



CITY College **The University of York Europe Campus**

Regulations

2021-22

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Every effort has been made to ensure the accuracy of the presented information, which was up-to-date at the time of going to print. However, students are advised to check that any Regulation that affects them has not been subject to subsequent amendment.

A. UNIVERSITY OF YORK REGULATIONS

1. This document states all Regulations for CITY College, The University of York Europe Campus. CITY College Regulations are developed in line with the University of York Ordinances and Regulations. Where appropriate, CITY College regulations are amended to be applicable in the local context. These regulations were approved by the University of York.
2. In case that a Regulation is not explicitly stated in this document, the University of York Regulations apply.
3. Students should consult the Student Handbooks, as well as policies published on the web site for more detailed information on the processes and procedures that accompany the Regulations.

B. CITY COLLEGE GENERAL REGULATIONS

INTERPRETATION

1. In CITY College Regulations, interpretation of the terms defined in General University Regulations applies. In the context of the University of York Europe Campus:

"CITY College" *means a private legal entity located in Thessaloniki, Greece, where it operates as a College according to the local law. CITY College is designated as an international campus of the University of York; CITY College, University of York Europe Campus. The students of CITY College, University of York Europe Campus are registered and enrolled as students of CITY College, to read for a University of York degree leading to the award of the University of York.*

"University" *means the University of York.*

"President and Principal" *means the President and Principal of CITY College.*

SEMESTERS

2. There are two semesters in an academic year; the Autumn semester starts within the first week of October and the Spring Semester starts at the end of February. Specific dates are published during the Spring semester of the previous academic year. Each semester has 15 weeks (12 weeks of classes and 3 weeks for examinations). There is a break between semesters, which normally lasts two weeks.

ADMISSION REQUIREMENTS

3. CITY College is committed to excellence in recruitment and admissions practices and service which are designed to contribute to its aims of admitting students with the best potential to succeed and regardless of their background. CITY College aims to provide a professional and fair service for all enquirers and applicants.
4. CITY College aims to select students for pursuing a University of York degree who have the ability and motivation to benefit from the course they intend to follow and who will make a contribution to University life. The College will not treat students less favourably on the grounds of: age, race, colour, nationality, ethnic origin, faith, disability, HIV status, sexual orientation, gender, marital or parental status, political belief, social or economic class.
5. General Admission Regulations are described in the CITY College Admissions Policy.

6. The admissions criteria and applications requirements for undergraduate studies are described in the [relevant public document](#).
7. The admissions criteria and applications requirements for postgraduate taught studies are described in the [relevant public document](#).
8. The admissions criteria and applications requirements for MBA are described in the [relevant public document](#).

ENROLLMENT

9. No student will be permitted to attend lectures, classes or examinations, or to receive materials issued by the College until enrolled in accordance with the following Regulations. An enrolled student will be issued with a student card.
10. On enrolment, a student must sign up to the Terms and Conditions as well as a declaration undertaking to observe the Ordinances and Regulations of the University and the College from time to time in force. By signing the Enrolment Declaration, a student will be consenting to the processing and sharing of their personal data in accordance with the student privacy notices.
11. The Regulations may require or permit a student to complete practical or other placements, or periods of study or research or work experience in other institutions or abroad. During such periods, students may be subject to supervision, disciplinary and health and safety requirements of an institution, agency or body other than the College University and, when abroad, to the requirements of a foreign system of law. A student must comply with all such requirements in addition to those of the Ordinances and Regulations of the University.
13. Students are required to enrol at the start of their programme of study, and annually thereafter at the start of each academic year forming part of their programme of study. Failure to enrol may result in a student's withdrawal from their programme of study.
14. A student shall keep the College Academic Registrar and the College Administration Department informed of his or her current address, and any alteration must be communicated to the College Academic Registrar and the College Administration Department without delay.
15. If a student fails to complete the enrolment process within the required timescale, the student may be deemed Withdrawn from the programme of study.
16. If a student fails to communicate with the College at the end of a period of Leave of Absence, it will be assumed that they do not wish to continue their studies and the process of withdrawing them from their programme will be instigated.
17. If a student fails to respond to repeated reminders relating to outstanding tuition fee payments, or to requests for evidence related to qualifications, the College may suspend their enrollment temporarily pending completion of the required action by the student.
18. Students will be given advance notice of any termination or suspension of their enrolment.

FEES

19. General University Regulations for Fees do not apply for students studying at CITY College.
20. For CITY College, fees are determined by the College Administration Board, which reserves the right to alter fees before September for the next academic year. Fees are available on the College's website.

21. A student who has completed registration procedures and has paid the registration fee (a one-off payment), shall be registered. The registration fee is not refundable unless the candidate's application is rejected.
22. Tuition fees paid to the College are net of any taxation or levy made by the Greek authorities and of any bank charges involved in the transfer of fees to the college's bank account.
23. Tuition fees are due at the beginning of each semester. The College retains the right to accelerate all amounts due if payments are not kept up to date. In respect of particular programmes of study, the College Administration Board may stipulate that the tuition fee is payable at the start of the programme of study and in respect of the whole period of the programme of study.
24. Fees cannot be altered during the academic year.
25. Except with the express permission of the College ADB, full registration shall not be granted for any session to a student who has not paid tuition fees due to the College from any previous session.
26. In case a sponsor is paying a student's tuition fee, the students should not assume the sponsor will contact the College on their behalf for payment and invoicing information. It is the student's responsibility to provide complete financial information on their payment.
27. A student who fails to pay the tuition fee on time may lose its Student Status and may not be allowed to attend the programme unless there are special circumstances in which case the permission of the Administration Board of the College is needed.
28. A student who fails to pay the tuition fee within four weeks of a request for payment by the College cannot continue to be registered with the College unless it is extended or renewed by the Financial Officer.
29. Should the Financial Officer refuse a request to grant, extend or renew a provisional registration, notice in writing shall be given to the student.
30. A student who does not fulfil the financial obligations shall not be eligible to receive the emoluments of any scholarship or prize awarded by the College.
31. A student permitted to repeat an examination without attendance at lectures or classes is not required to register under these Regulations but shall not be permitted to attend the examination without completion of an entry form and payment of the prescribed fees by a date determined by the Financial Officer.
32. The College reserves the right to not announce examination results for students that do not fulfil their financial obligations.
33. Students considering withdrawing from courses to which they have been admitted should consult the Head of Department before leaving the College and seek appropriate advice.
34. The award of any qualification shall be withheld until four weeks after the student has paid all monies due to the College.

ATTENDANCE

35. Attendance of lectures and classes is compulsory and the number of absences should not exceed the number of absences indicated below. The limit also includes absences due to medical reasons. A candidate who fails to comply with this Regulation may be denied the credits assigned to the relevant unit.

Hours per Week	Total Hours per Semester	Maximum Number of Absences allowed
2	24	6

2.5 (2 hours per week and 1 every other week)	30	8
3	36	9
3.5 (3 hours per week and 1 every other week)	42	10
4	48	12
6	72	18
PGT programmes that run on weekends	12 sessions	4 sessions

36. Attendance of tutorials is compulsory.
37. Students are required to bring in supporting documents within a two-day period in order to justify their absence. In case of medical reasons, medical notes should normally be obtained from a Public Hospital.

PERIOD OF STUDY

38. The normal and maximum periods of study (i.e. from initial enrolment to graduation) for programmes offered by CITY College are as follows:

Degree	Normal period of enrolment (full-time)	Normal period of enrolment (part-time)	Maximum period of study (full-time)	Maximum period of study (part-time)
BA/BSc 3y	3 years	-	4 years	-
BA/BSc 4y	4 years	-	5 years	-
MA/MSc	1 year	2 years	2 years	3 years
MBA	-	27 months	-	4 years
MA with Practicum	2 years	3 years	3 years	4 years

39. These limits do not include any allowance for leave of absence/extension of submission, the criteria for which are outlined below.

LEAVE OF ABSENCE

40. A leave of absence allows a student to take an authorised break in their studies for a documented medical or personal reason.
41. Leave of absence will normally be granted for a maximum of one year at a time and a maximum of two years in total. If a student wishes to take a leave of absence they must apply in advance for permission to do so; leave of absence that is entirely retrospective will not normally be considered or approved. A leave of absence will not be considered in the student's first month of enrolment.

42. Any student can apply for a leave of absence, however, approval for a leave of absence is not guaranteed. Leave of absence may be subject to the approval of the academic Department in which the student is enrolled in. A student's visa or permit may impose additional restrictions upon their ability to take leave of absence, which are beyond the control of the University.
43. During a leave of absence, students are expected to take a break from their studies. Access to College and University resources may be limited to those needed to prepare for their return to study.

RE-ADMISSION

44. Applicants meeting the following criteria can only be readmitted with the approval of the Head of the relevant Academic Department and the Vice President of Learning & Teaching.
 - Students who have previously been excluded from CITY College.
 - Undergraduate students who have previously failed a College examination or have withdrawn from the College and are seeking admission to the subject or any of the subjects, previously studied.
 - Undergraduate students who have previously twice studied the first year of a programme at CITY College regardless of whether or not the subject(s) studied previously are the same.
 - Postgraduate students who have previously studied in a postgraduate programme and failed to complete it whether or not the subject(s) studied previously are the same.

ETHICS APPROVAL

45. A student seeking to undertake research which would involve human participants, personal data or human tissue must comply with the [University's Ethics Framework](#), and prior to the commencement of the research, must ensure that appropriate ethics approval has been obtained by the Departmental Ethics Committee. Any breach of this Regulation may be dealt with under the Regulations as to the Discipline of Students.

TRANSCRIPTS and DIPLOMA SUPPLEMENTS

46. Where a student has:
 - (a) completed a programme of study for a Degree, Diploma or Certificate; or
 - (b) requires evidence of credits obtained in the University;the University will provide a Transcript and/or Diploma Supplement which will specify for each module for which that person enrolled the FHEQ Level at which it was offered and its value in terms of credits, and will certify the grades awarded and the credits (if any) obtained.
47. A student may request his or her transcript and/or Diploma Supplement through the College Academic Registrar.

C. GENERAL REGULATIONS FOR TAUGHT PROGRAMMES OF STUDY

1. [University Guide to Assessment, Standards, Marking and Feedback](#) apply.
2. CITY College students are exempt from completing the University's Academic Integrity module, instead they must complete modules which address academic integrity issues, such as Academic and Transferable Skills, Building Academic Skills Units, Academic English Skills etc.
3. [Student Guide to Rules for Progression and Award in UG Programmes](#) apply.
4. [Student Guide to Rules for Progression and Award in Taught PG Programmes](#) apply.

4-YEAR UNDERGRADUATE TAUGHT PROGRAMMES

5. A student in the 4-year undergraduate taught stream may, with the permission of the Examination Board, transfer to Stage 2 of the same programme of study after successful completion of the two years of Stage 1.
6. A student may transfer from the 4-year undergraduate taught stream after completing the two years (year 1 and year 2) of Stage 1, provided that:
 - a. s/he meets all requirements to progress from Stage 1 to Stage 2, as indicated in paragraph 4, and
 - b. obtains one of the required English Language qualifications as described in admission criteria.
7. To progress from year 1 (Stage 1) to year 2 (Stage 1) or from year 2 (Stage 1) to Stage 2 in the 4-year undergraduate programme, a student must achieve 120 credits as specified for their registered programme. These credits can be obtained by passing modules; by compensating failure in a limited number of modules with marks between 30 and 40%; or by reassessment in a limited number of modules.
8. The progression processes are run in the following order: assessment, compensation, reassessment, compensation. If a student achieves 120 credits after any one of these processes, they will progress to the following year or stage. If, however, they fail to qualify for compensation or reassessment after failure due to the high load of failed credits, or due to not meeting the compensation rules even after reassessment, they will be deemed to have failed the year or stage.
9. In defined circumstances credit may be awarded for failed module(s) where the failure is compensated by achievement in other module(s). The rounded credit weighted mean in each case will be calculated based on first attempt marks in the first instance, but will be calculated based on the lesser of the resit mark and the pass mark should the student be successful at resit.
10. In year 1 (stage 1) of the 4-year undergraduate programme, if a student fails one or more modules (i.e., achieves a module mark below 40) s/he may still receive the credit for the failed module(s) and progress to year 2 (stage 1) provided that:
 - i. s/he has failed no more than 40 credits; and
 - ii. no module marks are lower than 30; and
 - iii. the rounded credit-weighted mean over all modules taken in the stage (including the failed module(s)) is at least 40.
11. In years 2 (stage 1) of the 4-year undergraduate programme, if a student fails one or more modules (i.e., achieves a module mark below 40) s/he may still receive the credit for the failed module(s) and progress to stage 2 provided that:
 - i. s/he has failed no more than 40 credits; and
 - ii. no module marks are lower than 30; and
 - iii. the rounded credit-weighted mean over all modules taken in the stage (including the failed module(s)) is at least 40.

12. In order for a student to be awarded a pass mark in a module or other part of the programme of study, he/she is normally required to receive an average pass mark in all other assessment elements of the course (e.g. assignments, practicals, projects, examinations etc.).

D. GENERAL REGULATIONS AS TO EXAMINATIONS

CLOSED EXAMINATIONS

1. [University Guidance for Examinations \(See section on Closed Examinations\)](#) apply.
2. Any breach of the preceding Regulations will constitute the use of unfair means (see use of unfair means regulation).

NOTES FOR CANDIDATES ON CLOSED INVIGILATED EXAMINATIONS

3. For CITY College, the following notes apply.

Before the Examination

4. **The use of calculators in examinations:** A candidate wishing to use an electronic calculator in an examination should note the relevant Examination Regulation and request approval for the particular calculator no later than week 10 of the relevant Semester. Approval for a calculator to be used in University examinations is granted on an individual basis and each calculator to be used must be presented by the student for the attachment of a distinctive marker. If you expect to use a calculator in an examination you must comply with the following instructions:
 - (a) Consult the lists of approved/prohibited models displayed in Departmental Offices (Students are advised not to buy a new calculator without consulting the latest edition of the lists.)
 - (b) If your calculator is shown on the list of approved models, take it to Departmental Offices where a marker will be attached.
 - (c) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have “used or attempted to use unfair means” and disciplinary action may be taken against you.
 - (d) If your calculator is on neither list, take it to Departmental Offices as soon as possible and preferably no later than mid-December in any year, and complete the application for it to be approved. You will be able to keep your calculator. Calculators which do not have external means of programming and have numeric function only will almost certainly be permitted. Among the calculators which are prohibited are:
 - (i) those having an alphabetic display of stored data (including text) or equations or alphabetic formulae; (models which produce alphabetic out-put only in the form of messages in the normal course of operation are permissible).
 - (ii) those capable of external programmability, whether by detachable units or the insertion of cards, tape, bar codes or cassettes, or by any other means (other programmable calculators are normally acceptable).

Approval given to calculators in previous years remains valid. Any calculators which are already marked as approved do not need to be re-submitted for approval.

5. All candidates should read carefully the General Regulations for Examinations.
6. **Timetables:** For invigilated examinations draft timetables will be displayed in departments in week 11 of each Semester. Students are asked to check that all their exam papers appear on the draft. If there are any clashes or missing papers, students should contact their Department immediately. The final examination timetables will be displayed in academic departments and on the College’s web-site in week 11 and 12 of each Semester. The examination halls in which exam papers are being held will be included on the final timetable.

7. **Anonymous marking and Student cards:** Candidates will write their Registration Numbers on all answer books. Candidates must bring their student card (which bears the Registration Number) to every examination. Any candidate who does not possess such a card must consult the Administration Office at least 14 days before the first examination.
8. **Religious beliefs:** Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), is asked to notify their Department at the beginning of each session for which he/she registers. Once examination timetables have been set it is difficult for alterations to be made.
9. **Alternative examination arrangements:** The Department will make alternative examination arrangements for students with a long-term or permanent disabling condition, dyslexic students and those with additional support requirements. Students so affected should contact the Department as soon as possible in the first year of attendance. A request for alternative arrangements should be supported by a medical note (normally by a Public Hospital), the Counselling Service or an educational psychologist.
10. **Dictionaries:** A candidate whose first language is not English should note the relevant provision of General Regulations as to Examinations.
11. **Illness before an examination:** A candidate who is taken ill prior to an examination should consult the Department at the earliest opportunity in order for a medical report can be made to the Examiners. Medical notes should normally be obtained from a Public Hospital.

On the day of an invigilated examination

12. **Personal belongings:** Candidates should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic bag) and preferably no items of value. Outdoor coats, large bags, brief cases etc., must be left outside the hall, in cloakrooms, if available, or in a designated area of the hall itself. (Small handbags may be left on the floor by the candidate's desk). The College accepts no responsibility for any loss or damage to personal belongings. You will be unable to claim from the College if they are lost or damaged.
13. **Mobile phones and pagers** (and other devices which can store text) must not be taken to examinations. A mobile phone is potentially a method of storing unauthorised material. See relevant General Regulation as to Examinations. If taken to an examination unintentionally, they must be surrendered to an Invigilator before entering the hall. No additional time will be allowed in compensation for time taken in recording the custody of such items by the Invigilators. The return of such items to their owners after an examination may be delayed if the Invigilators are otherwise occupied by examination duties.
14. **Unauthorised material** (such as revision notes): See relevant Regulations for Examinations.
15. **Smoking and the consumption of alcoholic drinks** is not allowed in the examination halls.
16. **Admission to the hall:** Candidates will be admitted to the hall a few minutes before the start of each examination.
17. **Absence:** If, for no good reason, a student fails to attend an examination, special papers will not be set and the student shall be deemed to have failed.
18. **Late arrival and early departure:** Candidates who are more than 30 minutes late for an examination will not be admitted. A candidate will not be allowed to withdraw from an examination until 40 minutes have elapsed. Any candidate leaving an examination must do so quietly and take great care not to disturb other candidates. No candidate will be allowed to leave during the last ten minutes of an examination.
19. **Seating arrangements in examination halls:** Candidates should read carefully the seating arrangements, which will be set out on the notice board outside the examination hall. Candidates are not allowed to reserve seats for themselves beforehand. Invigilators may require candidates to move to alternative seats.

20. **On the examination desk** the candidate will find the question paper, answer books, an attendance slip and any ancillary materials provided for the particular examination.
21. **During the few minutes before the examination begins**, candidates must:
 - (a) listen carefully to any announcements the Invigilator may have to make
 - (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator
 - (c) complete the attendance slip on the desk, (this will be collected by an Invigilator soon after the start of the examination)
 - (d) complete as far as possible the cover sheet of one answer book on the desk
 - (e) read the notes on the cover of the answer book.
22. **If candidates require further stationery** during the examination, they should put up a hand and an Invigilator will bring it to them.
23. **Temporary withdrawal:** A candidate who wishes to make a temporary withdrawal from an examination for personal reasons must put up a hand and ask to be accompanied by an Invigilator or other authorised person.
24. **Illness during an Examination:**
 - (a) A candidate who wishes to withdraw from an examination because of illness should inform an Invigilator. The candidate may be escorted to the Departmental Offices and may be able to complete the examination later.
 - (b) If a candidate is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.
25. **At the end of an examination** all answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and candidates must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Candidates must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given.

After the Examination

26. **Publication of results:** Examination results will be made available through academic departments at a date announced at the end of examinations period by the College Academic Registrar.

USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS

27. The basic principle underlying the preparation of any piece of academic work is that the work submitted must be original work. Unfair means are not allowed because they go against this principle. The rules about unfair means apply to all assessed and non-assessed work, including essays, experimental results, computer code etc. Students should ensure that the materials they prepare for submission will be accepted as their own original work.
28. Students should use their own words to demonstrate understanding. The selective quoting of material from books and articles is permissible, but the material must always be attributed to its sources by means of quotation marks. In assessed essays/reports, citations to the author of the original text will be required, as well as a reference list (or bibliography where appropriate) that provides full references of all the material used (or consulted respectively).
29. Students at CITY College are warned about plagiarism in the coursework handouts and are obliged to sign the plagiarism declaration in the cover page of each assessment component.
30. The following are considered as unfair means and are strictly forbidden:
 - Plagiarism** (either intentional or unintentional) is the using of ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
 - Collusion** is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
 - Submitting bought or commissioned work** (for example from internet sites, essay “banks” or “mills”) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.
 - Double submission (or self plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.
 - Fabrication of submitting work** (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.
 - Facilitating the use of unfair means** is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.
31. CITY College subscribes to a plagiarism detection service which helps academic staff identify the original source of material submitted by students. Students are required to submit all assignments to this service; otherwise they will not be assessed.
32. CITY College broadly identifies two types of unfair means:
 - Type A:** Examples:
 - the use of unfair means is not extensive, e.g. poor referencing, seemingly genuine mistakes, limited copy-paste (low percentage in Turnitin report excluding references), rather extensive quotations, improper paraphrasing, undue haste or academic inexperience;
 - genuine cultural issues appear to be involved and where there is any doubt that the student has fully understood what constitutes unfair means;
 - the piece of work is a minor assessed component of the module;
 - self-plagiarism.

Type B: Examples:

- extensive use of unfair means, irrespective of any cultural issues, e.g. lack or improper referencing in large parts, extensive copy-paste (high percentage in Turnitin report excluding references), extensive quotations, no paraphrasing;
- the piece of work is a major assessed component of the module;
- there appears to be a clear intent to deceive (e.g. the assignment has been bought or commissioned, deliberate attempts have been made to disguise the plagiarism or the results of an experiment/data set case study have been falsified or fabricated);
- the student has shown elements of dishonesty (e.g. collusion where one or other party denies using unfair means and it is not clear where the responsibility lies, taking and copying an assignment from another student without their knowledge, has attempted to put the blame on another student or has not cooperated with the investigation);

In all cases there should be an investigation taking place before any action is taken (it may include an interview or a viva oral examination with the student), in order to identify the reasons of unfair means.

Stages 1 and 2 of Undergraduate Programmes

Type	Incident	Action	Notes
A	1	<ul style="list-style-type: none"> • Explanations to student about the unfair means used in the submitted piece of work • Clear guidance (orally and in written, e.g. email) on ways to avoid unfair means • Opportunity to re-write and re-submit, with the penalty of awarding a maximum bear pass • Email on actions to be taken on a future subsequent incident 	Module leader decision after consultation with HoD and/or Academic Director
A	2	<ul style="list-style-type: none"> • Explanations to student about the unfair means used in the submitted piece of work • Submitted work is awarded a fail mark with the right to resit (if necessary) • Email on actions to be taken on a future subsequent incident 	Module leader decision after consultation with HoD and/or Academic Director
B	1	<ul style="list-style-type: none"> • Explanations to student about the unfair means used in the submitted piece of work • Clear guidance (orally and in written, e.g. email) on ways to avoid unfair means • Opportunity to re-write and re-submit, with the penalty of awarding a maximum bear pass • Email on actions to be taken on a future subsequent incident 	Module leader decision after consultation with HoD and/or Academic Director
B	2	<ul style="list-style-type: none"> • Explanations to student about the unfair means used in the submitted piece of work • Submitted work is awarded a zero with the right to resit the failed component • Email on actions to be taken on a future subsequent incident 	Module leader decision after consultation with HoD and/or Academic Director
A or B	3	<ul style="list-style-type: none"> • Meeting of Departmental Discipline panel with potential penalty of failing the module as a whole (e.g. fail submitted work and withdraw the right to submit or sit subsequent coursework or exams respectively) and the right to resit the failed components • Email on actions to be taken on a future 	Departmental decision. No precise guidance with regards to decision on penalty imposed should be given.

		subsequent incident (including referral to Faculty Discipline Committee and possible exclusion from studies) <ul style="list-style-type: none"> ● Incident recorded on transcript 	
A or B	4	<ul style="list-style-type: none"> ● Meeting of the College Discipline Committee 	No guidance with regards to decision on penalty

Stage 3 of Undergraduate Programmes and Postgraduate Taught programmes (including Final Year Project and PGT Dissertation)

Type	Incident	Action	Notes
A	1	<ul style="list-style-type: none"> ● Explanations to student about the unfair means used in the submitted piece of work ● Clear guidance (orally and in written, e.g. email) on ways to avoid unfair means ● Opportunity to re-write and re-submit, with the penalty of awarding a maximum bear pass ● Email on actions to be taken on a future subsequent incident 	Module leader decision after consultation with HoD and/or Academic Director
B	1	<ul style="list-style-type: none"> ● Explanations to student about the unfair means used in the submitted piece of work ● Submitted work is awarded a zero with the right to resit the failed component ● Email on actions to be taken on a future subsequent incident 	Module leader decision after consultation with HoD and/or Academic Director
A or B	2	<ul style="list-style-type: none"> ● Meeting of Departmental Discipline panel with potential penalty of failing the module as a whole (e.g. fail submitted work and withdraw the right to submit or sit subsequent coursework or exams respectively) with the right to resit the failed components ● Email on actions to be taken on a future subsequent incident (including referral to Faculty Discipline Committee and possible exclusion from studies) ● Incident recorded on transcript 	Departmental decision. No precise guidance with regards to decision on penalty imposed should be given
A or B	3	<ul style="list-style-type: none"> ● Meeting of the College Discipline Committee 	No guidance with regards to decision on penalty

33. In all cases of unfair means identified, letters should be sent to students by email.

34. A shared record is maintained which is accessible (read permission only) by any member of academic staff.

E. GENERAL REGULATIONS AS TO PROGRESS OF STUDENTS

CONDUCT OF REVIEW

1. A review of the progress of a student registered as a candidate for any Degree or other qualification will be conducted by the Departmental Student Progress Review Committee under the following Regulations.
2. A student's progress may be reviewed if the student is reported by a Head of Department to the Departmental Student Progress Review Committee for review on any one or more of the following grounds:
 - (a) failure to attend regularly, or as specified in the relevant Regulations, the programme of study for which the student has registered;
 - (b) failure to perform adequately the work of the programme;
 - (c) failure to present at the times appointed such written work as may have been required;
 - (d) failure to pass an examination;
 - (e) failure to pursue the programme of research or to co-operate appropriately with the appointed supervisor;
 - (f) failure to demonstrate a satisfactory level of professional competence in the programme of study or research.

The purpose of the review will be to determine whether the student will be permitted to continue the programme of study, and if so on what terms and all aspects of the student's record may be taken into consideration. Where successful conclusion of the programme of study leads to professional practice, that may be taken into consideration.

3. The Head of the Department will offer any student whose progress is to be reviewed the opportunity to bring before the Committee considerations affecting the case.
4. The Departmental Student Progress Review Committee will have power:
 - (a) to suspend the student from attendance at lectures and classes but with permission to take examinations;
 - (b) to permit the student to continue the programme of study unconditionally or subject to such requirements of an academic nature as may be imposed, provided that, in the absence of special circumstances, an undergraduate student registered for a full-time programme of study will not be permitted to repeat with attendance other than stage 1 of the programme of study.
5. The despatch of a letter to a student's address last notified to the Student Support Services will fulfil any requirements of giving notice or information to the student under these Regulations.

RIGHT OF APPEAL AGAINST STUDENT PROGRESS REVIEW

6. For students of CITY College, the decision of CITY College Student Progress Review Committee shall be reported to the College Academic Registrar, who shall inform the student of the decision and of the effect of this Regulation. A student wishing to appeal against the decision to the College Appeals Committee shall give notice in writing within 14 days of the date of the letter of notification and the notice shall contain

a statement of the grounds for appeal. The President and Principal may extend the time-limit imposed by this Regulation.

7. A student may only appeal against a decision of the Student Progress Review Committee upon one or more of the following grounds:
 - (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
 - (b) that material which the student could not reasonably have been expected to produce at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
 - (c) that the initial decision was manifestly unreasonable.
8. Appeals are considered by the College Appeals Committee (CAC) (see Regulations on Academic Appeals). The College Appeals Committee may confirm, vary or quash the decision of CITY College Student Progress Review Committee and may exercise any of the powers conferred upon the Committee by the foregoing Regulations. The College Appeals Committee shall have no power to vary any decision made by Examiners.
9. Appellants will always be provided with the reasons for decisions reached regarding their appeal.

F. GENERAL REGULATIONS AS TO ACADEMIC APPEALS

General principles regarding appeals

1. Responsibility for considering or hearing appeals by students has been delegated by the University to the CITY College Appeals Committee (CAC).
2. Students wishing to exercise their right of appeal against a decision or recommendation reached by a Board of Examiners must follow the Student Academic Appeals Procedure (see below).
3. In order for the decision against which the appellant is appealing to be reconsidered, the Chair of CAC will reach a decision on whether or not grounds for appeal have been established. This may involve a call for further information from either the appellant or other party before a view is formed. Reasons will be stated where a decision that no grounds for appeal exist is reached.
4. Students may not appeal against the exercise of academic judgement.
5. Where a student has also made a complaint under the University's complaints procedure and the outcome of that complaint might be relevant to consideration of an academic appeal, the Chair may decide that the appeal should be held in abeyance until consideration of the complaint under the complaints procedure has been completed in whole or in part.
6. Only a student about whom a decision has been made can lodge an appeal against that decision; appeals by third parties are not normally accepted.

Recommendations or decisions against which an appeal may be considered

7. A student may appeal against the following decisions or recommendations reached by Board of Examiners:
 - (a) decisions reached as a consequence of assessment of a student's academic performance, including those relating to the outcomes for awards, pass/fail or processing of individual marks;
 - (b) decisions reached on whether or not, and on what conditions, those who have failed an examination or other assessment should be permitted a re-assessment opportunity;
 - (c) decisions concerning student progression, programme transfer or leave of absence;
 - (d) a recommendation that a student's enrolment should be terminated on the grounds that the student is academically unsatisfactory, other than where triggered by failure of the programme or failure to progress;
 - (e) a recommendation that a student's enrolment should be terminated or transferred to another programme on the grounds that the student has failed to comply with the requirements of an external organisation in which training or education is undertaken, or of an appropriate professional or regulatory body;

Grounds for appeal and circumstances in which hearings are held

8. Students may appeal against any decision listed above only if
 - (a) they believe that a procedural irregularity has occurred, or that the assessment was conducted unfairly or improperly; or
 - (b) if for good reason, relevant exceptional circumstances can be shown that could not reasonably have been brought to the attention of the Department they are registered at the time they occurred.
9. An appeal against a recommendation concerning termination of enrolment, other than where triggered by failure of the programme or failure to progress, is always considered at a full meeting of the CAC.

10. In all other cases, an appeal will only be considered at a full meeting of the CAC if, in the judgement of the Chair of CAC (or their nominee), a full meeting is necessary to resolve issues which could not otherwise be resolved with reference to the appeal documentation.

Procedures for consideration of appeals

11. At CITY College, appeals must be submitted within 28 days of the publication of the examination result by submitting a formal appeal to the Chair of the CAC.
12. The appeals process aims to resolve appeals within 30 days of receipt.
13. After consulting the Head of Department, the Chair of the CAC may:
 - (a) determine that the appeal be upheld; or
 - (b) convene an CAC to review the case; or
 - (c) determine that there is no substantive case for appeal.
14. In the case of review by CAC, the student may opt either:
 - (a) for the appeal to be dealt with on written submissions;
 - (b) for an oral hearing (at which the student may choose to be accompanied by a friend or adviser).
15. Where the appeal is to be dealt with on written submissions, the Committee will receive:
 - (a) the material submitted by the student;
 - (b) any written comments made on that material by or on behalf of the Head of Department and, where appropriate, by the Supervisor; and
 - (c) any written comments made by the student on the material submitted under (b) above.
16. Where there is an oral hearing, the CAC will hear oral submissions by or on behalf of the student, the Head or other representative of the Department, and where appropriate the Supervisor. The student may comment on the submissions made by others. In any case in which factual matters are in dispute, the Committee will investigate the facts, and may invite appropriate persons to attend to assist; during this process, the student may be present and may ask questions, make comments, and produce other persons who can provide information or testimony.
17. The College Appeals Committee shall comprise:
 - (i) the Vice-President for Teaching & Learning or nominated representative who will act as Chair;
 - (ii) not less than two and not more than four other members of academic staff, preferably one from each Academic Department of the College other than the Department in which the student is registered;
 - (iii) the Academic Registrar other than the Department in which the student is registered.
18. Appellants will always be provided with the reasons for decisions reached regarding their appeal.

Outcome of an appeal

19. Students who remain dissatisfied with the outcome of an appeal lodged under this Regulation may be able to refer to the University under the [University's processes for Academic Appeals](#) or to the Office of the Independent Adjudicator for Higher Education (OIA). Further information about the OIA is available on the website <http://www.oiahe.org.uk/>

G. GENERAL REGULATIONS AS TO NON-ACADEMIC COMPLAINTS

1. Students are entitled to file informal or formal complaints about the delivery and quality of services received, or about the delivery and quality of teaching, tutorial support, supervisory provision or any other matters relating to a programme of study.
2. Having first attempted to resolve matters by talking with the Department or Service concerned, a student can make an informal complaint by completing a Complaints Form, and sending it to the address shown on the form. The complaint is considered first by the Head of the appropriate department or service (unless the complaint relates to that individual).
3. If it is not resolved at that stage, students can then submit a Case Review Request Form requesting that their case be reviewed by the President and Principal. Students may only request a Case Review on one or more of the following grounds:
 - (a) that there was a material procedural irregularity which rendered the process leading to the decision taken in respect of the formal complaint or academic appeal unfair;
 - (b) that material which the student could not reasonably have been expected to produce at the time of the decision taken in respect of the formal complaint or academic appeal casts substantial doubt upon the appropriateness of that decision;
 - (c) that the decision taken in respect of the formal complaint or academic appeal was manifestly unreasonable.
4. Upon receipt of the Case Review request, the College Student Services Office will request from the Head of the Department in which the student is enrolled or the appropriate Department or service to initiate an investigation. The investigation should result in a formal response within 14 days after the complaint is submitted. The letter will be sent by the Student Services and include the details of the investigation, any action taken by the College.
5. If a student is not satisfied with the response of the Case Review, s/he has the right to appeal.
6. Students are entitled to address formal complaints to the University, once they have exhausted all appropriate procedures at CITY College.
7. Since CITY College is an accredited institution by the British Accreditation Council (BAC), students are entitled to follow a formal complaints procedure to resolve any dispute with the College. The complaints procedure is covered in BAC Accreditation Handbook (see <http://www.the-bac.org/bac-complaints-procedure/>).

H. GENERAL REGULATIONS RELATING TO STUDENT FITNESS TO PRACTISE

1. General University Regulations relating to student [fitness to practise](#) apply.

I. GENERAL REGULATIONS AS TO DISCIPLINE OF STUDENTS

1. General University Regulations as to the Discipline of Students apply when the College Discipline Committee refers the case to the University Discipline Committee (see section below on Disciplinary Sanctions).
2. Responsibility for considering discipline of students has been delegated by the University to the CITY College.

ACTS OF MISCONDUCT

3. A student will be subject to a formal disciplinary process if they are alleged to have committed an act of misconduct as illustrated here. They may be perpetrated intentionally, unintentionally, recklessly or negligently. The following list offers illustrative categories of the types of behaviour which would be considered to be misconduct and potentially result in disciplinary action under this procedure. The list is non-exhaustive and, where appropriate, the College may take disciplinary action in relation to behaviours not specifically listed below.
 - (a) Physical Misconduct
 - Punching, kicking, slapping or hitting another person.
 - Spitting at, or throwing items at, another person.
 - Grabbing, strangling or restraining another person.
 - Pushing or shoving another person.
 - (b) Sexual Misconduct
 - Engaging in any sexual act without consent.
 - Attempting to engage in a sexual act without consent.
 - Sharing private sexual images or materials of another person without consent.
 - Kissing without consent.
 - Sexualised touching without consent.
 - Inappropriately showing sexual organs to another person.
 - Making unwanted remarks of a sexual nature.
 - (c) Abusive, Threatening, or Unacceptable Behaviour
 - Threats to hurt another person.
 - Abusive comments relating to an individual's sexual orientation, religion or belief, race, pregnancy/maternity, marriage or civil partnership, gender, gender identity, disability or age.
 - Disorderly, riotous, violent, indecent, intimidating behaviour or language.
 - Repeatedly contacting another person against the wishes of that person.
 - Repeatedly following another person without good reason.
 - Bullying or harassment.
 - Hate incidences and hate crimes.
 - (d) Damage to Property
 - Causing significant damage to College property, the property of students or employees of the College, or visitors of the College and to property outside of the College.
 - Causing minor damage to College property, the property of students or employees of the College, or visitors of the College.
 - (e) Unauthorised Taking or Use of Property
 - Taking property belonging to another person without permission
 - Unauthorised entry onto, or inappropriate use of, College premises.
 - Misuse of College equipment, including computers.
 - (f) Causing a Health or Safety Concern or Risk
 - Any act or omission that did cause or could cause injury or harm to others (for example, disabling fire extinguishers)
 - Possession, storage, distribution or use of any controlled drug.
 - Possession, or use of a dangerous weapon on College premises.
 - Failure to comply with Health and Safety rules, including smoking in a College building.

- (g) Operational Obstruction
 - Acts, omissions or statements intended to deceive the College.
 - Disruption of the activities of the College (including academic, administrative, sporting and social) on College premises or elsewhere.
 - Disruption of the functions, duties or activities of any student or employee of the College or any authorised visitor to the College.
 - Failure to comply with any College regulation, policy, procedure, code or sanction.
 - Acts that interfere with the College ability to fulfil its statutory duties.
- (h) Reputational Damage
 - Behaviour which has caused serious damage or may cause serious damage to the reputation of the College or the University.
 - Antisocial activities in the community.
 - Repetitious noise and general nuisance.
 - Making libellous statements or unfounded allegations against the College or the University on social networks or other sites.
- (i) Criminal Convictions
 - Receiving a relevant criminal conviction incurred whilst registered as a student or during a period of leave of absence.
 - Failure to disclose a relevant criminal charge or conviction incurred whilst registered as a student or during a period of leave of absence.
 - Failure to comply with any disclosure requirements for courses leading to membership of a profession/professional body and/or for Fitness to Practise considerations.
- (j) Academic Misconduct
 - Repeated or serious acts of academic misconduct in relation to assessment offences, as defined in the Academic Misconduct.
 - Presentation of fabricated or misleading evidence to gain advantage in admissions, research proposals, or in assessments.
 - Producing work on behalf of another student, or appearing as another student in an assessment.
 - Unethical research behaviour.

Authority to take action and responsibility for this procedure

4. The President of CITY College has delegated overall responsibility for this procedure to the College Academic Registrar.
5. Issues that are considered minor and/or of academic misconduct nature can be dealt with by the Departmental Disciplinary Panel (DDP). For each Department of CITY College, the DDP shall consist of:
 - (a) the Head of the Department as a Chair (or nominated person),
 - (b) two members of the academic staff of the Department in which the student is registered and
 - (c) one student member appointed by the President of the CITY Student Union, and
 - (d) the College Academic Registrar of the Department in which the student is registered
6. Issues that are considered serious and/or of repeated academic misconduct nature can be dealt with by the College Disciplinary Committee (CDC). For CITY College, the CDC shall consist of:
 - (a) a Vice-President (other than the Vice-President for Teaching and Learning) as a Chair,
 - (b) the Head of a different academic Department to the one in which the student is registered,
 - (c) one member of the academic staff of a different Department to the one in which the student is registered and
 - (d) one student member appointed by the President of the CITY Student Union, and
 - (e) the College Academic Registrar of the Department in which the student is registered.
7. If for any reason no Chairman of the College Discipline Committee is able to act, the College President and Principal may appoint another person to act as a Temporary Chairman.

8. The Departmental Disciplinary Panel (DDP) or the College Discipline Committee (CDC) have the discretion to decide what level of sanction is appropriate for any act of misconduct under this procedure. When considering sanctions matters of mitigation and aggravation should be considered alongside the impact of the behaviour on those who have been affected.

Disciplinary Sanctions

9. Sanctions imposed by DDP can be one or more of the following:
- an action plan and conditions for improvement in conduct (to be reviewed within a month of being issued); and/or
 - a verbal warning; and/or
 - a formal written warning; and/or
 - compulsory attendance at a workshop, training and/or coaching session; and/or
 - an apology in person or in writing; and/or
 - restorative measures relevant to the misconduct; and/or
 - restrictions, such as a non contact agreement.

The DDP can refer the matter to the CDC when the incident, after initial investigation, may lead to a stricter sanction.

10. Sanctions imposed by CDC can be one or more of the previous and the following:
- partial or full exclusion from specific events, parts or the whole of the campus ; and/or
 - suspension from the University; and/or
 - expulsion from the University

The CDC may request advice of the University Student Conduct and Respect team on dealing with serious unprecedented incidents.

These lists are illustrative rather than exhaustive and the circumstances of each case will influence which sanction(s) are appropriate.

11. The reason for the decision shall be recorded in writing and shared with the student.

Reporting Misconduct

12. All College staff and students are responsible for reporting student related misconduct.
13. Students and staff should report misconduct through the College Academic Registrar. There will be a response to the report within five working days to explain what will happen next.
14. The Student Services team are able to provide advice, as required to anyone who is concerned about the conduct of a student. Anyone who is concerned should contact and take advice from the team before taking any action.
15. Anonymous reporting of student misconduct will not normally be acted upon by the College.
16. The reporting student or member of staff will be contacted about the disciplinary process.

Reporting matters to the police

17. Students or staff who witness or who have evidence of alleged misconduct by a student which may also amount to a criminal offence have a number of options available to them once they have reported the incident to the University. The main options are:

- (a) Where it is reported that a criminal offence may have been committed against the College, the College may report the incident to the police. Otherwise, the College will normally respect the decision of the

reporting person (if they are the subject of the report) to decide whether or not to report the matter to the police. However, the College may start disciplinary action against the reported student and investigate the incident on its own volition.

- reporting the matter to the police;
- seeking support from internal and external services;
- not reporting the matter to the police but requesting that the University deals with the matter under this procedure.

- (b) The College may in exceptional circumstances, following a risk assessment, decide to report an incident to the police against the wishes of the reporting person. Such a decision will consider the duty of care and safeguarding of the College community to ensure that the reporting student or others are safe from harm or to prevent further harm taking place. The College will explain its decision and the reasons to the reporting person either in advance or as soon as possible after the report is made.

Disciplinary Procedure (Informal Action)

18. Where possible and appropriate concerns regarding conduct matters should be raised directly with students at the earliest opportunity at an informal level and this will normally occur in academic departments by senior departmental academic and professional support staff. These conversations should be held privately and must explain the reason for any concerns and set expectations for future behaviour.
19. Dealing with matters informally will normally only be appropriate when this is the first time concerns about the student's behaviour or conduct have been raised.
20. Misconduct causing minor disruption or anti-social behaviour that is not directed at other individuals can sometimes be dealt with informally without the need to initiate the formal disciplinary process.
21. Students and/or staff who observe misconduct that may give cause for concern should inform their Head of Department who is authorised to deal with such concerns informally. The purpose of these discussions is to ensure the student understands the nature of the concerns and expected improvements in behaviour, including timescales if appropriate, and that support is available.
22. In some cases, an informal verbal warning may be given, which will not form part of a formal disciplinary record. A note of any such informal discussions and verbal warnings will be held on departmental records for 12 months at which point if there are no further concerns the matter will be considered resolved.
23. Where an issue has been discussed with a student informally and:
 - the issue has not been resolved and the problem persists or
 - the required improvements in conduct are not achieved or
 - further information becomes available which suggests the matter is more seriousthe formal disciplinary procedure should be invoked by referring the matter to the College Academic Registrar.

Disciplinary Procedure (Formal Action)

24. Where the informal process has not led to improved student conduct, or where the reported misconduct is so serious that informal action is not appropriate formal disciplinary action will be initiated.
25. When a report of student misconduct is received, the College Academic Registrar will process the report to the Chair of DDP or CDC (where appropriate) to assess whether there is a potential case to answer, and if necessary to initiate an investigation.
26. The College Academic Registrar shall investigate as s/he deems appropriate, talking with the reported student, the person who is reporting them and, where appropriate, any witnesses. The College Academic Registrar will submit a report of their findings to the Chair of DDP or CDC taking into account the

circumstances and evidence available. The investigation will establish whether there is a disciplinary case to answer or not.

27. Upon receipt of the investigation report the Chair of DDP or CDC may:
 - decide to take no further action; or
 - refer the matter for informal resolution; or
 - decide there is a case to answer and proceed to a formal Disciplinary Meeting of DDP or CDC.
28. Where an investigation indicates that there may have been an act of misconduct the student will be given the opportunity to attend a formal disciplinary meeting at which they can respond to the allegation and state their case.
29. The reported student will be notified of the decision to refer the matter to a DDP or CDC, and informed of the allegation(s) against them and how their behaviour is considered to have breached expected standards. In all cases students will be invited to submit further evidence about the facts of the case and also any mitigation in relation to the case.
30. The student will be provided with details of the alleged misconduct and it will be explained what the outcome or disciplinary sanction will be in a disciplinary meeting .
31. The student will be invited to submit any relevant evidence including details of any witnesses to the facts they wish to call, and will be given an opportunity to attend the DDP or CDC hearing. Prior to the hearing, the investigation report and any evidence which is to be considered, including the names of any witnesses to be called, will be shared with the student.
32. The DDP or CDC will determine the process for the conduct of the hearing, including how evidence should be given and whether any measures should be put in place to protect the reporting person or any other witnesses. The DDP or CDC may adjourn the hearing at any time.
33. Following the disciplinary hearing the members of DDP or CDC will decide whether the misconduct has been proven and, if so, will ask the reported student to submit any mitigation they consider relevant to the case.
34. Formal notification of the outcome of the disciplinary hearing, the reasons for the decision and (where relevant) any sanctions imposed will be sent in writing within five working days of the hearing. The letter will include the effective date that the sanction commences, and details of the student's right of appeal.

Appeals against the Disciplinary sanctions

35. Where a student wishes to contest a decision made under this procedure, they must do so in writing clearly stating the grounds for their appeal in writing and submitting them to the Chair of the Appeals Committee (normally the Vice-President for Learning and Teaching). Any appeal must be submitted within 14 days of receiving the outcome.
36. Students can appeal on the following grounds:
 - there was a procedural irregularity at the formal stage e.g. there was a material failure by the College to follow the student disciplinary procedure; or
 - there is evidence of bias; or
 - the outcome was not fair and proportionate in all the circumstances (i.e. no reasonable decision-maker, properly directing themselves and taking into account the relevant facts, could have reached that decision); or
 - new material evidence is available which the student was unable, for valid reasons, to provide earlier in the process.
37. If the Chair of the Appeals Committee believes that the grounds for appeal are not satisfied, the student will be informed of the decision to reject the request for an appeal.
38. If the Chair of the Appeals Committee decides that the appeal is based on one or more of the permitted grounds and hence eligible to be considered, they will arrange for a review of the case. This will involve a

review of the papers and may also involve a meeting with the student and the Chair of the DDP or CDC who considered the case.

39. The outcome of the review will be that the case is either upheld, i.e. the outcome remains the same, or there is a different finding which overturns the outcome. The Chair of the Appeals Committee may remit the matter to a different DDP or CDC to consider again, or hold an Appeals Committee hearing.
40. The decision taken at the appeal stage is final. The outcome of the appeal will be communicated in writing, with reasons, usually no more than 30 working days from the appeal being accepted.
41. Where a student remains dissatisfied with the outcome of their appeal they may take their case to the Office of the Independent Adjudicator. The complaint needs to be submitted to the OIA within 12 months of the Completion of Procedures Letter, following the appeal.

NOTICE TO THE STUDENT

42. For students studying at CITY College, the dispatch of a letter to a student's address last notified to the Department or the College Administration Department shall fulfil any requirement of giving notice or information to the student under these Regulations.

J. REGULATIONS RELATING TO INTELLECTUAL PROPERTY RIGHTS

1. General [University Regulations relating to intellectual property rights](#) apply.

K. REGULATIONS RELATING TO THE USE OF COMPUTING FACILITIES

1. General University Regulations relating to the use of Computing Facilities apply.
2. Students at CITY College are provided with a username and password to allow them free remote access to University resources required for the completion of their studies. Students must register to the University Computing Services in order to activate their accounts and comply with the [University of York Using University Information](#) Regulations.
3. Students at CITY College are provided with a username and password to allow them free of charge access to the College Computing facilities and services required for the completion of their studies. Students must sign a declaration undertaking to observe the Regulations of the College Computing Facilities.
4. Students from the University shall be entitled to access the College Computing Facilities during their visit to the College.

Code of Practice for the Use of College Computing Facilities

5. Computing facilities are owned by the College and situated on College's premises. No food or drinks are allowed to be consumed in the College Computing Facilities. The facilities are strictly no smoking areas.
6. Users shall not:
 - (a) interfere with other people's use of the network or offend them, or invade their privacy;
 - (b) use another person's password to gain unauthorised access, or allow their own password to be used to give another person unauthorised access;
 - (c) use any software or equipment for any profit making activity. Copying software or using unauthorised copied software is strictly forbidden;
 - (d) delete, modify or install any software on PCs or remove the cover of a PC;
 - (e) reserve a PC for more than 15 minutes while they are away from labs.
7. Internet access should be used only for academic reasons. Games, chat and downloading of irrelevant material are not allowed. Also, access to illegal sites or sites with mature content is strictly forbidden.
8. The College System Administrator monitors activity on all machines (including internet access). All Internet sites visited by users are monitored. Information that is registered includes: username, PC, Time accessed, Type of information accessed.
9. The College System Administrator must not abuse his power by eavesdropping but he is permitted to observe users if abuse of the network is suspected.
10. Users are allowed to connect a wireless device to the network but must have some form of up-to-date anti-virus protection on the device.
11. The College Computing Facilities are under 24 hours surveillance (recorded) for the security of the establishment.
12. If users are found to be in breach of any of the code of practice for Computing Facilities, then the College may exclude the users from access to its computing facilities for an indefinite period. In more serious cases, regulations relating to discipline of students will apply.

L. REGULATIONS RELATING TO THE LIBRARY

1. CITY college students will be provided with access to the University Library when they visit the campus of the University of York. [University Regulations](#) relating to the use of Library apply, when a CITY College student visits the campus of the University at York or accesses the University's remote collections and library services.
2. CITY College students need to apply for membership to allow them to have access to the College Library collections, resources, services and facilities and to enable them to borrow College Library material. Students must sign a declaration undertaking to observe and comply with the Regulations of the Library.

Code of Practice for the Use of College Library

3. Registered members may use and access all College Library print and electronic collections and resources, unless collections or resources are designated as restricted or publishers impose licensed restrictions.
4. Registered members may use College Library premises, services and facilities unless restricted by the College temporarily. When such temporary restrictions apply, users will be notified further in advance.
5. Each user must have his or her student card, when using the Library and while borrowing or returning items on loan. The student cards are strictly personal and cannot be used by another Member.
6. Each user is responsible for the security of the student card. The loss or theft of student cards must be immediately reported to the Library staff in order to prevent unauthorised use.
7. Users other than registered students and members of the College staff must be registered separately. Such users will be issued with an external College Library Card validated for Library use. Such users must inform the College Library of any change of contact details or address.
8. All items should be returned by date due, directly to the Library Services Desk during working hours.
9. Users who fail to return an item by the determined due date, will be charged with a fine of €0,30 per day for each item that is returned late.
10. Users shall be held responsible for any loss, or damage of College Library Material that is in their possession and may be required to pay full costs of replacement or repair. Such loss or damage should be reported immediately to the Library staff, who shall determine the amount to be paid.
11. Users deliberately damaging College Library Material shall be liable to a fine and/or suspension from borrowing entitlement.
12. Users may not remove any item or equipment from the College Library without following the standard loan procedure. Any user activating the security system while passing the Library exit will be kindly asked to return to the Library Services Desk for control. Following procedures, the user will be asked to show any items on loan so the Library staff can cross check with the user borrowing record. Users will be asked to issue any items found in their possession that are not on loan.
13. Users shall not misuse, damage, use or move without permission any equipment or furniture of the College Library.
14. Mobile phones and personal audio equipment should be switched off while using the College Library.
15. All users shall be quiet, while using the College Library and not disturb others.
16. No smoking, food or drinks are permitted within the premises of the College Library.

17. Users are responsible for complying with copyright requirements, when printing, scanning and reproducing or using published works.
18. All College Library Members may use the Photocopy Machine to make photocopies of extracts of print material (Books, Theses or Periodicals). The cost is €0.03 per page.
19. All College Library Members may use the Scanning Services to reproduce extracts of print material (Books, Theses or Periodicals). There is no charge for scanning services.
20. Each student is granted at the beginning of the Academic year a number of printing pages free of charge. Undergraduate students are granted with 1200 pages free of charge. Postgraduate students are granted with 1400 pages free of charge. When the entitlement is used up they must add new ones to their account at the College Library Services Desk. The cost is €0.03 per page.
21. Books designated as Reserve Material (that is Textbooks and Recommended Readings included in Module Syllabi) are held in multiple print copies and kept at a special section for internal use only. These books are not available for loan for as long as the Module is taught.
22. Reference Material such as Dictionaries, Encyclopaedias, Biographies, Handbooks etc., shall not be available for loan.
23. Previous issues of print Periodicals (Journals and Magazines) are kept in special folders, while current periodical issues are first displayed for a short period of time at special Display Boards. All Periodicals should be delivered directly to the Library and shall be used within its premises.
24. New College Library Acquisitions before being available for loan are displayed on separate shelves for a small period. During that time, users are not permitted to remove those items from the shelves.
25. The number of items each user can borrow from the College Library collections depends on the “borrower category”. The maximum number of items borrowed by a user each time is:
 - a. Undergraduate students: five items (two of which may be from sections not related to their studies), and three items from the Audio-visual Collection.
 - b. Postgraduate students: six items (two of which may be from sections not related to their studies), and three items from the Audio-visual Collection.
26. The borrowing period for all print and audiovisual material is two weeks for undergraduate students and three weeks for postgraduate students.
27. All items (books, dissertations, and AV material) may be renewed for two more weeks either in person at the Library Services Desk, or by using the telephone or email renewal service.
28. The Library staff shall have the authority to limit or extend loaning period of certain items or forbid their loan when considered necessary.
29. The College Library’s website and email service shall give information concerning New Acquisitions, Current Periodical Subscriptions, Electronic Information Services or any change of Regulations and Library Working Hours.
30. If users are found to be in breach of any of the code of practice for the Library, then the College may exclude the users from access to its facilities and services for an indefinite period. In more serious cases, regulations relating to discipline of students will apply.

M. REGULATIONS RELATING TO SCHOLARSHIPS, AWARDS & PRIZES

1. The scholarships, awards and prizes for CITY College Students are based on students' academic performance and are announced in September of each academic session. Students who have already received a scholarship benefit from the larger of the two scholarships. You may find updated information about the scholarships to College's web address:

The College Administration Board reserves the right to renew the list in each academic session.

NOTE

Every effort has been made to ensure the accuracy of the information given in this publication. The College reserves the right to amend Ordinances and Regulations governing programmes of study whenever it sees fit. Students should enquire as to the up-to-date position when they need to know this.

ENQUIRIES

All enquiries should be addressed to:

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