Fitness to Practice Procedures and in the Student Disciplinary Regulations, which should be read in conjunction with this Regulation.

WEBLINKS:

Fitness to Practice Procedures

<http://www.rhul.ac.uk/forstudents/documents/pdf/regulations/fitnesstopractiseprocedures2009-10.pdf>

Student Disciplinary Regulations

<http://www.rhul.ac.uk/forstudents/documents/pdf/codesandregulations/studentdisciplinaryregulations.pdf>

22. ABSENCE FROM COLLEGE

In the case of absence through illness, students must inform their department(s). If the illness lasts for more than three days, students must fill in a self-certification form that is available from their department(s) or the Health Centre. Please note that this certification will only cover absences of up to seven days. If the illness results in an absence of more than seven calendar days, then students must consult their doctor or the Health Centre and obtain a medical certificate. If an absence from the College is required on other grounds, i.e. bereavement, students should then speak to their Personal Advisor as soon as possible to clarify the reasons for non-attendance.

It should be noted that self-certification will not be deemed admissible as evidence in the case of Appeals and requests for special consideration by exam boards.

The College regulations require that students should attend all scheduled classes, lectures and fieldtrips, and failure to do so may result in disciplinary action being taken in the form of a formal warning from their department(s). (See Academic Regulations for students on Taught Courses).

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>).

Revised October 2011 – see www.rhul.ac.uk/attendance for updated guidelines

23. DATA PROTECTION

The 1998 Data Protection Act came into force on 1 March 2000, replacing the 1984 Data Protection Act, and enabling this country to comply with the European Union Data Protection Directive.

The College holds records of students and staff and is, therefore, required under the Data Protection Act to register details of the type of information held and how it is used. The Act protects the rights of individuals about whom personal data is processed and recorded. Under the Act, the College must follow the Data Protection Principles which dictate that personal data shall be obtained and processed fairly, and that information held shall be accurate and surrounded by proper security. The Act also obliges those who record and use personal data to be open about its use. The data that students provide for the College will be used only

for the purposes for which it was originally obtained. The College will seek to ensure that it is accurate and up-to-date and it will not transfer data about students outside the European Economic Area, unless certain specific conditions are met, or unless the student in question gives consent to do so. Students may inspect the College's entries in the Data Protection Register, copies of which are available for public scrutiny in the two main College libraries.

When students first register with the College, and for each subsequent year of study, they will be asked to give their consent to the processing of the data that they have supplied to the College when they complete their enrolment form. If further data is collected for other specific purposes, the use to which the data will be put will be explained at the time and further consent will be sought if that is necessary.

Students have the right to know the personal data that the College holds about them, and to correct it if necessary. If students wish to see their personal data held on computer, they should contact the Records Management Team (for contacts and procedure see:

<http://www.rhul.ac.uk/aboutus/governancematters/accesstoinformation/guidance/dataprotectioninformationforstudents.aspx>

The College's full Data Protection policy can be found on the web: <http://www.rhul.ac.uk/aboutus/governancematters/accesstoinformation/guidance/dataprotectionpolicy.aspx>

24. PLAGIARISM

Plagiarism is a serious offence, which the College wishes actively to identify and prevent. Measures are being put in place to help students to recognise and avoid plagiarism in their own work. The College has also decided to make use of a new national plagiarism detection facility which will allow it to check any piece of work for plagiarism before it is marked. It will therefore be necessary for students to provide an electronic copy of some or all of the work which they submit for assessment to be uploaded into the detection facility. There it will be stored indefinitely in a database and compared against the World Wide Web and extensive databases of reference material, including work submitted by other students from this and other U.K. institutions using the service.

In each year, as a condition of registering with the College, students will be asked to give their consent to the processing and storage of their work and personal data in the manner outlined above. They may, however, ask for their work and personal data to be removed from the service after it has been checked for plagiarism by contacting the Data Protection Officer at HEFCE, Northavon House, Coldharbour Lane, Bristol BS16 1QD.

For information on plagiarism and the correct way to quote material, students should consult their departmental handbook or personal advisor.

The Regulations Governing Examinations and Assessment Offences (<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>)

contain a definition of plagiarism and explain the process which will follow if plagiarism is found.

25. EQUAL OPPORTUNITIES

The University of London was established to provide education on the basis of merit above and without regards to race, creed or political belief, and was the first university in the United Kingdom to admit women to its degrees. Royal Holloway is proud to continue this tradition and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities. For the **Equal Opportunities Policy Statement** and related information, please refer to the web:

<http://www.rhul.ac.uk/forstudents/documents/pdf/codesandregulations/eopolicystatement.pdf>

26. FIELD TRIPS AND OTHER VISITS

Students are warned not to enter into agreements which purport to limit the liability of, or by which they are or could be required to indemnify, the owners or controllers of sites in respect of liability for claims arising out of death or personal injury or loss or damage.

Any student who is faced with particular difficulties arising from official field trips or visits with regard to proposed indemnities should inform the Finance Department as soon as possible.

Students are responsible for taking out any personal accident or sickness insurance which they may require.

27. INVENTIONS AND PATENTS

Under the College's Code of Practice for the Exploitation of Inventions (including computer software) and Patents, a student who produces, or belongs to a research group which has produced, a patentable invention will be treated as a member of staff for the purposes of patenting and commercial exploitation of the invention.

Where the College is involved in the invention and its exploitation, the student concerned, as with a member of staff, is covered by the College's liability and insurance policies. Where the College is not involved, its insurance policies do not cover the individual.

A student who thinks that his or her work may lead to an invention must report this to the Head of Department and obtain the Head's approval to continue with the work.

28. NATIONAL INSURANCE

Students are not obliged to pay National Insurance contributions during full-time education but they do have to pay when they are employed, for example, during vacations. Students should ensure that they understand their liability for National Insurance payments when they are employed.