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 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.

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. 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.

9. Disciplinary Committee

The ‘Disciplinary Committee’ means the Disciplinary Committee established by the Academic Director and the Head of Student Development Services under the provisions of these Regulations.

10. 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).

11. 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 travel, health care, books, supplies or equipment.

12. 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.

13. Examination

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

14. 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.

15. 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.

16. Equality Legislation

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

17. Student Development Managers

'Student Development Managers' 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 DMUK.

18. 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.

19. 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 Academic Quality and Systems Department.

20. 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.

21. 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.

22. 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.

23. Programme

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

24. The Regulations

‘The Regulations’ (or ‘these Regulations’) means the General Regulations and Procedures Affecting Students currently in force.

25. Staff

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

26. 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.

27. 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.

28. 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.

29. Student ID Card

The 'Student ID Card' serves as evidence of status as a registered Student of the University.

30. Students' Union

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

31. Student Development Services

The 'Student Development Services' 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.

32. 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.

33. 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., LearningZone, during the period of suspension whilst investigations are in progress.

34. University

The ‘University’ means De Montfort University Kazakhstan.

35. University Premises

‘University Premises’ means premises owned, leased or used by De Montfort University Kazakhstan or provided for the benefit of DMUK Students.