



## **Student Regulations and Procedures**

**Academic Division**

**2007/2008**

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### **General Information**

**Manchester Metropolitan University  
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Oxford Road  
Manchester  
M15 6BH**

[www.mmu.ac.uk/academic/student\\_regulations.php](http://www.mmu.ac.uk/academic/student_regulations.php)

#### **IMPORTANT NOTICE TO ALL STUDENTS**

**All students should access their University e-mail account on a regular basis, as this will be used to mail them important information regarding their course, tuition fees, award ceremonies and other matters**

## 1.1 Introduction to the University

This handbook contains the general non-academic regulations and procedures applicable to our students. Please familiarise yourself with its contents and retain it safely for future reference. Should you lose your copy, a replacement can be obtained from your faculty office free of charge. The information contained within this handbook is also available on our website: [www.mmu.ac.uk/academic/student\\_regulations.php](http://www.mmu.ac.uk/academic/student_regulations.php) Please ensure that you also obtain a copy of the academic related regulations applicable to you. These will normally be issued to you at enrolment, or soon after, and are also on our web site.

## 1.2 Brief History

The University was established as Manchester Polytechnic on 1 January 1970, being created by an amalgamation of Manchester College of Art and Design, Manchester College of Commerce and John Dalton College of Technology. On 1 January 1977 an enlarged institution was formed when Didsbury College of Education and Hollings College were merged with the original Polytechnic. The City of Manchester College of Higher Education was amalgamated with the Polytechnic on 1 April 1983. Previously a local authority institution, the Polytechnic became an independent corporate body on 1 April 1989 under the terms of the Education Reform Act 1988. It assumed university status as a result of the Further and Higher Education Act 1992 and its new title, The Manchester Metropolitan University, was approved by the Privy Council on 15 September 1992. Crewe + Alsager College of Higher Education was merged with the University from 1 October 1992, having been formed in 1974 from the two original training colleges in Cheshire. Having encompassed some 8,000 students at the time of its designation as a polytechnic in 1970, the University now has a student population of over 33,000.

## 1.3 Notice of Contractual obligation to students

The University undertakes to take all reasonable steps to provide educational services in the manner set out in its regulations, prospectuses and other course related documents issued to students. It does not, however, guarantee the provision of such services. Should industrial action or circumstances beyond the control of the University interfere with its ability to provide educational service, the University undertakes to use all reasonable steps to minimise the resultant disruption to those services and to students' education. This notice constitutes a term of students' contracts with the University and students signify their acceptance of its incorporation as such when they sign the declaration on their enrolment form. A more detailed statement of the conditions applicable to the provision of the University's educational services to students is sent out to all applicants to whom an offer of a place is made. Additional copies of this statement are available from the Academic Division.

## 1.4 Address & Emergency Contact Details

You must notify your departmental office of any change of address, telephone number or any other fact given on your enrolment form. There will be times when the University will need to write to you, for example with details of your awards ceremony, and it is in your interest to ensure we have your current address at all times. **Please remember to inform your department of changes to your mobile phone number!**

All students are asked at enrolment to provide the University with the name, address and telephone number of a person who should be contacted in the case of accident or emergency. Normally this will be the next-of-kin but in some cases this may not be appropriate or possible. Students whose next-of-kin resides overseas should provide the name of a person resident in the UK for the University to contact in the event of an accident or emergency. Students should notify their department of any changes to their emergency contact details. The need to contact a named individual will reflect the severity of the incident and where possible, students' wishes in this respect will be respected. If, however, circumstances are such that the student is not able to make a decision/request, the University (or the emergency services or an admitting hospital) will normally make contact with the named individual.

## 1.5 Students' responsibilities

The University recognises students as mature persons responsible for their own behaviour and actions. As members of the community of the University and in order to discharge their obligations and responsibilities towards it, students should:

- (i) inform themselves of the regulations and procedures governing their attendance at the Manchester Metropolitan University and/or at any other institution associated with it in the provision of educational services which students might attend in the course of their studies;
- (ii) inform themselves of the regulations governing their programmes of study and be aware that amendments to these may be made from time to time;
- (iii) attend lectures, practical and other classes on time as timetabled;
- (iv) hand work in promptly;
- (v) comply with legitimate instructions issued by staff of the University;
- (vi) be considerate to members of staff and other students of the University;
- (vii) attend examinations and complete assessments as required;
- (viii) report circumstances which may affect their performance in assessments to the Chairman of the Board of Examiners concerned and do so **prior** to the meeting of the Board of examiners at which their assessment is to be considered;
- (ix) observe the Equal Opportunities Policy of the University;
- (x) observe the University's Health and Safety regulations and notices (which include details of action to be taken upon the sounding of the fire alarm) and take care at all times to prevent accidents;
- (xi) be registered with a doctor in order to receive primary health care (students should be in possession of their medical card);
- (xii) inform, (in confidence) their tutors and, if applicable, their Hall warden if they have any medical condition or disability which may affect their own or another person's safety.

## 1.6 **Students who are aged under 18**

Many of our applicants will be aged under 18 at the time they apply to us for a place. If, however, they are still under 18 at the time they seek to enrol onto one of our programmes of study (or 'course') then the following is brought to their attention and that of their parents or legal guardians.

The University reserves the right not to enrol anyone who is aged under 18 by 1 September of the year in which they seek to enrol. In practice, this will not affect the enrolment of those whose 18<sup>th</sup> birthday falls within 6 months from that date. Each case will, however, be considered individually having regard for the content of this notice.

Anyone under 18 is, as a matter of law, a child and the University will not act *in loco parentis* for them. That means, the University will not act in place of the child's parents or guardians and will not accept any additional responsibility to that taken for students over 18. The University may seek a guarantee from the parents or guardians of students under 18 to honour any contracts the student, as a child, may purport to enter into.

Persons under 18 years of age will not normally be accommodated in a University Hall of Residence or be placed by it in a private hall for which it does not have managerial and supervisory responsibility. The University will wish to be satisfied that parents or guardians have ensured their child is in secure accommodation approved by them and that they accept either personally or through a third party, responsibility for the child's well being in any such accommodation.

Persons under 18 who are permitted to enrol as students must provide the University with the names and addresses of their parents or guardians and any one designated by them as someone to contact in case of an emergency. In the case of students from overseas, it may be appropriate for a local guardian to be specially appointed.

Persons under 18 are not permitted to:

- go on field trips or similar activities without the permission of their parent or guardian and acceptance by them that the University takes no additional responsibility to that taken for students over 18 under such circumstances
- to hold office, including any office of a student club or society
- to enter any licensed premises of the University including those of its Students' Union.

Staff considering the admission of a person under 18 to the University should seek advice from their faculty registrar.

