

## **Glossary**

The following definitions shall apply throughout the [General Regulations and Procedures Affecting Students](#):

### **1. Academic Board**

The 'Academic Board' means the Academic Board of De Montfort University.

### **2. Academic Practice Officer**

The 'Academic Practice Officer' is a member of academic Staff of the University appointed by the PVC/Dean of the Faculty concerned to advise the Faculty and its Students on academic offence issues and to deal with cases within the Faculty in accordance with the terms of these regulations (Chapter 4).

### **3. Academic Regulations**

The 'Academic Regulations' for taught programmes outline how Students can progress through their programme (course) and achieve their award. Some programmes have different and/or additional requirements called programme specific regulations: these are normally to meet the requirements of Professional, Statutory or Regulatory Bodies (PSRBs).

### **4. Assessment**

'Assessment' is coursework or a submission that will be assessed and awarded a mark.

### **5. Attendance**

'Attendance' is physical or face-to-face attendance at a teaching event.

### **6. Authorised Officer**

The 'Authorised Officer' means the member of Staff having responsibility for dealing with minor disciplinary cases.

### **7. Balance of Probabilities**

The 'Balance of Probabilities' means that on the basis of the evidence available, it is more likely that something occurred than not.

### **8. Board of Governors**

The 'Board of Governors' means the Board of Governors of De Montfort University.

## **9. Break in Learning**

A 'Break in Learning' means an apprentice is unable to engage with the apprenticeship for over a month but plans to return to learning within an agreed time frame.

## **10. Burden of proof and standard of proof**

- The 'burden of proof' determines whose responsibility it is to prove an issue. In a disciplinary case the burden of proof is on the University, that is, the University must prove that the Student has done what they are accused of doing.
- The 'standard of proof' is the level of proof required. In the University disciplinary proceedings, it is 'the balance of probabilities'. This must be supported by evidence. It is more than simply believing that something is likely to have happened.

## **11. Designated Senior Member of Staff**

The 'Designated Senior Member of Staff' means the member of senior Staff nominated by the Vice-Chancellor to be responsible for the aspects of the Student experience subject to these regulations, normally a Pro Vice-Chancellor or Executive Director.

## **12. Disability Advice and Support (DAS)**

'Disability Advice and Support (DAS)' refers to Staff working in the Student and Academic Services Directorate with responsibility for issues related to Student disabilities.

## **13. Disciplinary Committee**

The 'Disciplinary Committee' means the Disciplinary Committee established by the Board of Governors under the provisions of these Regulations.

## **14. Dismissal**

'Dismissal' means a Student's registration on a programme is ended. This can be for a number of reasons including academic failure. Students re-entering the university following academic failure, are normally subject to a time delay before they can return (at least one calendar year for postgraduate programmes and at least two calendar years for undergraduate programmes).

## **15. Educational Services**

'Educational Services' means the services and rights the University provides to a Student in return for the Student's payment of Tuition to the Institution; it does not include fees for room and board, travel, health care, books, supplies or equipment.

## **16. Engagement**

'Engagement' is interacting with any of the face to face or on-line activities available to Students through their faculty or the wider institution (e.g., Blackboard activities; activities available through Library and Learning Services)

## **17. Examination**

'Examination' is a formal assessment conducted within a specific/limited timeframe either online or face to face.

## **18. Exclusion**

'Exclusion' means registration for any award is held in abeyance and no work can be submitted for assessment. Unlike expulsion it is not absolute, and an excluded Student may be able to be registered as a Student of the University again.

## **19. Expulsion**

'Expulsion' means a Student who is expelled, is excluded from the University, loses Student status and is not eligible for re-admission to the University as a Student. Expulsion is absolute and is not restricted as to time or programme. A Student who has been expelled has no further link with the University and is not eligible to form a new link.

## **20. Equality Legislation**

'Equality Legislation' refers to the Equality Act 2010 and other relevant legislation.

## **21. Faculty Engagement Officers**

'Faculty Engagement Officers' are members of Staff who act as a point of liaison between Faculties and Student Welfare. They identify reasonable adjustments for disabled Students and offer support to Students who are experiencing challenges in progressing at DMU.

## **22. Fitness to Practise**

The 'Fitness to Practise' Procedure sets out the process for dealing with allegations relating to Student professional misconduct on programmes leading to professions regulated by Professional, Statutory & Regulatory Bodies, for example, nursing or social work.

### **23. Learners**

'Learners' are those on a study of programme funded by Education and Skills Funding Agency (ESFA), Adult Education Budget (AEB) or inspected by Ofsted. For the purpose of these regulations, they are Students.

### **24. Leave of Absence**

'Leave of Absence' is an extended period of time in which a Student takes a break from attending the University due to extenuating circumstances. This must be requested formally through the Faculty.

### **25. Mental Health**

'Mental Health' is a way of describing a person's state of emotional wellbeing. Everyone has mental health, which may vary between good, or at times poor.

### **26. Mental Health Inclusion Team**

The 'Mental Health Inclusion Team' is the team located in Student Welfare who have specific responsibility for working with Students experiencing mental health difficulties.

### **27. Non-contact agreement**

A 'Non-contact agreement' is an agreement that Students involved in disciplinary investigations may be requested to agree to and to sign. The purpose of the 'Non-contact agreement' is to facilitate a full and unhindered investigation, and to protect the health and wellbeing for all parties involved.

### **28. Personal Tutor**

The 'Personal Tutor' is the faculty based academic member of Staff assigned to an individual Student whilst registered at the University who can provide academic and pastoral support.

### **29. Presence**

'Presence' is presence at an online synchronous teaching event.

### **30. Programme**

'Programme' means a course or programme of study leading to a named award of De Montfort University.

### **31. The Regulations**

'The Regulations' (or 'these Regulations') means the [General Regulations and Procedures Affecting Students](#) currently in force.

### **32. Staff**

The 'Staff' means all persons employed by the University, whether in academic or support roles.

### **33. Student**

The 'Student' means any graduate, undergraduate or other person registered for a course of study, whether full-time or part-time, of De Montfort University, or learner on an apprenticeship programme.

### **34. Student at Risk Committee**

The 'Student at Risk Committee' determines and coordinates appropriate courses of action in situations which give rise to concerns about potential significant risk arising in relation to individual Students and/or the wider University community.

### **35. Student's Companion**

The 'Student's Companion' means a member of the academic Staff of the University (if appropriate), or a registered Student of the University, or a member of the Students' Union Advice Team. The role of the companion is to offer support during formal panel meetings. It is not expected that the companion will need to speak during the investigation or the panel meeting, unless by prior agreement. Meetings and hearings held under this procedure are not legal forums, neither the University nor the Student are permitted to be represented by legal practitioners. 'The Student's Companion' can only be a legal adviser in circumstances where the Student's Fitness to Practise is in question (see the [Fitness to Practise Policy](#)). In this instance, the University will also have a legal adviser present. Trade Union representation is not permitted at Fitness to Practise panels.

### **36. Student ID Card**

The 'Student ID Card' serves as evidence of status as a registered Student of the University. It is used for access to University buildings including the library and the use of University services. It is also used in conjunction with designated card reading equipment to facilitate attendance monitoring.

### **37. Student Route**

'Student Route' previously known as Tier 4, is the route by which a Student that is subject to border control may obtain leave to enter or remain in the UK for the purposes of study. Student Route (and Tier 4) Student presence in the UK, is sponsored by the University and subject to continued compliance with all relevant University and UK Visas and Immigration regulations and policy.

### **38. Students' Union**

The 'Students' Union' means the De Montfort University Students' Union.

### **39. Student Welfare Service**

The 'Student Welfare Service' is the section of the university which provides disability, mental health and wellbeing support, international Student support, sexual and domestic violence support and spiritual support.

### **40. Suspended from Placement**

'Suspended from Placement' means a Student will be suspended from their programme related placement pending action required by the Faculty or the University Security team. This will be for a defined period of time.

### **41. Suspension**

'Suspension' means a Student who is suspended and is excluded from the University for a defined period after which the Student is eligible to return to resume studies. The level of suspension is decided on a case-by-case basis. During the period of suspension, the Student's registration for any award is held in abeyance and no work can be submitted for assessment. A fully suspended Student is not permitted on site and is not allowed access to University premises or facilities for the period of suspension. A partially suspended Student will be permitted access to online resources e.g., Blackboard, during the period of suspension whilst investigations are in progress.

### **42. University**

The 'University' means De Montfort University.

### **43. University Premises**

'University Premises' means premises owned, leased or used by De Montfort University or provided for the benefit of De Montfort University Students.

### **44. Welfare Lead**

The 'Welfare Lead' is a member of Staff from Student Welfare who has been asked to take a lead in relation to a specific issue.