The following definitions shall apply throughout the General Regulations and Procedures Affecting Students:

**1.**

The ‘Academic Board’ means the Academic Board of De Montfort University.

**2.**

The ‘Academic Practice Officer’ is a member of academic Staff of the University appointed by the PVC/Dean of the Faculty concerned to advise the Faculty and its Students on academic offence issues and to deal with cases within tspecific regulations: these are normally to meet the requirements of Professional, Statutory or Regulatory Bodies (PSRBs).

**4.**

‘Assessment’ is coursework or a submission that will be assessed and awarded a mark.

**5.**

‘Attendance’ is physical or face-to-face attendance at a teaching event.

**6.**

The ‘Authorised Officer’ means the member of Staff having responsibility for dealing with minor disciplinary cases.

**7.**

The ‘Balance of Probabilities’ means that on the basis of the evidence available, it is more likely that something occurred than not.

The ‘Disciplinary Committee’ means the Disciplinary Committee established by the Board of Governors under the provisions of these Regulations.

**14.**

‘Dismissal’ means a Student’s registration on a programme is ended. This can be for a number of reasons including academic failure. Students re-entering the university following academic failure, are normally subject to a time delay before they can return (at least one calendar year for postgraduate programmes and at least two calendar years for undergraduate programmes).

**15.**

‘Educational Services’ means the services and rights the University provides to a Student in return for the Student’s payment of Tuition to the Institution; it does not include fees for room and board, travel, health care, books, supplies or equipment.

**16.**

‘Engagement’ is interacting with any of the face to face or on-line activities available to Students through their faculty or the wider institution (e.g., Blackboard activities; activities available through Library and Learning Services)

**17.**

**19.**

‘Expulsion’ means a Student who is expelled, is excluded from the University, loses Student status and is not eligible for re-admission to the University as a Student. Expulsion is absolute and is not restricted as to time or programme. A Student who has been expelled has no further link with the University and is not eligible to form a new link.

**20.**

‘Equality Legislation’ refers to the Equality Act 2010 and other relevant legislation.

**21.**

‘Faculty Engagement Officers’ are members of Staff who act as a point of liaison between Faculties and Student Welfare. They identify reasonable adjustments for disabled Students and offer support to Students who are experiencing challenges in progressing at DMU.

**22.**

The ‘Fitness to Practise’ Procedure sets out the process for dealing with allegations relating to Student professional misconduct on programmes leading to professions regulated by Professional, Statutory & Regulatory Bodies, for example, nursing or social work.

**23.**

‘Learners’ are those on a study of programme funded by Education and Skills Funding Agency (ESFA), Adult Education Budget (AEB) or inspected by Ofsted. For the purpose of these regulations, they are Students.

**24.**

‘Leave of Absence’ is an extended period of time in which a Student takes a break from attending the University due to extenuating circumstances. This must be requested formally through the Faculty.

**25.**

The ‘Staff means all persons employed by the University, whether in academic or support roles.

**33.**

The ‘Student’ means any graduate, undergraduate or other person registered for a course of study, whether full-time or part-time, of De Montfort University, or learner on an apprenticeship programme.

**34.**

The ‘Student at Risk Committee’ determines and coordinates appropriate courses of action in situations which give rise to concerns about potential significant risk arising in relation to individual Students and/or the wider University community.

**35.**

The ‘Student’s Companion’ means a member of the academic Staff of the University (if appropriate), or a registered Student of the University, or a member of the Students’ Union Advice Team. The role of the companion is to offer support during formal panel meetings. It is not expected that the companion will need to speak during the investigation or the panel meeting, unless by prior agreement. Meetings and hearings held under this procedure are not legal forums, neither the University nor the Student are permitted to be represented by legal practitioners. ‘The Student’s Companion’ can only be a legal adviser in circumstances where the Student’s Fitness to Practise is in question (see the Fitness to Practise Policy). In this instance, the University will also have a legal adviser present. Trade Union representation is not permitted at Fitness to Practise panels.

**36.**

The ‘Student ID Card’ serves as evidence of status as a registered Student of the University. It is used for access to University buildings including the library and the use of University services. It is also used in conjunction with designated card reading equipment to facilitate attendance monitoring.

**37.**

‘Student Route’ previously known as Tier 4, is the route by which a Student that is subject to border control may obtain leave to enter or remain in the UK for the purposes of study. Student Route (and Tier 4) Student presence in the UK, is sponsored by the University and subject to continued compliance with all

**42.**

The ‘University’ means De Montfort University.

**43.**

‘University Premises’ means premises owned or leased by the University and means nd Pa(i)1 (n(uded1 Tw [p1 (r)-4