

# General regulations

Academic year 2018-19

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These General Regulations have effect from 1 September 2018 and are approved by Academic Board and Council.

# 1. Programmes of Study

## 1.1 A Programme of Study is:

1.1.1 taught certificate, diploma or degree, a prescribed set of modules, which may include supervised practice or research, and associated assessment which on successful completion leads to the award of a certificate, diploma or degree.

1.1.2 research degree, a prescribed period of supervised research study, which may include taught and practice elements, and the assessment thereof, which on successful completion leads to the award of a degree.

1.2 Each Programme of Study leading to a certificate, diploma, Bachelor's or Master's degree shall be governed by a Programme Scheme approved by Academic Board, which shall be consistent with the College's Credit Framework.

1.3 The Programme Scheme shall comprise the Programme Specification, the Module Specifications and such other documents as may be required by the Credit Framework.

1.4 Individual cases for variation from the Programme Scheme must be set out in a special scheme of study approved by Academic Board.

1.5 The powers of Academic Board in relation to the development and approval of Programme Schemes and the approval of special schemes of study are delegated to a Committee of Academic Board, subject to such report being made to Academic Board as it may require.

1.6 The same period of study and examination cannot normally be credited towards the award of a degree by Goldsmiths and a degree of another institution (excluding approved joint awards and dual degree programmes).

## Length of Programmes

1.7 The minimum length (to include any prior learning for which a student is given credit) of Programmes of Study is as follows:

Certificate of Higher Education: 1 academic year or part-time equivalent

Diploma of Higher Education: 2 academic years or part-time equivalent

Foundation Degree: 2 academic years or part-time equivalent

Bachelor's Degree: 3 academic years or part-time equivalent

Taught Master's Degree: 1 calendar year

Master of Philosophy: 18 months

Doctor of Philosophy: 2 calendar years.

1.8 In order to ensure currency of learning, no certificate, diploma or degree may normally be awarded if any of the learning and assessment towards that degree took place more than seven academic years before the year of award, or exceptionally longer in the case of part-time or research degree study.

## **2. Student Categories**

2.1 The following definitions shall apply throughout these Regulations:

Primary student enrolment categories

2.2 A "Full Programme Student" means a student following a programme of study intended to culminate in a certificate, diploma or degree, where there is direct enrolment with the College and the study is at least partly UK-based. (This category does not include students who are awarded credit by Goldsmiths towards an award elsewhere, or who are awarded credit by other institutions for studies at Goldsmiths.)

2.3 A "Validated Student" means a student enrolled at a partner institution to study for a Goldsmiths award.

2.4 An "Occasional Student" means a student who is not a Full Programme Student, enrolled on a programme of study leading to the award of credit by Goldsmiths, where there is direct enrolment with the College.

2.5 A "Guest Student" means a student enrolled directly with the College on a programme of study not leading to the award of credit by Goldsmiths. For the avoidance of doubt, the provisions of these Regulations apply to such students.

2.6 Those undertaking "short courses" are not classified as students for the purposes of these Regulations unless they are also enrolled directly enrolled on a programme of study at the College. For the avoidance of doubt, the Regulations do not apply to "short courses" or those undertaking them.

### **Mode of study**

2.7 A 'full-time student' means a student who is following a programme of prescribed and/or personal study or research normally involving twenty-one hours or more per week of attendance or activities during term.

2.8 A 'part-time student' means a student who is on a programme of study or research normally involving less than twenty-one hours per week of prescribed attendance or activities during term.

### **Fee categories**

2.9 A 'home student' is one assessed to be eligible to pay tuition fees at the rate paid

by United Kingdom and European Union students, as laid out in the Education (Fees and Awards) Regulations 1997 and the Education (Fees and Awards) (Amendment) Regulations 2006. [Further guidance is available from UKCISA].

2.10 An 'overseas student' is one assessed to be ineligible to pay tuition fees at the lower rate paid by United Kingdom and European Union students.

### **Research students**

2.11 A 'research (completion status) student' means a student who has completed the minimum specified period of study for a research degree, and who has been awarded completion status, normally for a period of twelve months, on the recommendation of the Head of the relevant Department and the Departmental Postgraduate Committee and the agreement of the Dean of the Graduate School.

2.12 A 'research (continuation status) student' means a student who has failed to submit their thesis within the maximum permitted period of study for a research degree, and who has been awarded continuation status, on the recommendation of the Head of the relevant Department and the Departmental Postgraduate Committee and the agreement of the Dean of the Graduate School.

### **Other categories**

2.13 A 'programme interrupted student' means a student retaining the right of re-entry to an uncompleted programme of study but who has with permission of the College interrupted their study.

### **Years, terms and months**

2.14 An 'academic year' means three University terms, starting in the autumn.

2.15 A 'month' means a calendar month.

## **3. Rights and Obligations of Students**

3.1 The Charter, Statutes, Ordinances and Regulations of Goldsmiths' College regulate the College's activity and that of its staff and students. Wherever relevant, the Statutes, Ordinances and Regulations of the University of London also have force.

3.2 Students and staff also have an obligation to comply with published College policies which affect them, and to comply with the law when on College premises or conducting College business. Illegal activities may be dealt with by the College as disciplinary offences, including in cases where there is also a criminal prosecution.

3.3 All current students enrolled directly with the College for UK-based study, and all current staff, are entitled to use College IT facilities (including a personal email account) and Library facilities without charge. More detailed provisions are as set out in the specific General Regulations which apply to these services, or rules and

policies referred to in those Regulations, and may include variant services (eg type of borrowing rights in the Library) applicable to particular groups.

3.4 Occasional Students are entitled to the use of College services as specifically defined (in agreement with the relevant offices and services) for each short course; the fees will be calculated and charged accordingly.

3.5 The College will notify students before enrolment of the terms and conditions of access to College services covered by the fees paid for their programme - either directly or via a partner institution. Unless the College notifies a student to the contrary, any relevant published code of practice, policy or procedure or regulation will apply to a student's use of a College service which is included in the fee for the programme.

3.6 Full Programme and Occasional students shall, unless they elect to opt out, be full members of the Goldsmiths Students' Union. Guest students and programme interrupted students shall have access to such facilities of the Goldsmiths Students' Union, not including voting rights in elections, as the Students' Union shall itself from time to time determine.

3.7 Validated Students will be entitled to access such services and facilities as may be set out in the agreement between Goldsmiths and the validated institution.

3.8 All Full Programme and Occasional students have a duty to notify the College of changes to their circumstances – including changes of address, interruptions of study and similar events – at the earliest possible opportunity.

### **Ethics Approval**

3.9 Students and staff whose research or research study, whether conducted within the College or elsewhere, involves work concerned with living (or recently deceased) beings or with data and materials derived from such beings or that might unduly affect the environment and hence change the lives of beings within that environment must seek ethics approval from the departmental Research Ethics Committee or the College Research Ethics and Integrity Sub-Committee as appropriate.

### **Health and Safety**

3.10 It shall be the duty of every member of staff and every student whilst on College premises:

3.10.1 to take reasonable care of her or his health and safety and of other persons who may be affected by her or his acts or omissions.

3.10.2 to act in accordance with health and safety instructions, regulations and policy.

3.10.3 to cooperate with the College in respect to any duty imposed on the College by any health and safety provision.

3.11 In line with the provisions of legislation, it shall be the duty of everyone whilst on College premises not to deliberately damage or misuse any equipment provided for health, safety or welfare.

### **Equality and Diversity**

3.12 Goldsmiths is proactively working towards the aim of advancing Equality and Diversity by working collaboratively to embed Equality and Diversity into everything that it does. We are dedicated to providing a safe and inclusive environment which encourages its members to contribute fully and be valued as individuals, in line with our responsibilities under the Equality Act 2010. Goldsmiths has an Equality and Diversity Strategy, Action Plan, and Objectives set every four years, which work towards achieving our aim.

3.13 All members of the College – staff and students – and others on College premises or taking part in College activity will be expected to behave consistently with our values related to Equality and Diversity, and take responsibility for their role in our shared effort to make progress.

### **Visa Requirements**

3.14 A student who is required to study inside the UK must have a valid visa which does not prohibit the kind of study in question.

3.15 Students are required to comply with the conditions of their visa throughout the duration of their studies with the College.

3.16 Students must inform the College immediately of any substantial changes to their immigration status including where a student changes visa categories or ceases to have a valid visa that does not prohibit study in the UK.

### **Tier 4 (General) Sponsored students**

3.17 The College will only issue sponsorship under its Tier 4 (General) sponsor license if a student is eligible to make a valid Tier 4 visa application.

3.18 Where sponsorship is provided, the College may withdraw sponsorship if:

3.18.1 a student fails to comply with one or more of the conditions of their UK visa; and/or

3.18.2 a student fails to comply with the conditions in relation to their studies including those set out in these regulations; and/or

3.18.3 the College discovers that the student is no longer meeting the conditions of their Tier 4 (General) visa.

3.19 Where sponsorship is withdrawn, the Director of Student, Alumni and Library Services may withdraw the student from their programme of study and/or the



College.

## **4. Limits of Obligations**

4.1 The College undertakes all reasonable steps to provide educational services including teaching, examination, assessment and other related services, set out in its prospectuses and programme literature ('Educational Services'). However, except where otherwise expressly stated in writing, the College cannot accept liability or pay any compensation where the performance or prompt performance of its obligations to provide Educational Services is prevented or affected by force majeure.

4.2 'Force majeure' means any event which Goldsmiths could not, even with all due care, foresee or avoid. Such events may include (but are not limited to) war or threat of war, riot, civil strife, terrorist activity, industrial action, natural or nuclear disaster, adverse weather conditions, pandemic flu or other communicable disease, interruption in power supplies or other services for any reason, fire and all similar events outside the control of the College.

4.3 Prospectuses, including material in other printed brochures and on the College's website, are as far as possible accurate as at the date of publication, but the College does not intend by the publication of a prospectus, or any other advance degree programme information, to create any contractual or other legal relation with applicants, accepted students, their advisers or any other person. Nor is it responsible or liable for the accuracy or reliability of any of the information in third party publications or websites referred to in a prospectus.

4.4 The College does not accept liability for the cancellation of proposed programmes of study prior to their scheduled start, although it will take reasonable steps to transfer students affected by the cancellation to similar or related programmes of study.

## **5. Admission and Enrolment**

5.1 'Admission' describes the steps taken to enable the College to decide whether to offer to an applicant a place to study at the College, and creates a contractual obligation on the College to provide a programme of study at the time offered.

5.2 'Enrolment' describes the process whereby the applicant formally confirms their status as a Goldsmiths student, confirming the contractual relationship between themselves and the College.

### **Admission**

5.3 All applications to study at the College must be made using the relevant application process.

5.4 It is the applicant's responsibility to provide evidence of educational attainment and other relevant qualifications and experience to enable the College to judge the application.

5.5 Applicants must meet the minimum entrance requirements for the programme to which they are applying. Any student who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false, or who withholds information requested on the relevant application form, shall have his or her offer rescinded or enrolment terminated as appropriate.

5.6 All correspondence with enquirers and with candidates for admission concerning entry requirements and procedures, interviews and offers of a place or rejections, and with sponsors or relevant UK government departments or their agencies in respect of individual students, shall be conducted through the appropriate College office. No offer of a place on a programme shall be valid unless it has been sent from the appropriate College office.

5.7 Students who require permission or other authorisation in order to lawfully remain in the UK must present evidence of this before they will be permitted to enrol.

5.8 Students who require this permission must present a visa or other suitable document that does not prohibit the kind of study in question at or before enrolment.

5.9 No offer of a place shall be made later than four weeks after the beginning of the programme concerned other than with the exceptional agreement of the relevant Head(s) of Department.

5.10 No student shall be offered a place as a part-time student for a programme which is offered in full-time mode only (that is, normally involving twenty-one hours or more per week of prescribed attendance or activities during term).

5.11 Students who possess or require a Tier 4 (General) visa shall not be permitted to enrol on a part time programme of study.

### **Fitness to Practise and Criminal Records**

5.12 Applicants to programmes of professional training are required to satisfy the College of their fitness to practise before they will be permitted to enrol fully as a student of the College, including meeting any requirements of the UK Government or its agents, or statute law, currently in force regarding procedures for the protection of vulnerable groups.

5.13 It will be the responsibility of the applicant/student to pay any fees associated with the requirement above.

5.14 In determining fitness to study or practise, and whether a student may continue to be part of or join the College community, the College may ask any student for further information concerning their criminal record, including convictions, cautions, reprimands, warnings, investigations pending or other relevant information, as well as references, from the Probation Service or other organisation. The College may require any student to obtain a disclosure certificate, at the student's expense, from the appropriate Government agency.

5.15 The College will set out a detailed policy, which will include an appeals mechanism, in relation to such matters.

## **Enrolment**

5.16 No person may enrol as a student of the College unless they have been admitted to a programme of the College.

5.17 It shall be a condition of enrolment that all students agree to be bound by the College's Charter, Statutes, Ordinances and Regulations and with any relevant legislation, or Statutes, Ordinances or Regulations of the University of London, at that time in force.

5.18 A student shall enrol by the means determined by the College, at the time and where appropriate the place determined by the College. The College may make available enrolment via electronic means or by completion of a paper form.

5.19 Students shall not be permitted to enrol more than 28 days after the official start date of their programme unless there are extenuating circumstances which, in advance of that date, have been approved as exceptional by the College.

5.20 No student will be permitted to enrol concurrently for more than one award (ie degree, diploma or certificate), save by special permission of the College on the recommendation of the appropriate Head(s) of Department.

## **6. Fees**

### **Tuition fees and costs**

6.1 Students are liable for the payment of all fees associated with the programme(s) of study for they are enrolled.

6.1.1 The College shall annually publish a schedule of tuition fees for each programme of study.

6.1.2 Details about how and when tuition fees are to be paid shall be set out in the *Fees Policy*.

6.2 Some programmes of study have associated costs (e.g purchase of materials; or field trips). Students are responsible for meeting these costs.

### **Unpaid tuition fees**

6.3 Students who do not pay all tuition fees in accordance with the *Fees Policy* will not be enrolled as a student of the College or enter any examination for a programme of study until the outstanding sum has been paid save when, in the case of proven financial hardship, an alternative arrangement for payment has been approved by the College.

## **Refund of tuition fees**

6.4 Students who withdraw from their programme of study shall remain liable for payment of fees for the year in which they withdrew, except that the College may make provision for the refund of fees in accordance with an agreed policy.

6.5 Students who withdraw from a programme of study without informing the College in the appropriate way shall not be eligible for a refund of fees.

6.6 Students who interrupt their studies without seeking and gaining the agreement of the College shall remain liable for payment of fees in full and may not be eligible for any refund of fees paid.

## **Other fees and charges**

6.7 Students are liable for other fees and charges for services to them during their studies at the College. These may include: accommodation fees; printing costs for use of College printers; and re-sits.

## **Support paying fees**

6.8 Students experiencing financial hardship may apply to the College for financial aid or support.

## **Recovery of unpaid fees and charges**

6.9 The College will make efforts to recover unpaid fees and charges and reserves the right to contract with third parties to this end.

# **7. Attendance and Progress**

## **Attendance**

7.1 Students are expected to attend College on all days prescribed for their programme, unless the College is officially closed.

7.2 Where a programme has a compulsory placement element, or other visits and practical components away from the College, attendance at that placement is also mandatory.

7.3 Research students may take up to 8 weeks' annual leave in each year of study, on dates to be agreed with their supervisor.

7.4 The College shall maintain procedures for dealing with students who make unsatisfactory academic progress because of failure to attend in accordance with these Regulations.

7.5 The College has the power to take action against students who do not attend in accordance with these Regulations, including termination of registration.

## **Authorised Absence**

7.6 Except in the case of illness, students shall obtain permission from the relevant tutor before absenting themselves from any seminar, tutorial or practical class, or from any field excursion or special visit.

7.7 Students who need to be absent from their studies for a short period, for example to return home following a bereavement, should seek 'authorised absence' from an appropriate tutor in their academic Department.

7.8 An authorised absence will:

7.8.1 last no longer than four weeks (and may be shorter, depending on the circumstances); and

7.8.2 require the student to continue to pay fees for the period of absence; and

7.8.3 not normally be reported to statutory bodies (except in the case of students requiring a visa to study in the UK, for which other arrangements may be made); and

7.8.4 permit the student to utilise Goldsmiths' services during the period of absence; and

7.8.5 only be granted if it will allow the student to complete the programme of study within the original timeframe (with no need to extend enrolment); and

7.8.6 be managed in detail in accordance with the College's Authorisation of Student Absence Policy.

## **Illness**

7.9 A student who is absent from the College because of illness or other unavoidable cause shall inform his or her department(s) on the first day of absence and immediately upon return, or as soon as possible thereafter.

7.10 A student must supply a medical certificate showing the cause of absence if this has lasted for one week or more.

7.11 A student who is absent from a placement must also immediately inform the contact in the placement concerned and their tutor.

## **Interruption of Study**

7.12 A student who wishes to interrupt a programme may do so up to 31 March in any academic year for a maximum of two years in total, and should advise the College of their decision within two weeks of their last day of attendance at the College. Interruptions in excess of two years shall be permitted only in exceptional circumstances, with the approval of Academic Board or its delegated authority.

7.13 A student who has interrupted on health grounds will be permitted to re-enrol only on submission of a written confirmation from a UK registered doctor that they are fit to return to the approved programme of study.

7.14 A student re-enrolling after interruption must do so from a point in the academic year agreed with their Department.

7.15 The College is required to notify the appropriate UK Government Agency if a student holds a Tier 4 (General) Visa at the point they interrupt their studies. This will usually result in the curtailment of their existing visa and students returning from interruption in this instance will usually require a new CAS and a new Tier 4 (General) visa.

### **Academic Progress - Failure in Examinations**

7.16 The relevant Board of Examiners is empowered to dismiss or suspend temporarily a student on grounds of unsatisfactory academic progress because of failure in a summative assessment. (A summative assessment is any form of assessment which constitutes a part of the assessment defined by the Regulations for the award which the student seeks.)

7.17 The relevant Board of Examiners shall also determine whether, and on what conditions, a student may proceed to the next year of study, may be readmitted, or may repeat a year of study wholly or partly. It may not, however, allow a student to continue or repeat a course in contravention of the Regulations governing the programme.

7.18 Notice of a decision to dismiss, stating the underlying reasons, will be sent to a student by recorded or registered delivery to his or her last known address. The College can take no responsibility if a student has failed to notify it of a change of address.

7.19 A student whose dismissal has been recommended may appeal in accordance with the Regulations. A student who has not passed sufficient summative assessments to continue their programme of study, may appeal against dismissal only in so far as it is sought to have this converted to a suspension of dismissal until the failure has been recovered.

### **Academic Progress – Other Unsatisfactory Performance**

7.20 Heads of Department are responsible for monitoring the academic progress of students on programmes within their department, and should ensure that every effort is made to support and retain students demonstrating unsatisfactory academic performance.

7.21 Where a student's academic performance or attendance is unacceptable, the Head(s) of Department concerned shall place the student on probation, advising the student in writing that their performance is unacceptable, giving reasons, and notifying them that unless their performance shows sufficient improvement they may be dismissed from the College.

7.22 Academic Progress Committee will publish guidance and model

correspondence to be used by departments when managing probation and referring students to the Committee.

7.23 Probation will last for four term-time weeks, unless the Programme Scheme states otherwise.

7.24 After the probationary period, the Head(s) of Department will advise the student in writing either that their performance has improved sufficiently, in which case they will no longer be on probation; or will refer them to Academic Progress Committee with a recommendation for their dismissal from the College.

7.25 Academic Progress Committee may call students or staff to gain further information.

7.26 Academic Progress Committee may then, having considered all the circumstances surrounding the case:

7.25.1 take no action at this stage; or

7.25.2 permanently dismiss a student from the College; or

7.25.3 temporarily suspend a student; or

7.25.4 advise a student who is ineligible to continue to repeat some or all of the previous year of study either full-time or part-time.

7.25 Students will be informed of the decisions of the Committee as soon as possible; a student may appeal against the Committee's decision.

7.26 For the avoidance of doubt, the above procedure does not apply in cases of academic failure or where other requirements (such as good standing with a professional body or external placement provider) are provided in the Programme Scheme.

## **Withdrawal**

7.27 A student who wishes to withdraw from their programme of study should discuss this first with the relevant tutor in their department, who will explore with the student the reasons for their wish, and whether any other course of action (eg interruption of studies, transfer to a different programme) may be more beneficial to the student. The tutor may also refer the student to the Student Centre for further advice.

7.28 A student who decides to withdraw should formally notify the College. Liability for fees shall be as set out in paragraph 6.5.

7.29 A student who has withdrawn on health grounds may be permitted to re-enrol only on submission of a written confirmation from a UK registered doctor that they are fit to return to the approved programme of study.

7.30 The decision to readmit a student who has been withdrawn shall be taken only on the advice of the Head(s) of the relevant Department(s) and is subject to

the approval of the Director of Student, Alumni and Library Services.

## **8. Assessment**

### **Definitions**

8.1 'Summative assessment' means any examination, test, coursework, presentation, dissertation, thesis or other piece of student work, whether completed individually or as part of a group, and whether undertaken in the students' own time or under supervision, the mark for which counts towards a students' academic progression or in determining whether they should be awarded a degree, diploma, certificate or academic credit.

8.2 'Formative assessment' means any examination, test, coursework, presentation, dissertation, thesis or other piece of student work, whether completed individually or as part of a group, and whether undertaken in the students' own time or under supervision, the mark for which does not count towards a student's academic progression, and which is undertaken as part of a student's learning. (It should be noted that a Department may nonetheless require submission of formative assessments, and failure to do so could mean that the student is placed on probation.)

8.3 The Programme Scheme shall set out the summative assessment associated with a programme of study.

### **Regulatory framework**

8.4 Assessment practices and procedures shall be set out in the following documents:

8.4.1 The Assessment Regulations prescribe the core rules relating to assessment

8.4.2 The Academic Assessment Policy sets out matters of academic practice which have been agreed by Academic Board or its committees

8.4.3 Assessment Procedures and Guidelines provide detail on the practical implementation of assessments in the College

8.4.4 Guidance on levels and penalties provides guidance for use in considering cases of academic misconduct

### **Core principles**

8.5 Boards of Examiners are responsible, on behalf of Academic Board, for making judgments about student attainment in summative assessment.

8.6 A degree, diploma, certificate or academic credit may not be awarded to a student unless they have satisfied the examiners in accordance with the Programme Scheme or other such document.



8.7 A student who has passed a summative assessment may not subsequently retake that assessment to improve the mark that they have achieved.

8.8 The College may make regulations to allow for the award of an aegrotat degree (a degree awarded where a student has not, through illness, been able to undertake all elements of the assessment); to allow for the award of a degree where a student has died; and to allow for the condonement of failure in some elements of the assessment.

### **Cheating**

8.9 It shall be a disciplinary offence for a student to cheat or attempt to cheat in an assessment.

8.10 The Assessment Regulations prescribe procedures to be used in this regard.

### **Strike action**

8.11 In the event of strike action which affects the assessment process, the Warden may approve a suspension of regulations as necessary to allow assessments to take place and to avoid disadvantaging students. This may include, but is not limited to, the appointment as Internal Examiners of academic staff who have not been involved in teaching the programme, and the appointment of special Boards of Examiners.

8.12 In the event of such action being taken a full report shall be made to the next meeting of Academic Board.

## **9. Academic Appeals**

9.1 Students have the right to request a review of any academic decision. An Academic Appeal is a request by a student for a review of a decision made by a body charged with assessing student progress, assessment and making awards.

9.2 The College shall maintain an Academic Appeals Procedure which shall set out the process for students and the College to make and deal with requests for reviews of academic decisions. The Procedure shall be the responsibility of the Director of Executive and Governance Services who will ensure that it adheres to the Good Practice Framework of the Office of Independent Adjudicator.

9.3 Academic Appeals must be received by the College in accordance with the Appeals Procedure. Academic Appeals received which do not adhere to the Appeals Procedure may not be considered.

### **Grounds of Appeal**

9.4 Academic Appeals may be submitted on the following grounds only:

- a) extenuating circumstances, not already considered by the College;

- b) administrative error or procedural irregularity in the way in which the assessment was conducted; and/or
- c) that there is evidence of prejudice or of bias such that the validity of the result of examination is called into question.

9.5 For the avoidance of doubt, Academic Appeals can not be submitted on the following grounds:

- a) ignorance of assessment requirements and assessment regulations; or
- b) challenge of academic judgement.

## **External Review**

9.6 Once the Academic Appeals Procedure has been completed, where they considers that their Academic Appeal has not been resolved adequately, students may refer matters for external review to the Office of the Independent Adjudicator.

## **10. Student Complaints**

10.1 Every effort is made to ensure that all students have a positive experience during their time at the College. However, it is recognised that sometimes students may be dissatisfied with an aspect of their experience. Where this situation arises, students are entitled to make a complaint and to seek redress.

10.2 Students should make efforts to resolve any concerns they have informally at departmental level in the first instance.

10.3 The College shall maintain a Complaints Procedure which sets out the process for students and the College to make and deal with a complaint. This Procedure shall adhere to the *Good Practice Framework* of the Office of the Independent Adjudicator.

10.4 Complaints must be received by the College in accordance with the Complaints Procedure. Complaints received which do not adhere to the Complaints Procedure may not be considered.

10.5 Students may submit a complaint relating to any aspect of their experience whilst a student at Goldsmiths. However, concerns about College policy or governance should be raised through the Goldsmiths' Students Union.

10.6 Complaints submitted anonymously will not be accepted.

## **External Review**

10.7 Once the Complaints Procedure has been completed, where students consider that their complaint has not been resolved adequately, they may refer matters for external review to the Office of the Independent Adjudicator.

## 11. Student Conduct

11.1 Students' conduct shall not (1) cause actual or potential distress or harm to others; (2) cause actual or potential damage to the property or reputation of the College or others; (3) disrupt the normal functioning or operation of the College; (4) impede or interfere with the pursuance of work or study of those working or studying at the College; or (5) contravene any provision of the College's Charter, Statutes, Regulations, policies or handbooks.

11.2 Conduct by which a student attempts to gain an unfair advantage in an academic assessment shall be dealt with separately under the Assessment Regulations, and student disciplinary offences in student accommodation are usually dealt with in the Student Accommodation Regulations.

11.3 The College shall maintain procedures for investigating and considering allegations of misconduct.

11.4 The College has the power to take action in relation to any student who is found to have acted in breach of this Regulation, up to and including termination of registration.

11.5 The College has the power to take precautionary action, including suspension or exclusion, in relation to any student who is alleged to have breached this Regulation.

11.6 Any student subject to a final decision made in relation to this Regulation which they are dissatisfied with may submit a complaint to the Office of the Independent Adjudicator, an independent agency established to consider complaints from students in higher education. The Office of the Independent Adjudicator will only consider a complaint once the College's own internal procedures have been exhausted. In order to submit a complaint to the Office of the Independent Adjudicator a student must obtain a letter of Completion of Procedures from the Governance & Legal Services Department.

### **Conduct that may be subject to criminal investigation**

*Since these Regulations are not an Act of Parliament, nor part of the law of the land, they do not seek to reflect or incorporate the approach of the criminal law in defining criminal offences with great precision. Their purpose is to regulate the contractual relationship between students and the College.*

11.7 If the matter is being investigated or prosecuted under the criminal law, then save for taking any necessary precautionary action, the internal disciplinary process shall usually be suspended until the criminal process is at an end. However, the College may invoke its disciplinary procedures more immediately if it considers this to be appropriate.

11.8 Where the student has received a caution or convicted in relation to criminal offence, the College may take action in relation to them under this Regulation. A caution or conviction establishes responsibility for an act and therefore no further investigation shall be required by the College.

11.9 Where a decision is taken by the police or crown prosecution service not to pursue a criminal case against the student or where the student has been acquitted of a criminal offence, the College may still take disciplinary action if there are

outstanding matters of concern which have not been addressed through the criminal process.

## **Procedure**

11.10 Any decision to take formal action against a student under this regulation shall be made by the Warden or a Pro-Warden, on the advice of professional services staff in the Governance & Legal Services Department. Governance & Legal Services administers the procedures set out in this regulation, and should be the point of contact for academic and professional services departments in matters relating to student misconduct.

11.11 A case officer from the Governance & Legal Services Department will be the administrative point of contact for student and staff in any formal action under this regulation.

11.12 A three stage procedure is operated:

11.12.1 Cases, including a preliminary enquiry, are initially considered by (or on behalf of) the Warden

11.12.2 As a second stage, a case may be considered by a disciplinary committee

11.12.3 Following a disciplinary committee, a student may ask for a review.

11.13 The standard of proof to be applied is the balance of probabilities.

11.14 Disciplinary and Review Committees will be conducted in accordance with a Procedure for Conduct of Student Hearings agreed by Council on the recommendation of Academic Board.

### **Stage 1 - Warden's Preliminary Enquiry**

11.15 For the purpose of these Regulations, reference to the Warden may be taken to refer to a Pro-Warden who shall act for the Warden.

11.16 When a report of misconduct is received, a Preliminary Enquiry shall be held by the Warden, or by his or her nominee, for the purpose of ascertaining whether or not a substantive case exists against the accused student.

11.17 The accused student shall be notified of the general nature of the charge under investigation and shall be given an opportunity to make representation in writing to the member of staff undertaking the Preliminary Enquiry. He or she shall be under no obligation to make any statement or give any explanation if he or she does not wish to do so, and shall be so informed.

11.18 If no substantive case is found to exist, all proceedings in respect of that charge shall terminate.

11.19 If the Warden has reason to believe that an offence has been committed, he or she shall have the power to take no further action in the matter, to reprimand a student, to deliver a warning, or to summon a student to appear before the Disciplinary Committee, and at his or her discretion to suspend or exclude a student from the College until such time as a hearing may be convened.

11.20 In the event of the Warden administering a reprimand or warning he or she shall do so in writing. The Warden will offer the student the alternative of having the matter referred to the Disciplinary Committee.

11.21 In cases of urgency, a student may be excluded temporarily by a member of

the staff of the College in order to protect the members of the College in general or a particular member or members. Where a student has been excluded as a matter of urgency, by a member of staff other than the Warden, a report on the circumstances surrounding the exclusion shall be made to the Director of Governance & Legal Services at the earliest opportunity.

11.22 Suspension shall involve a total prohibition on attendance at or access to the College and on any participation in College activities; but it may be subject to qualification, such as permission to attend for the purpose of an examination.

11.23 Exclusion shall involve selective restriction on attendance at or access to the College or any premises owned or occupied by the College, or prohibition on exercising the functions or duties of any office or committee membership in the College or the Students' Union, the exact details to be specified in writing.

11.24 Where a student has been suspended or excluded from academic activities associated with his or her programme of study pending a police investigation or prosecution, the decision to suspend or exclude shall be reviewed by the Warden every four weeks in the light of any developments.

## **Stage 2 - Disciplinary Committee**

11.25 The Disciplinary Committee shall comprise:

11.25.1 A Pro-Warden, or other member of the academic staff, appointed by the Warden, as Chair.

11.25.2 One Head of an academic department

11.25.3 Either: One member of Academic Board in Class 2 or 3 or, where misconduct falls under 12.9.14 (professional fitness to practise), one person who will normally be registered with the relevant professional regulatory body, and who will not be an employee of the College, but who may be a member of academic staff from another University or relevant institution.

11.25.4 One enrolled student of the College nominated by the President of the Students' Union and shall as far as practicable comprise members from a variety of gender, ethnic, and social backgrounds.

11.26 No one shall serve on the Disciplinary Committee who has prior knowledge of the offence, or who has knowledge of the student being considered.

11.27 The quorum for a meeting of the Disciplinary Committee shall be three members.

## **Penalties Which May be Imposed by Disciplinary Committee**

11.28 The following penalties may be ordered by the Disciplinary Committee:

11.28.1 written warning;

11.28.2 written reprimand;

11.28.3 suspension or exclusion from the College or from premises owned or occupied by the College for a stated period;

11.28.4 removal from a relevant programme of study;

11.28.5 permanent dismissal from the College;

11.28.6 payment of a sum determined by the Director of Finance, not exceeding the

cost thereof, for the repair of damage caused by, or the defrayal of other expenses arising from, the offence.

11.29 The Disciplinary Committee shall also have the power to impose combinations of the above penalties.

11.30 The Disciplinary Committee may order that the measures agreed will be imposed immediately or that the imposition will be deferred. The conditions of any such deferment shall be clearly stated as part of the decision of the Committee.

11.31 The Disciplinary Committee will consult the Head of the relevant Department prior to imposing any penalty in respect of a student enrolled on a programme of study which leads to a professional qualification.

11.32 The Disciplinary Committee will pay due regard to any mental health issues that may have affected behaviour when considering the penalty to be imposed, and where necessary may seek advice from the Counselling or Disability teams.

### **Stage 3 – Review**

11.33 student may request a Review of the decision of a Disciplinary Committee, on one or more of the following grounds:

11.33.1 that there was a material procedural irregularity in the process leading to the decision of the Disciplinary Committee or;

11.33.2 that relevant further evidence can be presented which could not reasonably have been made available to the Disciplinary Committee, and casts substantial doubt on the Committee's decision;

11.33.3 that the decision of the Disciplinary Committee and/or the penalty imposed by the Committee was not reasonable in all the circumstances.

11.34 Review applications must be received by the Director of Governance & Legal Services within fourteen days of the outcome of the Disciplinary Committee; applications based on the ground of further evidence must be supported by that evidence.

11.35 The Director of Governance & Legal Services, or his/her nominee, will consider the Review application. If the application is found to present valid grounds, then a Review Committee will be convened. If the application is not found to present valid grounds, the student will be informed in writing, and a Completion of Procedures letter issued.

### **Review Committee**

11.36 The Review Committee shall comprise three members (but note 11.36 below):

11.36.1 An independent member of Council as Chair

11.36.2 A Pro-Warden OR a member of the academic staff who is also a member of Council

11.36.3 One enrolled student of the College nominated by the President of the Students' Union

11.37 Where misconduct falls under 12.9.14 (professional fitness to practise) the Committee shall additionally include one person who will normally be registered with the relevant professional regulatory body, and who will not be an employee of the College, but who may be a member of academic staff from another University or

relevant institution.

11.38 None of the above members shall be persons who have served on the Disciplinary Committee or have been directly involved in the case or in the teaching of the student(s) concerned. All must be present to form the quorum.

## **12. Fitness to Practise**

12.1 The College is committed to working closely with the professional, statutory and regulatory bodies and the Registration Bodies that are associated with its programmes, including those Registration Bodies that accept successful students onto the Registers they maintain.

12.2 The College shall maintain a Policy which sets out how it shall meet its responsibilities to Registration Bodies, other stakeholders and students for ensuring that students who come into contact with pupils, other children, patients, clients, vulnerable adults, other students and the public, to ensure their safety and wellbeing.

12.3 Students shall maintain a Fitness to Practice Procedure for dealing with students about whom there is a concern about their fitness to practise in the relevant profession.

12.4 Students enrolled on a programme of study which leads to an entitlement to practise as a member of a profession must be aware that his or her behavior, both inside and outside the College environment, including his or her personal life, may have an impact on his or her fitness to practise his or her chosen profession whether or not that student is currently pursuing a professionally accredited degree or intends so to do at a later date.

12.5 The College shall have the power to take action, up to and including removal from the College, against any student whose fitness to practise has been found to be impaired.

12.6 The standard of proof to be applied is the balance of probabilities.

## **13. Fitness to study**

13.1 The College is committed to promoting positive attitudes towards students with physical or mental ill health.

13.2 The College has a duty of care to respond appropriately where there are substantial concerns relating to a student's health and wellbeing, and the impact that may have upon the individual and/or other members of the College community.

13.3 The College shall have the power to take action, up to and including suspension from the College, in relation to any student whose fitness to study is impaired.

13.4 The College shall maintain an Fitness to Study Policy and Procedure and

Return to Study Policy and Procedure which shall set out the process for the College to make and deal with students experiencing an impairment to the fitness to study. The Procedure shall be the responsibility of the Director Student, Alumni and Library Services.

## **Library**

13.1 Borrowing membership of the Library is open to members of the College Council, College staff, enrolled students on award bearing programmes and



intercollegiate students of the College. External readers or borrowers may be admitted on application to the Librarian.

13.2 The card which permits entry to and borrowing from the Library may be used only by the person to whom the card was issued.

13.3 Loan and reservation facilities may be stopped for any borrower who, without good cause, keeps any loan item overdue, or who fails to pay a fine when due.

13.4 The Librarian may exclude from the Library any person who breaks the Library Rules, or in any way interferes with the convenience of Library users or the work of the Library.

13.5 Any person may appeal to the Registrar and Secretary against any disciplinary action taken against them by the Librarian. Students have the right to be represented by the Students' Union in any matter involving possible exclusion.

13.6 Library Rules shall be publicised to Library users. Amendments to the rules shall be approved by the Pro-Warden with responsibility for student matters, who may seek advice from relevant committees.

13.7 The Library Rules shall define borrowing rights for different categories of reader, and the circumstances in which fees may be charged for library usage to persons who are neither members of staff nor students.

## **14 Information Technology Services**

### **Preamble**

14.1 The aim of these regulations is to help ensure that Goldsmiths' IT facilities can be used safely, lawfully and equitably.

14.2 The issues covered by these regulations are complex and you are strongly urged to read the guidance document, which gives more detailed information that we hope you will find useful.

### **Scope**

14.3 These regulations apply to anyone using the IT facilities (hardware, software, data, network access, third party services, online services or IT credentials) provided or arranged by Goldsmiths.

### **Governance**

14.4 When using IT, you remain subject to the same laws and regulations as in the physical world.

14.5 It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct.

14.6 When accessing services from another jurisdiction, you must abide by all relevant local laws, as well as those applicable to the location of the service.

14.7 You are bound by Goldsmiths' general regulations when using the IT facilities.

14.8 You must abide by the regulations applicable to any other organization whose services you access such as Janet, Eduserv and JiscCollections.

14.9 When using services via Eduroam, you are subject to both the regulations of Goldsmiths and the institution where you are accessing services.

14.10 Some software licences procured by Goldsmiths will set out obligations for the user – these should be adhered to. If you use any software or resources covered by a Chest agreement, you are deemed to have accepted the Eduserv User Acknowledgement of Third Party Rights. (See accompanying guidance for more detail.)

14.11 each of any applicable law or third party regulation will be regarded as a breach of these IT regulations.

### **Authority**

14.12 These regulations are issued under the authority of the Registrar and Secretary who is also responsible for their interpretation and enforcement, and who may also delegate such authority to other people.

14.13 Responsibility for the interpretation and enforcement of these regulations is primarily delegated to the Chief Information Officer.

14.14 You must not use the IT facilities without the permission of the Chief Information Officer.

14.15 You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may raise the matter with the Chief Information Officer.

### **Intended use**

14.16 The IT facilities are provided for use in furtherance of the mission of Goldsmiths, for example to support a programme of study, research or in connection with your employment by the institution.

14.17 of these facilities for personal activities (provided that it does not infringe any of the regulations, and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point.

14.18 of these IT facilities for non-institutional commercial purposes, or for personal gain, requires the explicit approval of the Chief Information Officer.

14.19 of certain licences is only permitted for academic use and where applicable to the code of conduct published by the [Combined Higher Education Software Team \(CHEST\)](#). See the accompanying guidance for further details.

## **Identity**

14.20 You must take all reasonable precautions to safeguard any IT credentials (for example, a username and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your IT credentials. Nobody has the authority to ask you for your password and you must not disclose it to anyone.

14.21 You must not attempt to obtain or use anyone else's credentials.

14.22 You must not impersonate someone else or otherwise disguise your identity when using the College's IT facilities.

## **Infrastructure**

14.23 You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval:

- Damaging, reconfiguring or moving equipment;
- Loading software on Goldsmiths' equipment other than in approved circumstances;
- Reconfiguring or connecting equipment to the network other than by approved methods;
- Setting up servers or services on the network;
- Deliberately or recklessly introducing malware;
- Attempting to disrupt or circumvent IT security measures.

## **Information**

14.24 If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe Goldsmiths' Data Protection and Information Security policies and guidance, particularly with regard to removable media, mobile and privately owned devices.

14.25 You must not infringe copyright, or break the terms of licences for software or other material.

14.26 You must not attempt to access, delete, modify or disclose information belonging to other people without their permission, or explicit approval from the Chief Information Officer.

14.27 You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory. Goldsmiths has procedures to approve and manage valid activities involving such material: please see paragraph 3.8.

14.28 You must abide by Goldsmiths' publication policy when using the IT facilities to publish information.

### **Behaviour**

14.29 world standards of behaviour apply online and on social networking platforms, such as Facebook, Blogger and Twitter.

14.30 You must not cause needless offence, concern or annoyance to others.

14.31 You should also adhere to Goldsmiths' guidelines on social media.

14.32 You must not send spam (unsolicited bulk email).

14.33 You must not deliberately or recklessly consume excessive IT resources such as processing power, bandwidth or consumables.

14.34 You must not use the IT facilities in a way that interferes with others' valid use of them.

### **Monitoring**

14.35 Goldsmiths monitors and records the use of its IT facilities for the purposes of:

- The effective and efficient planning and operation of the IT facilities;
- Detection and prevention of infringement of these regulations;
- Investigation of alleged misconduct.

14.36 Goldsmiths will comply with lawful requests for information from government and law enforcement agencies.

14.37 You must not attempt to monitor the use of the IT facilities without explicit authority.

### **Infringement**

14.38 Infringing these regulations may result in sanctions under the College's disciplinary processes. Penalties may include withdrawal of services and/or fines. Offending material will be taken down.

14.39 Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached.

14.40 You must inform the Chief Information Officer if you become aware of any infringement of these regulations by any person.

## **15 Intellectual Property**

15.1. Academic Board shall make policy relating to the ownership and management of intellectual property relating to the work of the College.

15.2. Such policy may set out requirements on students and staff relating to the granting of licenses to the College for the use of their intellectual property; the commercialisation of such intellectual property; and the sharing of revenue which arises from that intellectual property.

## **16 Copyright**

Copyright Licensing Agency

16.1 In pursuance of its duties under the Copyright, Designs and Patents Act 1988 which came into force on 1 August 1989 the College has entered into a Licence negotiated on behalf of universities with the Copyright Licensing Agency (CLA) in respect of certain printed and electronic material.

16.1.1 All students and staff are required to observe the conditions of the Licence, which are displayed near all College photocopiers.

### **Obtaining permission**

16.1.2 The College's Print Service will not undertake unlawful copying and will check with the customer if instructions are received which appear to infringe the terms of the Copyright, Designs and Patents Act 1988, the Copyright (Visually Impaired Persons) Act 2002 or the CLA Licence. Students and staff must not use any copiers other than those in the Print Service to make multiple copies of copyright material. Students and staff must not use departmental or other College equipment to make copies which contravene either of the two Acts mentioned above, or the Licence.

16.1.3 Where students or staff wish to make copies not covered by either of the two aforementioned Acts, and which are either larger extracts than those outlined in the Licence or types of work listed as prohibited in the Licence and not covered by any other Licence or permission, or for purposes not covered by any Licence or permission, permission must be sought from the copyright owner or their agent (eg publisher). Forms for requesting permission are available from the Design and Print Service, and the manager of the Service, who should be sent copies of all requests made to copyright owners. The Design and Print Service will require evidence that permission has been given where copying is requested which falls outside the terms of any Licence or the relevant Act.

16.1.4 The Copyright Licensing Agency will advise where there is doubt on what constitutes an infringement of the Licence. Such queries should be directed to the

College's designated Licensing Co-ordinator, or any other person appointed by the Registrar and Secretary to perform this role, and not direct to the CLA.

## Scanning

16.1.5 Under the CLA licence, digital copies may be made of certain works in the possession of the College and placed in the Virtual Learning Environment. This may only be done by designated staff and all enquiries and requests should be sent to the Head of Lending Services. Further information may be found on the Library website.

## 16.2 Copyright Licences

16.2.1 In pursuance of its duties under the Copyright, Designs and Patents Act 1988 which came into force on 1 August 1989 the College has entered into the following Licences negotiated on behalf of universities:

\* the Educational Recording Agency in respect of the off air recording of copyright works (see also below);

\* the Newspaper Licensing Agency (NLA) in respect of the copying of articles from certain newspaper.

16.2.2 All students and staff are required to observe the conditions of the Licences, which are displayed on the Library website. Queries should be directed to the College's designated Licensing Co-ordinator and/or to any other person designated by the Registrar and Secretary to receive enquiries on this topic.

16.2.3 It is a condition of the licence with the Educational Recording Agency that recordings may be used only by staff and registered students of the College, and only for educational purposes. Students undertaking teaching practice or other placements in schools may use them, provided that the school also has an ERA licence. Authorised library staff may make reciprocal arrangements with other ERA licensed institutions.

## 16.3 Electronic Resources

16.3.1 Under the Copyright, Designs and Patents Act 1988 a piece of computer software is regarded for copyright purposes as a 'literary work', but is not covered by the CLA Licence. All computer files containing textual, visual or sound data are subject to the same copying restrictions as material published in other media as are data from electronic information services and resources.

16.3.2 It is the responsibility of staff and students to ensure that they are aware of and abide by the licensing conditions attached to any electronic resource made available to them in or by the College.

16.3.3 Where use of electronic data or software requires explicit acceptance by the user of the conditions under which such material is made available, any attempt to

use such material without the required acceptance or any failure to abide by the conditions accepted will constitute a breach of this Regulation.

16.3.4 The College's licences for certain electronic resources, including computer software, may require the use of individual or generic usernames, passwords or licence numbers for access. Individual usernames, passwords or licence numbers must not be divulged to others; generic usernames, passwords or licence numbers must not be divulged to members of College who are not authorised to use them or to persons who are not members of College.

## **Software**

16.3.5 All students and staff are required to observe the requirement that software must not be copied or distributed using College facilities, except under one or more of the following conditions:

1 the copy is made for the purposes of security backup only

2 the software user has been explicitly informed by IT Services that they are entitled, on the basis of a multi-user licence issued to the College, to make a copy of the software for use on either a computer in College. a personally-owned computer, or both.

3 The software is covered by a licence which allows the user to make a copy of the software unconditionally or under conditions which can and will be met by the user; where an explicit number of permitted copies is specified, users must ensure that this number is not exceeded.

16.3.6 The Software Copyright Policy defines the responsibilities of the Director of Information Technology and Heads of Department in ensuring that all software installed on College computers is properly licensed.

## **Electronic data**

16.3.7 Staff and students may freely use and/or distribute copyright electronic data only where it is accompanied by an explicit notice from the copyright owner that this is permissible or where its availability without charge or restriction from the copyright owner implies that it may be freely used for non-commercial purposes.

16.3.8 Staff and students are responsible for ensuring that their use of copyright material in electronic form including data derived from digitisation, CD-ROMs, on-line information services and other networked information resources, is legal, and should not assume that material accessible on College computer systems or via the College network is free of copyright restrictions.

16.3.9 Staff and students must not use College facilities to create digital copies from copyright material in other media without the prior written consent of the copyright owner except where a paper copy of the same material put to the same use would be permitted.

16.3.10 Where copyright electronic material originates outside the UK, its copyright status in the UK determines whether copying is permissible or not.

16.3.11 IT Services may be asked to advise on the copyright status of software and electronic data in the first instance.

#### 16.4 Infringements of Copyright and registered trademarks

16.4.1 Students and staff will be personally liable to prosecution if they make, or cause to be made, or allow to be made, unlawful copies, or infringe trademarks. The College could also be prosecuted if the infringement takes place on College premises.

16.4.2 The College may take disciplinary action against any student or member of staff involved in an infringement of the law or of any copyright licensing agreement which the College has signed.

### **17 Information Law Compliance and Records Management**

17.1 The College's policies on Data Protection and Freedom of Information, and arrangements for compliance with current legislation, shall be governed by a Management Framework approved by Council and revised as necessary from time to time.

17.2 The Framework document shall provide for the means by which more detailed policies and guidelines on Data Protection, Freedom of Information and compliance with the Regulation of Investigatory Powers Act shall be formulated, updated and disseminated to members of the College and others.

17.3 There shall be a Staff Privacy Statement, approved by a committee of the College appointed by Council to act on its behalf. This shall define the way in which the College approaches the balance between the right of public access to information under the Freedom of Information Act and the rights of staff as individuals under the Data Protection Act.

#### **Audio and Video Recordings and Photographs**

17.4 Where students or staff make private recordings of or take photographs during teaching sessions, video or web conferences, or other events facilitated by the College, whether face to face or in a virtual environment, the consent of all those being recorded should be obtained for any usage other than for private study/information (and in particular for any commercial use, or for publication on the internet). As a matter of ethical practice, any individuals being recorded be informed in advance of private recordings, even when the purpose is private study/information only.

17.5 Any recording made or photograph taken contrary to the Regulations shall not be published.

17.6 Official recordings made by the College (usually initiated by the person with



lead responsibility for the event, or as a result of a wider institutional policy decision) shall be in accordance with procedures approved by a committee of the College appointed by Council to act on its behalf. A member of the Professional Services staff designated by the Registrar and Secretary shall be responsible for facilitating the recording process and ensuring that the requirements of the Records Management Policy are met.

## **Records Management**

17.7 There shall be a Records Management Policy approved by Council, setting standards of acceptable practice and Records Management, taking into account both the need for internal efficiency and obligations under the Data Protection and Freedom of Information Acts, and specifying where accountability lies for the delivery of these standards.

17.8 There shall be a Retention Schedule, specifying the length of time for which specific documents held by the College should be kept, and the accountability of specific staff for storage and destruction in accordance with the schedule. This shall be approved by Academic Board and Council, or by a committee appointed by Council to act on their behalf.

## **18 Freedom of Speech**

### **Introduction**

18.1 In pursuance of its duties as laid down in Section 43 of the Education (No 2) Act 1986 the Council of Goldsmiths' College has made the following Regulations with a view to taking such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers.

### **Principles**

18.2 So far as is reasonably practicable, no premises of the College shall be denied to any individual or body of persons on any grounds connected with:

- the beliefs or views of that individual or of that body;
- the policy or objectives of that body.

18.3 The College shall also take account of other legal obligations which may require it to have regard to what is said on its premises. (A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred transgresses the bounds of lawful speech. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they cause serious public disorder or breaches of the peace.)

18.4 The premises of the College shall be deemed for the purposes of this Regulation to include any premises designated by the College for the use of the Goldsmiths Students' Union.

## **Procedures**

18.5 There shall be procedures approved by the Council of the College to be followed by members, students and employees of the College in respect of:

- meetings or any other activities which are to be held on premises of the College falling within the class of meetings specified in paragraph 18.9 below;
- the conduct required of all persons in connection with any such defined meetings or activities;
- any other related or ancillary matters which the Council of the College from time to time shall declare to fall within these Regulations.

18.6 Infringements of, or departures from, the procedures in whatever respect will render those responsible subject to disciplinary action in accordance with the Charter, Statutes, Ordinances and Regulations.

18.7 Additionally, if any such actions involve breaches of the law, the College authorities will be ready to assist the prosecuting authorities to implement the processes of law and, if charges are preferred, will stay the aforementioned disciplinary action pending the outcome of any such proceedings.

18.8 The Council of the College, in laying down the procedures, has authorised the Registrar and Secretary to act on its behalf to ensure as far as is reasonably practicable that all members, students and employees of the College, and visiting speakers, comply with the provisions of these Regulations.

### **Meetings or Other Activities to Which These Regulations Apply**

18.9 Any meetings or other activities where there is a real likelihood that the speaker may not be able to enter or leave the building safely or deliver his or her speech shall be deemed to fall within the purview of these Regulations.