

University of Hull

Undergraduate and Postgraduate Taught Student Handbook

(on campus provision)

Academic Year 2022-23

This handbook is available on request in alternative formats from the Quality Support Service.

### Preface

This handbook guides you through the academic year and highlights key matters relating to your Academic Unit and your programme of study. It also provides you with sections identifying University regulations, policies and procedures which we recommend you familiarise yourself with.

The [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) is the primary contact method for students contacting the University.

Additional information about University facilities and support services is available through myJourney. More detailed information about your rights and responsibilities as a student, and information about the structure of the University is available via the [Quality and Standards website.](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality.aspx)

Every effort is made to ensure that the information in this handbook is accurate and up-to-date at the time of publishing. However, matters detailed in this handbook are subject to review and change during the year. Please raise an enquiry to your faculty in the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) for guidance if required.

my.hull.ac.uk > talk to us > ask a question > Contact my Faculty

### Feedback

The University of Hull encourages feedback from its students and any comments or suggestions for improving this handbook will be welcomed through ‘my voice’.

my.hull.ac.uk > talk to us > my Voice

Your feedback will help to ensure that the handbook covers all that you think it should and is a relevant and clear guide for you during your studies.

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###

# Welcome

A warm welcome to the University of Hull. If you are just beginning your programme of study, we hope you will quickly feel at home and find your time with us enjoyable and rewarding. To those returning for your second, third, fourth or fifth year, welcome back. We hope that all of you will find the information in this handbook relevant and useful.

Our aim is to prepare you to become professional individuals ready to succeed in today’s complex world. We do this through delivering stimulating programmes, influenced by the latest research with a range of support structures to help you make the most of your studies.

We are delighted that you have chosen to join us here and hope that you will be proud to be an integral part of the University of Hull.

# The University of Hull Vision, Values and Behaviours

The University’s vision statement is supported by a set of values and behaviours, which is meaningful for all members of the University community. A successful community needs everyone who is a member of it, whether staff, student or visitor, to understand and support its fundamental values and behaviours. We look forward to working with all students to achieve our fresh and ambitious vision.

**Our Vision**

**‘Motivated by society’s challenges and inspired by the power of our global community, we are shaping a fairer, brighter and carbon neutral future for all.’**

**Our Values**

We are inclusive

We are empowering

We are progressive

**Our Behaviours**

We respect others

We work collaboratively

We communicate clearly

We build trust

We are proactive and purposeful

# Student Protection Plan

As a provider of higher education registered with the Office for Students, the University has a [Student Protection Plan](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/docs/student-protection-plan.pdf), which sets out how continuation and quality of study will be preserved, when certain risks arise. The plan is intended to assure you that we have appropriate arrangements in place to offer protection. It outlines the different types of risks that may arise and the actions which the University may take to minimise the impact of such risks should they occur.

# About the University of Hull

The University of Hull opened in 1928 and now has approximately ~~16,000~~ 14,000 students. The University of Hull combines the virtues of a traditional, research-led institution with a reputation for excellent and innovative teaching and a commitment to producing highly employable graduates.

The University comprises of four Faculties: [Faculty of Arts, Cultures and Education](https://www.hull.ac.uk/faculties/face.aspx); [Faculty of Business, Law and Politics](https://www.hull.ac.uk/faculties/fblp.aspx); [Faculty of Health Sciences](https://www.hull.ac.uk/faculties/fhs.aspx) and [Faculty of Science and Engineering](https://www.hull.ac.uk/faculties/fse.aspx). Within each faculty is a number of academic units to which your programme of study is aligned.

# About your academic unit

Insert general welcome and information about the academic unit

## Key staff

Insert details of key staff

## Academic Unit Location

Insert details of main locations

## Student Hubs

Student Hubs will be the first point of contact for all enquiries in support of your learning. Dedicated teams with a wide range of academic unit and faculty knowledge staff the Hubs.  Feedback suggestions and ideas on the service are always welcome and can be provided through ‘My Voice’, or you can speak to your course representative. You can contact your Hub and access My Voice through your [myHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn)

my.hull.ac.uk > talk to us > ask a question > Contact my Faculty

my.hull.ac.uk > talk to us > My Voice

Faculty of Arts, Cultures and Education face-hub@hull.ac.uk +44 (0)1482 46 2094

Faculty of Business, Law and Politics fblp-hub@hull.ac.uk +44 (0)1482 46 3633

Faculty of Health Sciences fhs-hub@hull.ac.uk +44 (0)1482 46 3342

Faculty of Science and Engineering science-hub@hull.ac.uk +44 (0)1482 46 6340

## Canvas

[Canvas](https://canvas.hull.ac.uk) is the University of Hull online learning environment. It is very important that you familiarise yourself with all the Canvas sites you have access to, as you don’t want to miss out on important information.

Module Canvas sites provide you with details of what you can expect in the module, lecture notes, reading materials and other module details. Where appropriate, teaching materials should be made available 24 hours prior to the teaching session taking place. If this is not appropriate due to the mode of delivery you should be informed.

## Using your University email address

The University of Hull sends most communication, including urgent messages and important information, via student University email accounts. As a result, you should check your University email address on a regular basis so that you don’t miss important information. You might want to consider receiving your university emails on your smartphone or another device. You can find step-by-step guides detailing how to set this up on Apple, Android and Windows devices on the [ICT Support Portal](https://support.hull.ac.uk/tas/public/ssp/content/detail/service?unid=83eb6f6411954c4fb100080a811bbe40).

## Communication within your Academic Unit

It is your responsibility to ensure that at all times the University has complete and accurate contact details for you. You can manage your contact details and review personal information that the University holds through the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn). You can access the [portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) using your university email address ~~six-digit username and password~~. For changes other than changing your address or contact details, you will need to download the relevant form and submit appropriate documentation. Please contact the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) for more details using the ‘Talk to Us’ function located in the drop-down menu.

## Wireless Hotspots

The eduroam wireless network is available throughout the campus. You can use your device wherever you are, from lecture theatres to social areas. To find out how to connect your devices visit the [ICT Support Portal](https://support.hull.ac.uk/tas/public/ssp/content/detail/service?unid=2a33e372aafd41bbb8dec1bc20507381).

# Academic Matters

## The Academic Year

The following are the trimester dates.

|  |  |
| --- | --- |
| Trimester One | 26 Sept 2022 - 16 Dec 2022 |
| Vacation | 19 Dec 2022 - 06 Jan 2023 |
| Examination Weeks | 09 Jan 2023 - 20 Jan 2023 |
| Trimester Two | 30 Jan 2023 – 05 May 2023 |
| Vacation | 03 April 2023 – 16 April 2023 |
| Examination Weeks | 08 May 2022 – 26 May 2023 |
| Trimester Three | 29 May 2023 – 18 Aug 2023 |
| Re-Assessment Examinations\* | 31 July 2023 – 18 Aug 2023 |

\* Students **must** be available if required to attend

## The Framework for Higher Education Qualifications

University Degrees are designed to comply with the [Quality Assurance Agency’s Quality Code](http://www.qaa.ac.uk/quality-code) and other external reference points.

All Academic Units have, therefore, produced programme and module specifications for all of their taught programmes, which set out what you can expect to be able to do if you successfully complete the modules and programme. These are referred to as intended learning outcomes or programme competencies.

## University and Programme of Study Regulations

The Programme of Study (i.e. Degree) for which you have enrolled, and therefore the qualification you are seeking, is governed by regulations which operate at two levels. First, the University level, applying consistently to every programme of study. Second, at the level of the individual programme, setting out which modules you must take, which modules you can opt for, and where there are any agreed variations to the standard University regulations, such as how modules are weighted to determine the final classification of the degree.

Therefore, to qualify for the award you are seeking you must abide by both levels of regulations. Any action outside regulations can only be taken if your Academic Unit has obtained the approval of the University Student Cases Committee.

Full versions of the University Programme Regulations for Foundation degrees, Honours degrees and Taught Master’s degrees can be found within the [Programme Regulations](http://www.hull.ac.uk/Choose-Hull/University-and-region/Key-documents/Quality.aspx) section of the Quality and Standards website.

Some programmes include the opportunity to undertake optional modules. Please raise an enquiry to your Faculty in the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) if you require clarification on whether or not these are relevant to your programme of study.

## How you will learn

Whichever programme you enrol on at Hull you will become a valued and active member of a vibrant learning community of enthusiastic and engaged peers and academics who are leaders in their fields. Together you will explore your chosen discipline through a wide variety of teaching and learning opportunities. You will have the opportunity to explore globally significant questions around social justice, sustainability, climate change and the societal consequences of the technological revolution within the context of your course.

Our focus upon competence-based education will support you to develop the knowledge, skills and self-awareness to succeed as a graduate of the university. At Hull, we pride ourselves on our inclusive approach to learning that is anchored to the campus and digitally enhanced.

If you are enrolled on a full-time programme of study,  you will be expected to complete about 40 hours of academic work each week. This does not mean that you will be sitting in lectures for all of that time! A university education is far more exciting than that and as a general rule a typical week will involve a mixture of learning through scheduled activities and self-managed independent study guided and supported by your tutors.

Scheduled learning activities may include traditional lectures, but they will also include a range of on-campus and online activities such as individual discussions with tutors, group-based discussions with peers, seminars and workshops, educational visits and fieldwork, placements and learning carried out in specialist facilities such as science laboratories, IT-laboratories, workshops, performance spaces, studios and learning spaces designed to give you an experience of learning in a professional setting.

Attendance at scheduled learning activities is compulsory. You may have been allocated to a group that will be timetabled to meet at a particular time and you will not necessarily be with the same group of students all of the time. Please do not switch groups, but if being a member of a particular group scheduled at a particular time does cause difficulty discuss this with your module leader or personal supervisor, you may be able to change groups (but you may have to complete a form to do so).

## ~~Learning and Teaching Methods~~

~~Tutorials and workshops usually begin in the second or third week of the trimester. Attendance is compulsory.~~

~~For each module you will be allocated to a specific tutorial or workshop group. You will not necessarily be with the same group of students for all modules.~~

~~The composition of these groups is carefully timetabled, but if you do have any issues with the group you are in please talk to the member of staff leading the module. You may be required to complete a Tutorial Transfer Request Form before being moved into a new group.~~

## Degree Classification Stage Weighting

The University has standardised stage weightings for progression and award across all programmes. To find out how your degree is weighted, go to the ‘Programme Regulations including Exam Boards’ section of the [Quality and Standards website](https://www.hull.ac.uk/Choose-Hull/University-and-region/Key-documents/Quality) and select your degree type from the drop-down menu. You will be able to find this information here.

## Attendance

### Rules governing absence from the University

Attendance at all scheduled teaching is mandatory unless specifically stated otherwise. If, at any point, you are unable to attend University due to illness or other absence, you must log this on the attendance system at [hull.seats.cloud](https://hull.seats.cloud/). If you become ill and are unable to inform the University, you should arrange for someone to communicate on your behalf. If your absence is related to a disability, medical condition, autistic spectrum condition, mental health difficulty, specific learning difference, or injury, please contact Student Support who have many teams that will be able to help. Please raise an enquiry in the myHull Portal to make contact.

### Attendance and Engagement monitoring

The University has a Student Attendance and Engagement Policy, which expects all students to attend all timetabled sessions and engage fully with their programme of study. On each module, your engagement with your studies will be monitored.

If you are studying on a Student Visa ~~Tier 4 Visa~~, you are mandated to attend above a certain threshold as prescribed by the Home Office. Details of the attendance requirements for students on a ~~Tier 4~~ ~~Visa~~ visa are contained within the International Student Policy, available [here](https://myjourney.hull.ac.uk/files/file/UoH_International_Student_Policy_April_2019_v1.0.docx.pdf).

There may be specific attendance requirements if you are studying on a programme with a professional, statutory and regulatory body and/or professional accreditation condition. Please raise an enquiry to your Faculty in the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) if you would like further information on this topic.

Physical attendance on campus in most sessions will be logged via the ‘Tap-In’ devices located in teaching rooms.  You will need to tap your student card against the device to record your attendance, so it is essential that you have your student card with you at all times. More information about how this system works is available in ‘Our Systems’ in myJourney.

As part of engagement monitoring, you may be contacted by the University if you have low or no engagement, so that we can offer you support and signpost to other services where appropriate.

## Assessment Procedures

### Dates of Examinations

There are three examination periods during each academic year, which in 2022/23 will be:

09 Jan 2023 - 20 Jan 2023

08 May 2023 – 26 May 2023

31 July 2023 – 18 Aug 2023

It is part of the requirement of your degree that you are available during each of the three examination periods.

If you are studying a programme which does not follow the standard academic calendar, such as part time programmes or nursing programmes, you should note that your examination periods may vary from those given above. In such instances, your academic unit will provide detailed information regarding any examinations you need to sit during your programme of study.

If you are a postgraduate taught student, you should note that there are also three standard dissertation hand in points. If you start in September, then your hand in date will be the September of the following year. The other hand in dates are January and May, and would apply if, for example, you requested an extension to your submission point or your programme did not start in September. The process and rules for requesting an extension can be found in the programme regulations that apply to your course and information can be provided by your Faculty Hub for submission dates, ~~will be on the Registry Services~~ website along with the paperwork that you will need to complete.

### Examination Timetable

Registry Services produce the examination timetable for each period. This information will be made available through SharePoint. It is your responsibility to check the dates of your examinations, and if you have any clashes, to report them to the Academic Unit as a matter of urgency.

### Instructions for Candidates for Written Examinations

It is important to note that you **must** bring your University Student ID card or another form of photographic identification (such as a driving licence or passport) with you to all examinations. You should note that while your identity remains in any doubt, marking your script may be delayed and this may result in a consequential delay in notifying you of your results.

Further information can be obtained by raising an enquiry in the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn).

### Alternative Examinations Arrangements

If you require alternative arrangements for examinations due to a disability, medical condition, specific learning difference, mental health condition, autistic spectrum condition or injury, you should raise an enquiry in the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn). Supporting evidence will be required.

### Examination Papers

Your examination paper will state the required number of compulsory and optional questions you are expected to answer. If you fail to answer a compulsory question (whether that be for the whole paper or within a section of a multi-sectioned paper) you will be awarded zero for that question. Please be aware markers are under instruction to mark any additional questions in the order they appear on the examination paper, disregarding any extra questions above and beyond the number required to be answered.

### Past Examination Papers

Past exam papers are available from the [University's digital repository](https://hydra.hull.ac.uk/) (you will need to sign in using your campus ID and password). Where exam papers are not available, please enquire through the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn).

### Submission of Coursework

Electronic submission is the University’s approved method for submitting coursework. You should submit your assessed assignment(s) for all modules that you are taking during the academic year using the Canvas system. Submission of a printed copy is not usually required. Coursework should be submitted via the Assignments menu on the relevant module Canvas site. On occasion, you may be requested to submit work via an alternative method; your academic unit will inform you of any such instances.

Assignments must be submitted by the date and time stipulated by the academic unit. Deadlines will be strictly adhered to. If you submit late, and you do not have an extension or additional consideration approved by the Additional Consideration Committee ~~mitigating circumstances approved by the Mitigating Circumstances Committee~~, you will be subject to the standard University penalties for late submission.

Penalties for Late Work

All your coursework assessments must have a published submission deadline, which should take place no earlier than 10 am and no later than 4pm, and on Mondays and Thursdays inclusive. This submission time must be communicated effectively to students. Non-standard modules may differ, but only if the Faculty Education and Student Experience Committee has agreed. It is crucial that you submit your work on time to avoid the university’s penalties for work deemed to have been submitted late. Should you fail to do so, the following penalties will apply:

* Submitting up to and including 24 hours after the deadline will result in a penalty of 10%\*.
* More than 24 hours and up to and including 7 days after the deadline will result in either a penalty of 10% or the mark awarded will be reduced to the pass mark, whichever results in the lower mark.
* More than 7 days after the deadline will result in a mark of zero being awarded.

\* *Examples applying the penalties for coursework submitted up to and including 24 hours after the deadline:*

* *If the maximum mark for the assessment is 100 and a student submits the assessment 2 hours after the deadline, the student’s mark will be reduced by 10 (so that a mark of 65 will be reduced to 55, a mark of 48 will be reduced to 38 and so on).*
* *If the maximum mark for the assessment is 50 and a student submits the assessment 2 hours after the deadline, the student’s mark will be reduced by 5 (so that a mark of 40 will be reduced to 35, a mark of 36 will be reduced to 31 and so on).*

Your Academic Unit will notify you of all your assessment deadlines. Please note that deadlines are final submission dates, but work may be submitted at any point up to that deadline and early submission is encouraged.

### Use of Originality Checking Software

Originality checking software can detect potential instances of plagiarism and incorrect source referencing. It compares the content of your written assignments with material in the software database. The database includes journals, books, work submitted by other students at both Hull and other universities and many other sources. The software only indicates the extent to which an assessment contains text that matches other texts within the database and produces an originality report. This will then be interpreted by the marker to assess whether such matches have been referenced correctly or whether plagiarism or incorrect referencing may have taken place. Please be aware that your work will also be compared to your own previous assignments to check for self-plagiarism. Self-plagiarism is when you reuse work from previous assignments without acknowledging through referencing that this is what you have done.

The University uses TurnItIn as its primary originality checking software and your written assignments will be automatically ran through this system when you submit them via canvas or PebblePad. You do not need to take any extra steps. You can view your TurnItIn originality report after submission by clicking on the coloured square (it will be either green, orange or red) next to the assignment in the ‘Grades’ section of the module on Canvas.

Please be aware that originality checking software and the originality report generated do not represent the only method of detecting plagiarism, nor are they the only evidence that can be provided in a suspected case of academic misconduct.

The production and submission of any piece of work, regardless of which tool is used to check originality, remains solely your responsibility. You are expected to ensure all sources are appropriately acknowledged within your work, in line with your academic unit practices.

The University is committed to ensuring that all students are treated equitably and consistently and to uphold the highest level of academic integrity and rigour. All instances of academic misconduct are regulated by the University’s Regulations, principally Regulations for Academic Misconduct, which can be found via the [Quality and Standards website](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality).

### Anonymous Marking

The University has decided that in almost all cases coursework should be anonymously marked in order to ensure impartiality in the marking of your work. Your name will only be revealed once the marker has completed and returned the feedback. Unless informed otherwise, you must take care to avoid including your name in the title page, the main text and any page headers in the work submitted.

### Overlength Assessment

Coursework assessments have a set word length designed to enable students to develop their writing skills and demonstrate that they can present their work in a clear and concise manner.

The University has a clear process in place for work, which is deemed to be overlength.

Overlength assessment applies to all forms of assessment with a stipulated length or size. For example, timed performances, presentations or lab work and word counts given for essays, reports, or other documented/written tasks.

For summative assessed work, the University will normally not mark beyond the stipulated assignment length.

The full Code of Practice can be accessed via the assessment section of the [Quality and Standards website](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality)*.*

### Extensions

If you are unable to submit a piece of assessed work by the date published, you may apply for an extension. An application for an extension can only be approved if applied for no later than 48 hours after the original deadline and supported by appropriate documentary evidence and/or details of the circumstances. ~~This application must be made no later than 24 hours prior to the published submission deadline and should be supported by appropriate documentary evidence.~~ Requests received after the submission deadline ~~will~~ may not be considered.

Examples of acceptable forms of evidence are identified in the [University Code of Practice: Requests for Extensions and Additional Consideration](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hull.ac.uk%2Fchoose-hull%2Funiversity-and-region%2Fkey-documents%2Fdocs%2Fquality%2Fstudent-information%2Fucop-request-for-extensions-and-additional-consideration-v1-00-july-2022.docx&wdOrigin=BROWSELINK), available under the student information section of the quality handbook. The myJourney ~~‘Mitigating Circumstances’~~ ‘Requests for Extensions and Additional Consideration’ module contains further information and the request forms.

Request forms should be completed and submitted to your Faculty Student Hub using the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn). A notification will then be sent as a response to the enquiry in the myHullPortal, stating whether or not the request has been approved. If the request is approved, an extension of ~~up to~~ 10 working days will ~~may~~ be given. ~~(for some assessments this may be limited to 5 working days due to the assessment and feedback criteria).~~ A working day is a day when the University is open.

It is your responsibility to meet the new deadline. Where you feel that you require more than 10 working days, you would normally be advised to make a request for additional consideration ~~apply for~~ ~~mitigating circumstances (~~see the section below on Possible Problems and Solutions – Requests for Extensions and Additional Consideration ~~Mitigating Circumstances~~). If you are unsure if you need an extension or additional consideration ~~Mitigating Circumstances~~, please seek support from your Personal Supervisor or Student Life Team.

If you do not submit work on time and have submitted an application for an extension which is turned down, then the penalties outlined for late submission will apply.

### Group work

Where a module is assessed by group work you must accept collective responsibility and ownership for any work produced as part of that group. If you have any problems or difficulties working as a group or if you feel a member of the group is not contributing, you should report this immediately to your module leader.

All members of the group will usually receive the same final mark, provided that each has made an equal contribution. When the group leader and other members of the group indicate that an individual has not contributed equally, their mark may be reduced following further investigation by the group’s supervisor. You will receive more information regarding group work and the mark allocations within your modules.

## Academic Misconduct – Plagiarism and Cheating

The University Regulations for Academic Misconduct govern all forms of illegitimate academic conduct which may be described as cheating, including: plagiarism, self-plagiarism, collusion, contract cheating and the fabrication or falsification of data. You can view the regulations via the assessment section of the [Quality and Standards Website](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality), where you will find definitions of the above forms of cheating.

Such conduct is punishable when undertaken by any University of Hull student on any programme, whether acting alone or with others, and conduct which amounts to an attempt to use such means is also a breach of the regulations. The regulations define the procedures which must be followed when an allegation is made, stating the rights of the student, including the establishment of an Adjudicating Panel which is required to determine whether the breach of the code has been proven.

It is essential, therefore, that you recognise that the University takes very seriously any form of illegitimate conduct, especially plagiarism, and that if you are judged to have breached these Regulations this could result in you not being awarded your degree.

It is your responsibility to ensure that you have understood the guidance you have been given about referencing – and, therefore, how not to commit plagiarism. When completing your electronic submission via the module Canvas site you are agreeing with this statement and are declaring that the work which you are submitting is your own. If you have any doubts you must seek advice from your Personal Supervisor.

### Where can I get help with referencing?

The [insert academic unit] adopted style of referencing is the [insert referencing style]. You are expected to familiarise yourself with this system and consistently use it in any work that you produce for an assessment.

The [Skills Team](https://www.hull.ac.uk/choose-hull/study-at-hull/library/skills/index.aspx), based in the Brynmor Jones Library, provide complete and comprehensive help on all referencing styles used by the University. Go to their website and click on the [Referencing guidelines](https://www.hull.ac.uk/choose-hull/study-at-hull/library/skills/index.aspx) for detailed help. Referencing is also supported through personal appointments, workshops and online SkillsGuides.

All coursework submitted will be routinely scrutinised using the originality checking software, Turnitin. You will have the opportunity to use the originality checking software with drafts of your work to increase your awareness of good academic practice and learn in practical ways how to improve your academic literacy skills.

If you are studying a combined programme, you will be given examples of the required referencing style of your 2nd (and/or 3rd) degree subject if it differs from the referencing convention of your lead subject.

### Proofreading

~~The Skills Team are unable to proofread your work. Proofreading is the process of checking your work to make sure it is of a high academic standard and quality. Proofreading is a skill which improves with practice and the University provides help and advice to help you learn how to proofread your own work. For more information, see our~~ [~~Proofreading guidance~~](https://libguides.hull.ac.uk/proofreading-guidance)~~.~~

Proofreading is the process of checking your work to make sure it is of a high academic standard and quality. You should always build in ample time to proofread your work before you submit it. The [Skills Team](https://www.hull.ac.uk/skills) cannot directly proofread your work, but they do provide proofreading support to help you learn how to proofread your own work. If you intend to get help with proofreading beyond the Skills Team, you must read the University of Hull’s [Proofreading guidance](https://libguides.hull.ac.uk/proofreading-guidance) to ensure you do not engage in academic misconduct.

## Getting your Results

Where appropriate, marks for individual pieces of assessed work are given to you during the module to enable you to utilise feedback when completing the module. However, these results are provisional, which means they may be changed by the module board - for example on the advice of the external examiner - and they are, therefore, not final until the Programme Board of Examiners has met. The fact that a Module Board reduces a mark previously notified to you as provisional does not constitute a ground for appeal. The Programme Board of Examiners usually meets at the end of the academic year.

Your results will be available at the end of each trimester via my Results in the myHullportal. Results are normally made available following the boards. Unfortunately, results cannot be given over the telephone, nor will they be given to another person on your behalf. Raise an enquiry to your Faculty in the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) for details of when your results will be released.

It is your responsibility to make sure that your home address is correct or that an alternative correspondence address has been added to your contact information. You can update your home address or add a correspondence address via my Details in the myHullportal. Any changes to addresses **must** be completed before the end of the examination period.

Degree certificates and official transcripts will be presented at the graduation ceremonies, or posted to you after the events should you not attend in person.

### Feedback

Opportunities for obtaining feedback are actively promoted at appropriate points during the academic session. Academic units should remind you of the relevance and importance of feedback in the context of the learning experience and actively encourage you to seek out feedback in all its forms at those times when it is available. Feedback about your progress can be in the form of discussions with your tutor, questions during seminars as well as being provided via feedback and/or annotations on the submission of your assessed coursework. It should be noted however, that you are not entitled to have drafts of assessed work read by a tutor prior to submission.

You are entitled to receive feedback within 20 working days of the assessment deadline in accordance with policies approved at University Education Committee and Faculty Education and Student Experience Committee. Your full entitlement in regard of feedback is listed in the Assessment section of the [Quality Handbook](https://www.hull.ac.uk/Choose-Hull/University-and-region/Key-documents/Quality.aspx).

The University requires its academic units to give students feedback on their work, which normally addresses the following principles:

* A clear statement will be given on the period of time in which your work will be returned with feedback and will not exceed 20 working days.
* You may be provided with an opportunity to act on the feedback in preparing for further assessments in the same or other related module.
* Feedback will be clear, and where written, legible.
* Feedback may include specific reference to module learning outcomes or to clear grading criteria derived from learning outcomes.
* The principles on which work is being marked will be made clear, whether this is via learning outcomes or grading criteria.
* Feedback is likely to be balanced, to include strengths as well as areas for development.
* Feedback will include some targets for future development (relevant at both mid- and end-module).
* Feedback will include not only areas for development, but also practical ways to improve these areas.
* Clarification relating to feedback will be made available to students on request.

We appreciate your patience in waiting for feedback. The 20 working day timeline is used to ensure that your work is read thoroughly and that constructive feedback is provided to you. This feedback should allow you to identify how you can improve and develop your work for future assessments. The 20 working day period is also necessary to allow for moderation, which is a University quality assurance process whereby a member of the teaching team ensures the consistency, and approves the standards, of first marking. It is possible that some module leaders may be in a position to provide feedback before the 20-working day timeline depending on various factors, including module size and teaching and research workloads for example.

You will be notified via your University email or via the VLE, Canvas, when your provisional grades and feedback are available. Please note that whilst you are able to ask for further clarification on feedback provided you cannot appeal your grade based on academic judgement.

### Reassessment of failed components within modules

You will always be given the opportunity to undertake reassessment in modules in which you have not achieved the pass mark. Reassessment shall be by:

* + 1. resubmission of the same, amended, piece of work (where appropriate)
		2. resit of an examination, or
		3. submission and assessment of a new piece of work.

The method of reassessment is made clear within the module specification, which should be found on the module canvas site.

~~Where reassessment is by resubmission, release of marks to students will trigger the publication of a resubmission space that remains open for six weeks.~~

The University regulations state that you have a right to be reassessed in a ~~the~~ failed ~~component(s) of a~~ module on one occasion only. This being where you have not achieved a weighted average mark of at least 40% in levels 3, 4, 5, and 6, and 50% in level 7.

The mark for any component of assessment in which a student is reassessed shall be

capped at the pass mark.

Please note that you cannot be reassessed in any components of assessment and/or module(s) which you have passed.

### Guidance on classification

The basic guide to classification of most qualifications can be summarised as:

|  |  |  |  |
| --- | --- | --- | --- |
| Final Stage Weighted Average | BA/BSc/Integrated Masters | Masters/Integrated Maters (Final stage) | Foundation Degree (Diploma stage) |
| 70-100 | 1st | Distinction1 | Distinction |
| 60-69 | 2i | Merit2 | Merit |
| 50-59 | 2ii | Pass | Pass |
| 40-49 | 3rd |  | Pass |

 1 with a mark of no less than 67 in the Masters stage

 2 with a mark of no less than 57 in the Masters stage

~~Please note 69.45, 59.45 and 49.45 are rounded up to 70, 60 and 50, respectively.~~

For more information on classifications, please consult the [Quality and Standards website](https://www.hull.ac.uk/Choose-Hull/University-and-region/Key-documents/Quality).

### Foundation degrees

If you are studying a foundation degree, your performance in the Preliminary Certificate, Certificate and Diploma stages of your degree programme shall not count towards the classification of your Honours degree. Classification is based on the weighted average of level 6 modules alone.

### Ordinary Degree

An Ordinary Degree will be awarded if you achieve 300 credits on your programme of study (as opposed to the 360 credits required for an Honours Degree). To be awarded an Ordinary Degree, you must achieve 60 credits at Level 6.

You may be given the opportunity to transfer to an Ordinary Degree after your first or second year of study (level 4 or 5) if you do not achieve the required number of credits to proceed to the Honours Degree. Alternatively, an Ordinary Degree could be awarded to you at Level 6 if you do not achieve the full 120 credits for this level. For further information please speak with your Personal Supervisor or raise an enquiry to your Faculty in the [MyHull Portal.](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn)

### External examiners

The University employs external examiners to assist the University in discharging its responsibility for the quality and standards of the education it provides and the awards it offers. The role of the external examiner is to assure the standard of your award when compared to similar awards of other institutions, to assure the integrity of the assessment process and to comment on the quality of the learning opportunities given by the University.

You should not contact the external examiner directly. Hull University Student Union, Course Representatives and Student Representatives work with the University to oversee the management of the Quality and Standards of the University’s programmes, including external examiner reports. You are encouraged to liaise with your Course Representatives and Hull University Union.

The full list of external examiners is provided in the appendix.

### Transcripts

~~In addition to receiving an official transcript at the end of your programme of study, you may need copies during your period of study to assist in applying for employment or further study. For further details please raise an enquiry to Registry Services in the myHullPortal.~~

Upon conferral of your award, you will be able to download your official transcript from [MyHull Portal.](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) If you subsequently lose your transcript after you have graduated, you may have to place an order to receive another one.

You should note that you may be refused a transcript (as well as any degree or other certificate) if you have outstanding tuition fee debt with the University.

### Module and programme information

Many professional bodies require detailed module and/or programme information from people who apply to take their examinations. Therefore, you are advised to keep copies of any module and programme handouts or module and programme details you are given or have obtained from the University web pages. These items may not be available after you have graduated and, where these items are available, a charge may have to be made to provide them.

## Prizes and scholarships

The University of Hull annually awards prizes and scholarships to its students. The awards are in recognition of the vast and varying contributions made by its students. A list of the awards made by your academic unit can be found in the appendix.

## Professional bodies

A number of the University’s programmes and modules carry professional body accreditations and/or exemptions. Your academic unit will provide further details on any accreditations and exemptions that are applicable to your programme.

### Gifts to staff members

The relationship between staff and students is a friendly but still a professional one. While we respect the practices in different cultures and the wish you may have to express friendliness and appreciation, gifts to individual members of staff are not considered appropriate. The [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) or the Head of your Academic Unit will be able to explain these matters to you in more detail if required.

# Personal Supervision

### Arrangements for academic support tuition

The University Code of Practice: Personal Supervision ~~Academic Support Tuition for Staff and Undergraduate and Taught Postgraduate Students~~ governs the system of personal supervision and sets out both what you can expect from your academic unit and tutor and what is expected of you. To ensure that your tutor can provide effective support you should familiarise yourself with the Code of Practice, which is located under the Student Information section of the quality handbook.

### References

You are likely to be asked to provide details of a referee from the University during, or at the end of, your period of study, so that they can be contacted for a reference.

You should approach your Personal Supervisor in the first instance to ask if they would be willing to provide references for you. Tutors (and other staff) are not automatically obliged to be a referee for you, although they will not normally refuse.

By agreeing to provide references, your Personal Supervisor is required to provide a fair and accurate assessment of your ability and are often asked to give their opinion on your suitability for a particular position. Their reference may include information which can be negative, such as attendance, but your referee will normally inform you if this is the case.

When seeking a reference, you should always seek the referee’s agreement in advance. This ensures that they are available to provide a reference for you in a timely manner. Make sure that you inform your referee about the reason for the reference request, providing them with job details, where possible, and make sure that they have a copy of your up-to-date CV. Give your referee as much notice as reasonably possible.

Assistance with CVs and applications, amongst other things, is available from the University Entrepreneurship and Study Abroad Service.

# Student support services

Within the University, a range of support services have been developed to assist you in overcoming academic or personal difficulties. These include the teams within Student Support, Student Futures and, [the University Library’s Skills Team](https://www.hull.ac.uk/choose-hull/study-at-hull/library/skills/index.aspx).

### Student Support

There are many teams within Student Support that are there to help students in a variety of ways.

To contact the teams within Student Support please:

* Call 01482 462222
* Raise an enquiry or Live Chat via the MyHull Portal

Each team can advise on and discuss the support available, reasonable adjustments that may help support their studies, and the Disabled Students’ Allowances (DSAs) process.

### The Disability Inclusion Team

The Disability Inclusion team offer a wide range of support to meet the needs of each individual students. Students with physical disabilities, sensory impairments or health conditions, permanent or temporary, which impact on their studies are strongly encouraged to contact the team.

### Learning Support (SpLD) team

The Learning Support (SpLD) team are available to provide specialist support for students with Specific Learning Differences (SpLDs) including Dyslexia, Dyspraxia, Dyscalculia, Dysgraphia and AD(H)D.

### Student Life Team

The Student Life Team can support you with difficulties relating to attendance, extension/additional consideration ~~mitigating circumstances~~ applications, concerns around your academic study or accommodation and can help you re-engage with your studies if you are struggling.

### Mental Health Support Team

The Mental Health Support team are available for students who require confidential, free support for a range of issues which cause emotional or mental distress.

### Financial Support Team

The University has a range of funds to support students who are experiencing financial hardship or difficulty. For further information on our hardship and other specialist funds, please visit our Financial Support page. <https://myjourney.hull.ac.uk/financial-support>

### Immigration support

The International Engagement & Compliance Team (IECT) offers information, advice and support with study visas and study-related immigration queries.

The IECT can issue CAS (Confirmation of Acceptance of Studies) statements to students who are already enrolled at the University, support students with any absences they may need to take away from the University and assist international students with visa applications and immigration options during and after their studies.

For new students arriving in Hull the team can help with your enrolment at the University, collecting your BRP (visa) and Police Registration (if required).

# Chaplaincy team

The Chaplaincy Team is a voluntary group made up of local and regional faith leaders, all bringing a wealth of experience and expertise to broaden the pastoral support we are able to offer. They provide a place of welcome and support to all students and staff of any faith or belief system, and offer a physical and emotional space to chat, reflect, and, if appropriate, pray. They have 3 locations on campus:

1. A Christian Chapel – below the arts café in Middleton Hall. Here groups and services are run throughout the week.

2. A prayer room facility/Chapel – Larkin Building.

3. A Muslim prayer room – unit 4C on Newland Science Park.

Contact them via email at Chaplaincy@hull.ac.uk

# The Student Futures Team (Careers)

The Student Futures Team is available to help you navigate your way through the wide range of opportunities open to you at the end of your studies and help you to implement the next steps in your personal career plan. During your time with us they will help you meet employers; understand all the options for study abroad and other mobilities; search for and secure work experience; and become knowledgeable on all aspects of what’s needed for the graduate job market. It is all about being professional, getting connected and developing the confidence to present effectively to future employers. Don’t leave it until your final year; get in early, talk to them about graduate jobs and placements, skills development sessions, and employer events. Look out for all the team has to offer through the University’s online opportunities and events platform <https://hull.jobteaser.com>. It is never too early to think about your career journey, book a one to one meeting with a specialist Career Consultant now - they are there to help. To book, call 01482 462222.

You can access all services via the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) where you can also find opening hours, drop-in times and events.

You can also follow them on social media.

### Start Up Hull - Helping you to be self-employed or start your own business.

Start-Up Hull is the support service for students and graduates who are looking to develop their entrepreneurial skills and access practical advice and support to start a business. Whether you have started a side hustle to get you through university, or want to be self-employed, or establish a business or social enterprise as your future career, we are here to help.

We can support you no matter what stage you are at - from initial idea through to growing your existing business.

We are based at the University’s Enterprise Centre - a dedicated space for entrepreneurial students to come together to network, share ideas, access advice and set up their businesses.

The Centre has a number of spaces for small groups to learn and network and as you grow your idea and business, there are opportunities for having your own desk or renting an office.

Start-Up Hull Services include:

* A programme of events and workshops with entrepreneurs and business experts to inform, inspire and advise you of the practical steps in starting and running a business.
* Access one to one advice with our Entrepreneurship Manager and visiting experts.
* Invitation to ‘start-up meetup network’ - a student network for those serious about starting a business.
* Opportunities to apply to competitions to win awards and support for your idea.
* Help and advice to access funding to help test your ideas or kick start your business.
* Start-up Visa Endorsements are on offer for international students with great business ideas. Apply during your final year of study or in your post doctorate year in the UK.
* Our Instagram [@startuphull](https://www.instagram.com/startuphull/) and Twitter [@startuphull](https://twitter.com/startuphull) supports student entrepreneurs by promoting your business and connecting you with other likeminded students.
* We also have a [LinkedIn networking group](https://www.linkedin.com/groups/9046147/) connecting likeminded student and alumni freelancers, creatives and business owners.
* Supporting our enterprising student societies - including Enactus Society, providing you with ~~and the Med-Tech Society – both of which provide~~ opportunities to put your business skills into practice, help communities, win awards and open up opportunities with sponsoring corporates.

To get in touch email startup@hull.ac.uk or follow our [LinkTree](http://www.linktr.ee/startup_hull) to all of our platforms.

### The Hull Employability Awards

Your time at university will provide you with lots of different experiences. You may not always realise that you are learning new skills from not only your studies but from extra-curricular activities. This could include volunteering, working part-time, student societies and sporting activities. You may have caring responsibilities at home, be a student rep or be undertaking an internship, placement, period of travel or study abroad. All of these things help shape your skills, knowledge and experience.

The Employability Awards can help you get recognition for your skills development and will result in you receiving a complementary Award from the University that will look fantastic on your CV. Taking part in the Hull Employability Awards will give you the ability to reflect on your experiences and to confidently articulate the skills and attributes you have gained as a student to future employers.

Prepare yourself for the professional world and sign up to the Hull Awards today. For more information, visit: [hullawards.hull.ac.uk/](http://hullawards.hull.ac.uk/)

The Employability Awards team are part of Student Futures and are based in Student Central (the Student Union building) and you can access our services via the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn).

### Hull University Students’ Union Advice Centre

The Students’ Union Advice Centre is a free service run by the Students' Union. It provides independent, impartial and confidential advice and information to the students of the University of Hull and is usually the first port of call if you have a problem. The Advice Centre provide a wide range of information and advice on academic issues, employment rights, benefit entitlement, student funding, consumer issues and housing problems relating to on Campus Accommodation and Private Landlords.

The Advice Centre comprises of a team of paid Advisers. Even if they can't help you directly, they will be able to sign post you to the relevant service who can. The Advice Centre can offer appointments, and email/online advice. For further information please email husu-advice-centre@hull.ac.uk or call them on 01482 466263.

## Possible problems and solutions

It is important that you talk through any problems you might experience during your studies with appropriate staff, whether with your Personal Supervisor or somebody independent of the academic unit such as the Students’ Union Advice Centre, Student Support Services or the University Library’s Skills Team. There are also several modules in myJourney to help you work through your options:

* Requests for Extensions and Additional Consideration ~~Mitigating Circumstances and Extension Requests~~ [https://myjourney.hull.ac.uk/learner/course/viewcourse/cid,254/](https://myjourney.hull.ac.uk/learner/course/viewcourse/cid%2C254/)
* Repeating your studies [https://myjourney.hull.ac.uk/learner/course/viewcourse/cid,160/](https://myjourney.hull.ac.uk/learner/course/viewcourse/cid%2C160/)
* Suspending your studies [https://myjourney.hull.ac.uk/learner/course/viewcourse/cid,161](https://myjourney.hull.ac.uk/learner/course/viewcourse/cid%2C161)/
* Transferring your course [https://myjourney.hull.ac.uk/learner/course/viewcourse/cid,162/](https://myjourney.hull.ac.uk/learner/course/viewcourse/cid%2C162/)
* Withdrawing from your studies [https://myjourney.hull.ac.uk/learner/course/viewcourse/cid,163/](https://myjourney.hull.ac.uk/learner/course/viewcourse/cid%2C163/)

A number of the ‘solutions’ identified below may involve changing your status part way through an academic year. You should be aware that as you may be taking modules which span two trimesters, this may create difficulties if you wish (for example) to recommence your studies part way through the following year, e.g. at the start of the second trimester.

You should discuss this with your (academic units have been issued with guidance on possible options).

### Changing modules

You may wish to change a module during your programme. While core and compulsory modules must be taken, optional modules can be chosen from within the permitted range for the programme you are taking. If you do wish to change module you must first find out whether the new module is permitted within your programme.

If the module is permitted and you wish to change modules you should consult with your Personal Supervisor and the member of staff responsible for the module, and then complete the University change of module form available from:

 my.hull.ac.uk > talk to us > Useful Forms.

### Changing programme of study

There are several reasons why you might want to change your programme of study, or course. You should discuss this with your Personal Supervisor and, if the programme is from another academic unit, speak with staff responsible for that programme.

The myJourney module ‘Transferring your course’ can support you considering your options, and guides you through the process and the Course Transfer form. In all cases where you are considering a change of programme, you must obtain the consent of the academic unit offering the new programme, as well as the academic unit which you are leaving (where the two are different).

### Withdrawing from the University

There may be several reasons why you might contemplate leaving the University without completing your programme. If you are thinking about withdrawing from your programme, please complete the myJourney module ‘Withdrawing from your studies’ that provides you with information and guidance to help you make an informed decision. We also advise that you talk things through with your Personal Supervisor or a support team independent of your academic area.

If you would still like to withdraw, we ask that you arrange a meeting with the Student Life Team by calling the Central Hub on 01482 462222 or accessing Live Chat in the myHullPortal. The meeting will take place either by a face-to-face meeting or by telephone. The purpose of the meeting is to ensure you have considered all your options and understand any potential financial implications from withdrawing. On completion of the meeting, you will be provided with access to an online withdrawal form to complete. Completion of this form will begin the withdrawal process between yourself and the University.

One of the benefits of a credit accumulation system is that it is often possible to take any credits gained where you have not completed your programme and use them in the future, for example to resume your studies at this or another University. At Hull, credits are considered to have a ‘shelf life’ of 9 years, although re-admission would be up to the academic unit responsible for the programme. To assist you, you may wish to obtain an ‘official transcript’ confirming the credits you have achieved – see the section on transcripts.

### Suspension of study

An alternative to withdrawing from the University might be to suspend your studies for a period of time. This might enable you to resolve the difficulties, which are affecting your studies, whether medical, personal or financial. Occasionally, suspension of study is also used to enable you to undertake some form of work experience not forming part of the programme of study.

If you are thinking about suspending your studies, please complete the myJourney module ‘Suspending your studies’ and speak with your Personal Supervisor or the Student Life Team as they will be able to help you work through your options and offer support. The module contains the Suspension form. Please complete all the fields on the form. Depending on your reason for suspending, you may be required to provide supporting evidence. Once your form has been submitted it will go through an approval process.

There are times when the University may suspend a student continuing with their study if they are posing a risk to themselves or another, as part of the Student Support for Study process. Student Support for Study helps students to participate fully in relation to their academic studies, and as an engaged member of the University of Hull community.

[https://www.hull.ac.uk/editor-assets/docs/support=for-study-policy-and-procedure.pdf](https://www.hull.ac.uk/editor-assets/docs/support%3Dfor-study-policy-and-procedure.pdf)

### Repeating a trimester or a whole year

In very special circumstances, some cases may be appropriate to repeat a complete trimester (including the teaching and assessment periods) or a complete year. Repeating the trimester, or year, means you repeat that section including all assessments, clearing your previous attempt. More information can be found in the myJourney module ‘Repeating your studies’ and we always encourage you to speak with someone about your options. Supporting evidence will be required, and once your form has been submitted it will go through an approval process. It is important that you consider the financial implications of this, and inform the Student Loans Company of any changes to your original course end dates.

Again, you should also be aware that each stage of the programme must be completed within 3 years, including any study suspension period.

The above rules also apply to any request to reapply for the same programme of study.

### Extensions and Additional Consideration ~~Mitigating circumstances~~

Extensions and Additional Consideration ~~Mitigating circumstances~~ are unexpected life events, medical or personal issues, which you cannot overcome or manage without an impact on your ability to attend teaching, placements and undertake assessments. There is no definitive list of such situations and the University recognises that difficulties affect people in different ways. More information can be found in the University Code of Practice: Requests for Extensions and Additional Consideration ~~Mitigating Circumstances~~ available from the Student Information section of the Quality Handbook, or in the myJourney module ‘Requests for Extensions and Additional Consideration ~~Mitigating Circumstances and Extension Requests~~’ which includes the process, timelines and request form.

If you consider that your studies are being affected by circumstances outside of your control and that they are having a negative impact on your studies ~~mitigating circumstances~~, you should talk these circumstances through with your Personal Supervisor or a support team independent of your academic area. The earlier the University is made aware of any impacting circumstances, the earlier support options can be made available.

Self-certification can be used as evidence for any circumstances that prevent you handing in work, submitting, and or completing an assessment. This is a formal written and signed declaration to confirm you were unable to attend a fixed assessment event, such as examination or presentation, or submit your coursework by the deadline. You can use the self-certification process twice in a particular trimester but only three times within an academic year.

Request forms should be completed and submitted with appropriate supporting evidence to your Faculty using the myHull Portal. ~~Mitigating Circumstances~~ Requests for **extensions** must be submitted no later than 48 hours after the assessment deadline, extensions cannot be used for fixed date assessments such as on-campus examination. Requests for **additional consideration** must be submitted within 10 working days of the assessment deadline. Requests submitted after this deadline ~~will~~ may not be considered.

All requests ~~Mitigating Circumstances~~ will be considered by the ~~Mitigating Circumstances~~ Additional Consideration Committee.

If the request for an **extension** is approved, an extension of ten working days will be given.

The possible outcome from an approved application for **additional consideration** would be one of the following:

* You will be given the opportunity to complete the affected assessment with a revised deadline for submission (e.g. the next available opportunity, exam period or submission date);
* If an attempt at the affected assessment or examination has been made, after having received the mark, you will be offered the opportunity of a further attempt\*. Where you are offered a further attempt, you shall be informed of the mark achieved in the module, notwithstanding the request for additional consideration, and shall be permitted to accept or decline the offer within a time limit. If you accept the offer of a further attempt, the mark for the original attempt shall become void. If you decline or do not reply to the offer, the mark for the original attempt shall stand and no further action shall be taken.

*\*A further attempt shall be interpreted to mean, in the case of a first attempt, that you are offered a new first attempt, and in the case of a reassessment, that you are offered a reassessment with a capped mark. The original mark will be void.*

~~Where the Committee is satisfied that the evidence submitted is appropriate and the request for for mitigation is approved, one of two things will happen depending upon whether or not you have already attempted the affected assessment task:~~

* ~~If you have not yet submitted the assessment you will be given a new deadline and you will able to submit it as a fresh attempt (please make sure that you know what the new deadline is)~~
* ~~If you have already submitted the affected assessment, then you will be told the mark that it would have been awarded and then you have a choice to make. Either you can accept the mark, or you can opt to resubmit new work as a fresh attempt (you can ask your Personal Supervisor​ or Hub for support and advice when making your decision). It is important to remember that because this is a fresh attempt the mark that your original submission was given will be disregarded and you will only be awarded the mark given to the fresh attempt.~~

You will be notified via the myHull portal with the outcome of the decision. If the request for additional consideration ~~mitigating circumstances claim~~ is declined it is likely to be for one of the following reasons:

* It has been submitted late (more than 10 working days from the submission deadline);
* There is insufficient evidence to support the reported circumstances.
* It is not deemed to be a valid reason.

The Additional Consideration ~~Mitigating Circumstances~~ Committee will take place at faculty level and should meet at least once a month.

### ~~Exceptional circumstances~~

~~Many student support needs can be met by reasonable adjustments or can be catered for through either the extensions process or the mitigating circumstances outlined above. There are, however, some exceptional circumstances which may need further support measures to be implemented, for example:~~

* ~~Domestic Violence or other forms of abuse or physical assault;~~
* ~~Rapid deterioration in student mental health in the weeks leading up the assessment;~~
* ~~Serious deterioration in physical health condition;~~
* ~~Significant caring responsibilities which may impact on attendance and performance;~~
* ~~Ongoing, long term mental or physical health issues.~~

~~The Mitigating Circumstances Committee will identify whether a case you have submitted is highlighted as an Exceptional Circumstance, and note this on your student record (if applicable). This means that should the circumstances continue to affect you, you will be able to submit the form but you won't be required to hand in additional evidence.~~

~~The committee will agree a date when the exceptional circumstances will be reviewed, and you will be notified in the myHull portal of the outcome.~~

## Library, and Information and Communications Technology Department

The Library and ICT facilities are governed by [regulations](https://www.hull.ac.uk/choose-hull/university-and-region/governance/policies.aspx) that help to ensure that all students can access and benefit from the resources and services. Please familiarise yourself with the regulations as the University takes very seriously any misuse of Library facilities or computers.

### The University Library

The Brynmor Jones Library (BJL) is at the heart of the campus, and is dedicated to providing you with high quality services, information resources, support and IT facilities. Your University ID is also your Library card, and you will need this to enter the Library, and to borrow books or a laptop.

The Library has a variety of study spaces including bookable study rooms, silent areas, and social learning spaces with furniture you can rearrange to suit your needs. There are PCs on each floor, and the high quality Wi-Fi means you can use your own device or borrow a laptop. The ground floor is home to the Café, the University’s Art Gallery, and the Exhibition Space.

All of our services and support can also be accessed from off-campus. Details can be found on [our webpages](https://www.hull.ac.uk/choose-hull/study-at-hull/library).

ReadingLists@Hull

Your academic staff will make your reading lists available online. These can be accessed within the module’s Canvas site, or directly from the Library’s webpages.  ~~at~~ [~~ReadingLists@Hull~~](https://hull.rl.talis.com/index.html) ~~by searching for the module code or name.~~

We aim to provide all of the Essential readings in digital format, such as eBooks, scans of chapters, and online journal articles. This will not always be possible, and you may also need to use printed works.

Many of the books on your reading lists will be in the High Demand Collection (HDC), housed in the Reading Room on the 1st floor. A book’s loan period is determined by the level of demand. Check the book’s spine for the label stating whether it is 24-hour loan; 7-day loan; or 4-week loan. Other books are on the floors of the tower, arranged by subject, and usually can be borrowed for 8 weeks. Visit the library [webpages](https://www.hull.ac.uk/choose-hull/study-at-hull/library/index.aspx) for more information about borrowing, renewing, and requesting books.

### Searching for information resources

In addition to your reading list materials, the Library provides access to a wide range of quality academic resources to support your studies, including eBooks, online journals, databases, newspapers, archives, and reference works. To help you find the information you need you can use [Library search](https://www.hull.ac.uk/choose-hull/study-at-hull/library#searchthelibrary) or the [subject-specific lists of databases](https://www.hull.ac.uk/choose-hull/study-at-hull/library/resources/databases). You can find these on the Library webpages.

### University Library Skills team

~~The Library’s Skills Team can help you develop your academic and digital skills to support and enhance your studies and research. They cover study, writing, referencing, resource discovery, analysis, presentations and ICT skills. This is supported through personal appointments, workshops, videos and online SkillsGuides, all of which can be accessed through the~~ [~~Skills Team website~~](https://www.hull.ac.uk/choose-hull/study-at-hull/library/skills/index.aspx)~~.~~

The Library’s Skills Team can help you develop your academic, information, digital and visual literacies to enhance your studies and research. They can support topics like studying, writing, referencing, resource discovery, analysis, presentations and digital skills. From essays, reports and presentations, to posters, wikis and theses, the Skills Team have it covered. This is supported through personal appointments, workshops, videos and online SkillsGuides, all of which can be accessed through the [Skills Team website](https://www.hull.ac.uk/choose-hull/study-at-hull/library/skills/index.aspx).

## Hull History Centre

The award winning Hull History Centre is home to the University Archives, Hull City Archives and Hull Local Studies Library. Hull History Centre’s archive and local studies collections cover a wide range of subjects relevant for students of History, Politics, Human Geography, English, Creative Writing, Drama, Education, and Maritime Studies.

The collections offer unique opportunities to develop academic research projects, and are particularly strong in the following areas: pressure groups and campaigning; civil rights in the UK; maritime activities and charities; the Labour movement and Trade Unionism; Communism and radical Socialism; landed families and estates; 19th and 20th century correspondence; the Second World War in Hull; urban landscapes and housing development; local governance; criminality and justice; 20th century poetry and drama; and cultural regeneration. The archives also provide fantastic source material, stories and inspiration for creative projects, such as the writing of poetry, fiction, plays and film scripts, and for the design of educational resources by students enrolled on teaching courses.

University Archives staff will provide advice on material available for student projects, and they have developed eResources to support independent learning of archival research skills.

Home page: www.hullhistorycentre.org.uk

Search the catalogue: http://catalogue.hullhistorycentre.org.uk

eResources: https://libguides.hull.ac.uk/SkillsGuides/

Enquiries: 01482 317500

Email: archives@hull.ac.uk

~~The award winning~~ [~~Hull History Centre~~](http://www.hullhistorycentre.org.uk/home.aspx) ~~is home to the University Archives, Hull City Archives and Hull Local Studies Library. Hull History Centre’s archive and local studies collections cover a wide range of subjects relevant for students of History, Politics, Human Geography, English, Creative Writing, Drama, Education, and Maritime Studies.~~

~~The collections offer unique opportunities to develop academic research projects, and are particularly strong in the following areas: pressure groups and campaigning; civil rights in the UK; maritime activities and charities; the Labour movement and Trade Unionism; Communism and radical Socialism; landed families and estates; 19~~~~th~~ ~~and 20~~~~th~~ ~~century correspondence; the Second World War in Hull; urban landscapes and housing development; local governance; criminality and justice; 20~~~~th~~ ~~century poetry and drama; and cultural regeneration. The archives also provide fantastic source material, stories and inspiration for creative projects, such as the writing of poetry, fiction, plays and film scripts, and for the design of educational resources by students enrolled on teaching courses.~~

~~University Archives staff will provide advice on material available for student projects. They have developed~~ [~~eResources~~](https://libguides.hull.ac.uk/SkillsGuides/) ~~to support independent learning of archival research skills, and run~~ [~~workshops~~](https://libguides.hull.ac.uk/workshops/home) ~~giving an introduction to Hull History Centre and the collections.~~ [~~Volunteer opportunities~~](http://www.hullhistorycentre.org.uk/about-us/services-for-university-students-and-staff/student-volunteering-opportunities.aspx) ~~are available at Hull History Centre, allowing you to develop key employability skills.~~

~~Home page:~~ [~~www.hullhistorycentre.org.uk~~](http://www.hullhistorycentre.org.uk)

~~Search the catalogue:~~ [~~http://catalogue.hullhistorycentre.org.uk~~](http://catalogue.hullhistorycentre.org.uk)

~~eResources:~~ [~~https://libguides.hull.ac.uk/SkillsGuides/~~](https://libguides.hull.ac.uk/SkillsGuides/)

~~Enquiries: 01482 317500~~

~~Email:~~ ~~archives@hull.ac.uk~~

## The Information and Communications Technology (ICT) Department

All students can access a range of computing facilities during their time here at Hull. These include free to access PCs and loan laptops, University email, Microsoft Teams for online learning and collaboration, a Virtual Learning Environment (Canvas), storage that allows you to securely store documents and files, networked printers and much more.

All of these services are connected together through the University’s WiFi and wired networks which are, in their turn, connected to the UK academic network and the internet. Apart from some small costs associated with printing, there are no additional charges for the use of any of these services or for accessing the various networks and internet.

For ICT help or advice, please visit the Support Portal (support.hull.ac.uk) where you can log and track your requests online, access key service information and search for answers to frequently asked questions.

## Student academic representation

The University of Hull encourages you, along with other stakeholders, to participate in the development, decision making and organisation of the institution. We also seek to foster a sense of belonging to the Institution, faculty and academic unit and of pride in their reputation and achievements. You can contribute to the continual review and enhancement of learning and teaching through Student-Staff-Forums.

### Student representatives

As a student representative, you are expected to:

* attend a training session at the beginning of the year.
* attend Student-Staff-Forums and Course Rep Forums.
* consult with peers to determine whether there are issues that you should raise at Student-Staff-Forums.
* represent your peers to staff within your academic unit/ programme in Student-Staff-Forums and Course Rep Forums.
* feedback information to peers.
* share student issues with faculty/ course reps if deemed necessary to go to next level.

As a student representative, you can expect your academic unit:

* to facilitate representation within the subject area
* to help you to publicise your position as a student representative.

### Student-Staff-Forums (SSFs)

All students are represented through a set of programme based SSFs. Student members of the SSFs are Course Reps who are elected through the Hull University Student’s Union-led nomination, election and training processes. Minutes of the SSF go to the Learning and Teaching Committee meetings and a subsequent report is submitted to the Faculty Education and Student Experience Committee that, in turn, reports to the Faculty Board. SSF minutes must be made available to all students, your academic unit will inform you of where you can access them.

Course Reps are an important link between the students and staff on a course and it is the Rep’s job to acquire feedback from their peers and voice this at the SSF.

### Module Review

The University attaches great importance to achieving high standards of teaching on all its programmes. We have therefore developed a variety of structures and procedures which enable us to meet these aims.

Students are encouraged to participate in the University’s Continual Monitoring, Evaluation and Enhancement process (CMEE). This is a process which aims to assure and enhance the quality of learning opportunities for students. The process requires critical reflection by those responsible for the delivery of programmes (module leaders, programme directors, heads of academic units and Deans of faculties) on the student experience at programme level. You will individually contribute to this process by completing Module Evaluation Questionnaires.

After the completion of each module you will be asked to complete a short survey/questionnaire about the module.

Module reports are then produced in which module leaders are required to comment on module evaluations. The reports are made available to all students. Module evaluations and reports enable a module leader to make any amendments (if applicable) to enhance the module. Your academic unit will inform you of where you can access them.

Students may also have the opportunity to make informal comments and suggestions concerning the module in tutorial sessions.

## Appeals and complaints and Student Misconduct

### Academic appeals

The University has a detailed code of practice governing your right of appeal against academic decisions. The documents can be accessed via the [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn) and the [student information](https://www.hull.ac.uk/Choose-Hull/University-and-region/Key-documents/Quality.aspx) section of the quality handbook.

It is important to be aware that you cannot appeal simply to question the exercise of academic judgement, that is, the decision made by academic staff on the quality of your work. You must be able to show that there has been some defect in the process by which that decision was made, such as not following procedures, bias or prejudice on the part of the examiner, or failure to consider relevant factors (such as additional consideration ~~mitigating circumstances~~). Appeals must be lodged, in writing using the designated form within 15 working days of you receiving notification of the decision against which you wish to appeal.

~~The University will allow students who have submitted an appeal to graduate and allow students who have graduated to submit an appeal (provided they are within the 15 working day window). The candidate will graduate with the classification awarded and, if the appeal is subsequently upheld, any change will result in a new award being made.~~

### Student Cases Committee

Student Cases Committee is the University Committee, which is responsible for overseeing all matters of student progress, including academic appeals and develops and reviews policies and procedures to enhance the support available to students and to ensure consistency and fairness across all programmes.

### Complaints by students

The University has in place detailed regulations governing your right to make a complaint if you have cause for concern about any aspect of the University’s provision to you as a student. These regulations require that your complaint is first made to the Faculty or Director of the service which is the subject of your complaint. If it cannot be resolved informally at that level, you have the right to raise the complaint formally.

Informal resolution of a dispute is normally the University’s preferred option and encourages both sides to agree a resolution to the complaint as early as possible. It does not compromise the rights of the complainant to insist that the regulations be applied in full.

Forms and further information on regulations relevant to students are available from [MyHull Portal](https://evision.hull.ac.uk/urd/sits.urd/run/siw_lgn).

### Student Misconduct

As a student of the University you have both rights and obligations in respect of your fellow students, members of staff, and others who come into contact with the University. As such, all students are expected to abide by the [Code of Student Conduct](https://www.hull.ac.uk/editor-assets/docs/code-of-student-conduct-1.pdf) both on and off campus.

The University recognises that there are a small minority of students whereby their behaviour falls below the standards expected by the University and, in these instances, the University may take action in accordance with the [Student Disciplinary Regulations](https://www.hull.ac.uk/editor-assets/docs/2017-06-14-student-disciplinary-regulations-approved-by-senate-2017-06-14.pdf).

If you have been affected by the behaviour of a fellow student which might also constitute a breach of the Code of Student Conduct, please speak to a member of staff, such as your Personal Supervisor or a member of Student Services, who will be able to provide you with advice and submit a Student Misconduct Report on your behalf, if appropriate to do so.

There is a myJourney module, Non-Academic Misconduct, which explains the code of conduct and regulations:

* Non-Academic Misconduct: [https://myjourney.hull.ac.uk/learner/course/viewcourse/lid,/cid,263](https://myjourney.hull.ac.uk/learner/course/viewcourse/lid%2C/cid%2C263)

## ~~Lecture~~  Teaching Recording

It is the University’s position that all lectures, and where possible and practicable other teaching activities, will be recorded using the University’s recording system, Panopto. Recording allows students to revisit whole or parts of a lecture, usually via the VLE (Canvas), and is particularly useful as a method to enhance notes already taken in the lecture or to revisit any areas which you may have found difficult.  Not all teaching activity is suitable for recording.   Please ask your module tutor if this is available.

~~Lecture recording via the University’s lecture recording system, Panopto, has recently been introduced for on-campus lectures. Lecture recording allows students to revisit whole or parts of a lecture, usually via the VLE (Canvas), and is particularly useful as a method to enhance notes already taken in the lecture or to revisit any areas which you may have found difficult. Not all lectures are suitable for recording. Please ask your module tutor if this is available.~~

## Enrolment and the Payment of Tuition Fees

You are required to enrol annually and pay, or make appropriate arrangements for the payment of your tuition fee. You should note that you will not be allowed to re-enrol if you have an outstanding tuition fee debt from a previous year. Information about tuition fees is available from Student Financial Services (01482 466296; e-mail: studentfinance@hull.ac.uk).

## Student Employment (full-time students)

The University recognises that students come from a diversity of backgrounds with a variety of external and personal/family commitments. It further recognises that studying for an academic qualification will have differing financial pressures depending on individuals’ circumstances and lifestyle expectations. As a responsible education provider, the University would wish to remind students that external work commitments may affect their academic performance. In order to inform the choice about working patterns, students should be mindful that the guidance is that for a 20-credit module the expected overall workload will equate to approximately 200 hours. For a full-time student this would equate to approximately 40 hours per week, including formal contact and private study.

# Health and safety

### Fire

All students must complete the Student Fire Awareness Training on myJourney

<https://myjourney.hull.ac.uk/learner/course>

## Fire Evacuation Procedures

### What to do if a fire alarm sounds:

* When a fire alarm sounds always treat the alarm as a real fire;
* Evacuate the building immediately by the nearest available exit.  Alert others as you go;
* Close windows and doors behind you as you leave if safe to do so and if this does not hinder your escape;
* Go calmly to the designated assembly point;
* If you cannot use the stairs; either go to the nearest refuge, or move to another building where the alarm is not activated. If you need to make use of a refuge point, follow the instruction on assistance and evacuation located within the refuge;
* Pass on important information to others.  Report anything significant and await further instructions.

### If you discover a fire

If you discover a fire, there are things you must do:

* Sound the alarm by breaking the glass in the nearest Manual Call Point to indicate it is a real fire.  Only a firm press is required, you don’t need to punch or smash the cover;
* The emphasis is on evacuation not heroics, only use an extinguisher if trained to do so or if it will aid your escape from the building;
* Follow the evacuation procedures above.

**Call the Fire Brigade via the Security Report Centre on 01482465555 when safe to do so.**

### On Campus Disability Evacuation

### Evacuation if you’re unable to use the stairs

If you have a condition that affects your ability to evacuate a building, please ensure that you make it known to Student Services so that adequate provision can be made.

* Evacuation equipment is strategically located across campus to aid those with mobility difficulties - see Image 1 below:



* In the event of a fire alarm activation make your way to the nearest available Refuge point - see Image 2 below:



* Each Refuge point has a communication box linking directly to Security. They will coordinate your evacuation, please follow the instructions at the Refuge point.

### Evacuation if you’re unable to hear the fire alarm

* Deaf alerters and other pager systems are available in many buildings across campus for those who cannot hear the fire alarm
* The buildings with a Deaf Alerter system are identified with the following sign:



* These systems are extremely important if you study alone in quiet areas of the campus.

**Important:** If you have a condition that affects your ability to evacuate a building, please ensure that you make it known to Student Services so that adequate provision can be made. You can get in touch with Student Services via the [myHull portal](https://my.hull.ac.uk/%22%20%5Ct%20%22_blank).

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### First aid procedures

In the event of an accident causing injury, the nearest qualified first aider should be contacted directly. The names of local first aiders are displayed throughout the Campus.  ~~on notices in the University lecture, seminar, meeting rooms and corridors.~~ If you are unable to get a local first aider promptly, call Security on 01482 46(5555). Following treatment, the first aider must complete a [First Aid Treatment Form](https://share.hull.ac.uk/Services/healthsafety/Lists/FirstAid_Casualty_Treatment/NewForm.aspx?Source=https%3A%2F%2Fshare%2Ehull%2Eac%2Euk%2FServices%2Fhealthsafety%2FSitePages%2FThanks%2Easpx).

### Security

The University does not tolerate any acts of physical violence or intimidation and any such acts will be taken extremely seriously. Anyone who is or feels threatened should immediately contact security. Anyone observing intimidating or violent behaviour is strongly advised to avoid becoming involved in any such situations unless it is unavoidable and in all cases to immediately alert security.

<https://www.hull.ac.uk/choose-hull/student-life/student-support/24-hour-support>

It is advisable that you program the Security Emergency number 01482 465555 into your mobile in case you need it for Fire, First Aid, Security or other emergency situations on Campus.

### Electrical safety

Electricity is not dangerous when used properly. Keep safe by following these common-sense tips:

* Check plugs and flexes regularly, looking out for damaged, loose connections and scorch marks around plugs. Do not use anything that appears damaged.
* Do not overload wall sockets. If you need to use an adaptor, use a multi-socket trailing adaptor, not a block adaptor that plugs straight into the socket. Never plug one adaptor into another one.
* Extension cables should not be longer than necessary. Do not keep extension cables coiled, as this can cause them to overheat.
* Always switch off and unplug appliances after you have used them, where possible.
* Never touch plugs, switches or electrical appliances with wet hands.
* Do not leave wires and cables trailing across the floor where you might trip over them.

### Smoking and Vaping

Smoking and Vaping is not permitted in or directly adjacent (within 5m) to any University building. This includes all areas of accommodation and balconies. Where smoking shelters are provided, please use them.

Vaping or smoking will cause the Fire Alarm to activate.

### Bikes and E-Scooters

E-Scooters are prohibited from being ridden on the Campus and under no circumstances should be charged inside Campus buildings, as this can pose a serious fire risk.

Push Bikes must only be ridden on marked cycle paths on Campus and never taken into University buildings. It is recommended you always lock your bike with a D lock which is more secure than a chain lock. The University Bike Hub can advise.

# Appendix 1: Prizes and Scholarships

# Appendix 2: External Examiners