

FITNESS TO STUDY

The University aims to provide a supportive environment that allows all students to realise their full academic potential and successfully complete their programme of study. The purpose of the Fitness to Study Policy is to ensure that the University provides a coherent institutional approach when responding to students who are unfit to study.

A student's fitness to study may be brought into question as a result of a wide range of circumstances and, in all cases, any concerns regarding a student's fitness to study must be reported to the student's Personal Tutor and/or Senior Personal Tutor so that the necessary academic support can be provided.

Staff who do not feel confident dealing with a particular situation are encouraged to seek advice from the Student Wellbeing Centre. The Policy details informal initial support for students, a number of formal steps if required, how a student can return to study, and the interface with fitness to practise. The Policy is located: <http://secretariat.blogs.lincoln.ac.uk/files/2013/08/Fitness-to-Study-Policy.pdf>

STUDENT COMPLAINTS

The Student Complaints Procedure provides students with a formal means to channel complaints about the provision and delivery of academic programmes and related services and any aspect of the student experience at the University.

The procedure **cannot** be used for representations against decisions of Boards of Examiners (see Review and Appeal Procedures) or allegations of misconduct by students (see the Student Conduct and Disciplinary Regulations).

If students are unhappy about any experience they should raise the matter, **at the earliest opportunity**, either directly with those concerned or with their personal tutor, programme leader or student advisor. They may also seek the help and advice of the Student Support Centre or Students' Union which actively encourage students to attempt to resolve the issues informally.

To trigger the formal procedure, students must direct their complaints in the first instance to the Secretariat. The formal procedure has two levels: School and University. Most complaints are resolved at School level and only progress to the University level once the School procedure has been exhausted without resolution.



UNIVERSITY OF
LINCOLN

GUIDANCE TO THE UNIVERSITY'S REGULATIONS 2019-20

Staff - Sept 2019

This leaflet is for academic and professional support staff who work with students to ensure that they are aware of, and follow, University Regulations and procedures.

A similar leaflet has been made available to all new and returning undergraduate and postgraduate students as an introductory guide to highlight the University's Regulations and some of the procedures they may need to refer to during their studies. The leaflet also contains details about the seriousness of committing an academic offence.

Further details of the Regulations and Guidance on procedures are available from the Secretariat (based on the third floor of the Minerva Building, Brayford Pool Campus) or via the Secretariat's Wordpress site at:

<http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

A summary of all the recent changes to existing Regulations is also available via the Wordpress site.

SECRETARIAT

<http://secretariat.blogs.lincoln.ac.uk/>

EXTENUATING CIRCUMSTANCES

On occasion, students may believe that their performance in assessment have been affected by circumstances beyond their control. They are entitled to request a Board of Examiners to consider a claim that their assessment performance has been adversely affected in some way.

Students should not normally submit a claim for extenuating circumstances until after the appropriate assessment has taken place. Up until this point students should seek an extension and contact their School for advice.

If they wish the University Extenuating Circumstances Panel to formally consider their circumstances, students should apply online and submit any independent supporting evidence.

Examples of circumstances which may be treated as adversely affecting a student's performance in assessment include:

- * Illness affecting attendance at teaching or assessment.
- * Illness affecting preparation for an assessment.
- * Being the victim of a crime involving injury.
- * Circumstances of a serious personal or emotional nature.

DECISIONS OF BOARDS OF EXAMINERS – REVIEW AND APPEALS

There are occasions when students might wish to dispute the decision of a Board of Examiners.

Students should initially raise their concerns informally with individuals such as their lecturers or School/College Officers. Frequently, matters can be resolved quickly and satisfactorily in this way.

Under the University Regulations students can formally pursue a dispute by requesting a Review and, if they remain dissatisfied with the outcome, it may be open to them to lodge an Appeal. To request a Review, students must contact the Secretariat in the first instance.

Review is a formal means by which a student may call into question the decision of a Board of Examiners. A student may not lodge an Appeal unless a Review has been concluded. Further details can be accessed at:

<http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

IF YOU ARE VISUALLY IMPAIRED OR NEED TO HAVE A COPY OF THE REGULATIONS IN A DIFFERENT FORMAT PLEASE CONTACT THE SECRETARIAT

UNIVERSITY REGULATIONS

The University Regulations apply to all students, staff and University awards.

It is the responsibility of students and staff to acquaint themselves with these Regulations which are available at:

<http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

SECRETARIAT STAFF

Please contact the following Secretariat members for advice on the Regulations, procedures relating to matters of student contention, and information compliance:

Academic Review & Appeal and Student Complaints

Aaron Smith – aarsmith@lincoln.ac.uk ext 6184
Jocelyn Acquaye – jacquaye@lincoln.ac.uk ext 6374
Chloe Bowman – cbowman@lincoln.ac.uk, ext 6498
Tory Cliffe – vcliffe@lincoln.ac.uk ext 6325
Craig France - cfrance@lincoln.ac.uk, ext 6354

Academic Offences

Chloe Bowman – cbowman@lincoln.ac.uk, ext 6498
Lisa Baker – lbaker@lincoln.ac.uk, ext 6665

Fitness to Practise

Aaron Smith – aarsmith@lincoln.ac.uk ext 6184

Student Conduct and Discipline

Aaron Smith – aarsmith@lincoln.ac.uk ext 6184
Jocelyn Acquaye – jacquaye@lincoln.ac.uk, 6374

Office of the Independent Adjudicator (OIA) Cases

Lisa Baker – lbaker@lincoln.ac.uk, ext 6665
Aaron Smith – aarsmith@lincoln.ac.uk ext 6184

Information Compliance

Naomi Timings – ntimings@lincoln.ac.uk, 6618
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The Secretariat is located on the South East Plate, 3rd Floor, Minerva Building, Brayford Pool Campus.