D1. University Regulations

All students must abide by, and submit to, the procedures of the University’s rules and regulations, which the University may change from time to time, which relate among other things to conduct and discipline, complaints, use of and access to facilities, health and safety, administration, assessment, University ID cards and the requirements of academic programmes. It is the student’s responsibility to be familiar with the regulations.

D2. Payments Due to the University

Payments made to the University by students or ex-students will be applied in the following order:

1. to discharge loans made by the University,
2. to pay rent and hall fees owed to the University,
3. to pay fines, debts and charges owed to the University other than tuition fees,
4. to pay tuition fees owed to the University.

Within each category debts will be discharged in the order in which they were incurred. The University may, at its discretion, withdraw facilities from, withhold the conferment of academic awards to, terminate the enrolment of and refuse to enrol or re-enrol persons who owe moneys in excess of £50 to the University.

D3. Absence

A student who, for any reason, ceases from study for a period of four or more consecutive semester-time weeks must inform their Faculty (for postgraduates and other non-UMP students) or the Academic Management Office (for UMP students) of the fact and reasons in writing by the end of the fourth week at the latest. Students are advised to do so at the earliest opportunity. For the purpose of this regulation vacations will be ignored.

D4. Withdrawal

A student who withdraws from their course permanently must immediately inform their Faculty (for postgraduates and other non-UMP students) or the Academic Management Office (for UMP students) of the fact and the reasons in writing. A student wishing to withdraw temporarily must not do so without the written agreement of the course authorities.
D5. Addresses (Postal)

Students must notify the Academic Management Office of their current term-time and home (vacation) addresses and any change of address as soon as it occurs. This can be done via the Personal Information Portal (PIP) pages. Students may not use the University's addresses, other than halls of residence, for the purpose of receiving personal correspondence from parties outside the University. Full responsibility will lie with the student for any consequences resulting from official University communications that are misdirected or not received because of an incorrect address.

D6. Addresses (E-mail)

It is a student's responsibility to check their University email account regularly. Full responsibility will lie with the student for any consequences resulting from official University communications that are not read.

D7. International Students under PBS Tier 4

The University acts as sponsor for all students admitted with a visa under Tier 4 of the points-based immigration system (PBS). Students must co-operate with the University in all ways required of the University by the UK Border Agency (UKBA) to ensure that the University is able to fulfil its responsibilities to the UKBA. These responsibilities will be notified to the University by the UKBA and may be changed unilaterally by the UKBA from time to time. Such co-operation includes, but is not limited to; ensuring the University always has full and current contact details, that the University is informed of any changes to circumstances which might affect a student’s immigration status, and that the University is able to keep and maintain a copy of a student’s immigration documents.