

6 Miscellaneous Regulations

6.1 Residence Regulations

- 6.1.1 The residents in all University residences are required to behave in such a manner as to respect the rights of their fellow residents to study, rest and enjoy leisure time undisturbed by unnecessary noise or any other form of anti-social behaviour.
- 6.1.2 Wardens of residences and the Accommodation Services Manager are empowered by the Discipline Regulations to impose fines or to refer any alleged breach of regulations to the Discipline Committee of Senate (see Regulation 5).
- 6.1.3 Each residence will have a Hall Committee composed of either the Warden or the Accommodation Services Manager (ex officio) together with an appropriate number of residents; if the Warden or Accommodation Services Manager is unable to attend he/she may nominate a person to represent him/her. The size of the Committee and the method of election will be subject to the approval of the Senate-Student Committee. The Hall Committee will appoint a Convener from amongst its members. The Warden or Accommodation Services Manager (or in his/her absence his/her nominee) and not less than one their of the remaining members of the Committee will constitute a quorum.
- 6.1.4 In the interests of good order and security, each Hall Committee will formulate a set of house rules to be observed within that residence. These rules will be in accordance with overall Senate policy on residences and subject to the approval of the Senate-Student Committee.

6.2 Regulations Governing Non Graduating Students

- 6.2.1 Persons who are not students of the University registered for a degree, diploma or certificate may attend courses and classes either full-time or part-time in accordance with the provisions set out below. Such persons shall be termed 'non-graduating' students. The provisions shall not apply to students already registered for a degree, diploma or certificate who wish to attend any class outside their regular curriculum.
- 6.2.2 Non-graduating students wishing to attend an under-graduate or postgraduate course full-time or to attend an undergraduate or postgraduate course full-time or to attend only individual classes or pursue research on a part-time basis, may do so with the permission of the Board of Study concerned. They may be permitted to sit degree, diploma or certificate examinations, and may receive a statement setting out the classes they have attended and the results of any examinations they have sat.
- 6.2.3 The fees payable by non-graduating students are set out in Regulation 7.4.1.

6.3 Regulations Governing Academic Dress

The official academic dress for the officers and members of the University is as follows:

Dress for Officers

Chancellor

- 6.3.1 A robe without train in St. Andrew's blue silk damask trimmed with 3-inch woven gold plate lace and hand-made gold ornaments with the University arms worked into the gold shoulder embroidery. Mortarboard of black velvet with gold lace round the edge of the skull and a gold bullion tassel.

Vice-Chancellor

- 6.3.2 A robe similar to that of the Chancellor with white velvet facings. A mortarboard of black velvet with gold lace round the skull and a black tassel fixed with a gold netted button.

Principal

- 6.3.3 A robe of black silk damask with gold ornamentation. Mortarboard of black velvet with gold tassel and button.

Convener of Court

- 6.3.4 A robe of black silk with blue facings and two gold ornaments on the sleeve. Mortarboard of black velvet with black tassel and gold netted button.

Deputy Principal

- 6.3.5 A robe of black silk with blue facings, the sleeves trimmed with gold braid. Mortarboard as for the Vice-Principal.

Vice-Principal

- 6.3.6 A robe of black silk trimmed with gold braid with gold ornamentation on the sleeve. Black velvet mortarboard with gold lace round the edge of the skull and black tassel and velvet button.

Lay Member of Court

- 6.3.7 A robe of black with blue facings.

Secretary

- 6.3.8 A robe of black silk trimmed with narrow gold braid.

Director of Finance

- 6.3.9 A robe of black silk similar to that of the Secretary but with blue trimming on the sleeve

Librarian

- 6.3.10 A robe of black silk similar to that of Secretary but with red ochre trimming on the sleeve.

Bedellus

- 6.3.11 A black gown with yoke and blue twists of cord. A black cloth mortarboard with tassel.

Honorary President of the Students Association

6.3.12 A robe of black silk with blue collar and facings.

Gowns

Undergraduate

6.3.13 Black stuff with short, open sleeves and self-reverse. The yoke is edged and trimmed with saltire blue cord.

Bachelor and Diploma of Higher Education
 6.3.14 Black stuff with open, pointed sleeves three-quarters the length of the gown and cord and button on the yoke.

Postgraduate Diploma
 6.3.15 Black stuff with open, pointed sleeves three-quarters the length of the gown and cord and button on the yoke.

Master
 6.3.16 Black stuff with cord and button on the yoke and closed sleeves (with horizontal armslit) reaching to the foot of the gown and ending in a crescent-shaped cut (the points of the crescent facing back).

Doctor of Philosophy, of Business Administration and of Education
 6.3.17 Full Dress: A blue silk gown with collar and open sleeves half the length of the gown.

6.3.18 Undress: A black gown with the collar falling over the yoke and full sleeves half the length of the gown.

Doctor of Science, of Laws and Letters, and of the University
 6.3.19 Full Dress: Scarlet cloth faced with blue silk with cord and button on the yoke and open, pointed sleeves reaching to the foot of the gown.

6.3.20 Undress: A black gown with the collar falling over the yoke and full sleeves half the length of the gown.

Fellow of the University
 6.3.21 A blue silk gown with collar and open sleeves half the length of the gown and with facings of scarlet silk, worn with a stiff-brimmed black velvet Tudor bonnet.

Hoods

All hoods are of saltire blue lined as shown and are of the 'full' shape.

	DEGREE		HOOD LINING
6.3.22	Bachelor	BA	white
		BArch	gold, bound with scarlet cord
		BCom	white, bound with green cord
		BEd	white, bound with gold cord
		BEng	gold, edged with white fur
		BSc	gold
		BTech	gold, bound with white cord
		LLB	white, bound with scarlet cord
		MPharm	gold, bound with green
6.3.23	Postgraduate Diploma		gold with blue edging
6.3.24	Master	LLM	white, white edging bound with scarlet cord

		MA	white, white edging
cord		MArch	gold, gold edging bound with scarlet
		MBA	white, white edging bound with black
cord		MCom	white, white edging bound with green
		MEd	white, gold edging
		MEng	gold, gold edging partly trimmed with white fur
		MEnvS	green, green edging
cord		MLitt	white, white edging bound with blue
		MPhil	gold, white edging
		MRes	saltire blue
		MSc	gold, gold edging
		MSci	gold, gold edging bound with blue cord
		MTM	gold, gold edging bound with white cord
		MCM	gold, gold edging bound with black cord
6.3.25	Doctor of Philosophy	Architecture	gold, bound with scarlet cord
		Arts and Business	white
		Education	white, bound with gold cord
		Law	white, bound with scarlet cord
		Science and Technology	gold
6.3.26	Doctor of Business Administration	DBA	white, white edging bound with black
cord			
6.3.27	Doctor of Education	EdD	White, gold edging
6.3.28	Higher Doctor	DLitt	white
		DSc in Architecture	gold, bound with scarlet cord
		DSc in Science and Technology	gold
		DUniv	saltire blue
		LLD	white, bound with scarlet cord
6.3.29	Academic Collar Diploma of Higher Education	DipHE	saltire blue, edged with red

Caps

6.3.30 The appropriate cap is the black cloth-covered mortarboard, except in the case of higher doctors who wear a black velvet modified John Knox cap. Graduates participating in University ceremonies in full academic dress may if they wish wear the cap appropriate to their degree. Except in the case of honorary graduands caps are not worn by graduands at the Congregation for the conferring of degrees.

Dress for Graduands

- 6.3.31 A graduand attending Congregation, whether already a graduate or not, wears the full-dress gown and carries the hood proper to the degree which is about to be conferred. No other gown or hood is to be worn.
- 6.3.32 A graduand appearing at Congregation must wear the proper gown and carry the proper hood in order to be eligible to receive the degree. Gowns and hoods may be bought or hired from a recognised outfitter and each graduand should make individual arrangements as early as possible.
- 6.3.33 A graduand attending Congregation is required to be smartly dressed, for example:
for men - dark suit, white shirt and dark tie
for women - white blouse and dark skirt or white or dark dress
A recognised national dress may be worn.

6.4 Regulations Governing Registration for Student Membership of the University and General Regulations Affecting Student Membership

Registration for Student Membership

- 6.4.1 All students who accept admission to the University shall be registered in each of their prescribed periods of study and shall pay fees and such other sums as may be prescribed by the Court.
- 6.4.2 Registration by the University under the provisions of these Regulations constitutes confirmation of admission to or renewal of student membership of the University. A person who has not been so registered shall not be entitled to attend a course of study.
- 6.4.3 Students for degrees and diplomas or entering upon non-graduating study in the University shall normally be registered immediately before the commencement of each academic year in accordance with instructions issued by the University. Certain students shall be required to undergo an x-ray examination of the chest as a condition of registration.
- 6.4.4 Students entering upon a course of study after the commencement of the first term, and any other students not registered during the procedures described in Regulation 6.4.3 shall present themselves for registration, in accordance with instructions issued by the University.
- 6.4.5 At the discretion of the University the following categories of persons may be registered without personal attendance subject to payment by them of any prescribed fees:
Students admitted to courses other than those for degrees and diplomas, part-time students and students not in attendance at the University (including students under suspension, students undertaking study outwith the University as a required part of their course, postgraduate students who have completed their required period of residence but have not yet submitted their thesis, and students holding sabbatical office in the Students Association).
- 6.4.6 Every student on accepting admission to the University, and annually when being registered under Regulation 6.4.3 or 6.4.4 shall sign a declaration that they will abide by the University Charter, Statutes, Ordinances and Regulations.

- 6.4.7 Any students permitted to pay tuition fees in instalments who fail to do so as agreed, shall have their registration suspended with immediate effect.
- 6.4.8 Any student who fails to pay the fees required under the provisions of Regulation 8 or any other sums due to the University in the academic year in which such fees or other sums become payable may be barred from registration for any subsequent academic year until such time as the monies due are paid or an arrangement satisfactory to the University is made for the payment thereof.

General Regulations

- 6.4.9 Students must notify Registry of any change in their in-term or out-of-term addresses. The University will use these addresses for official communications, including examination results, and cannot be held responsible for non-delivery where a change of address is not notified.
- 6.4.10 The University does not accept liability for any loss or damage howsoever caused to effects belonging to students, nor does it accept any liability for accidents to students while pursuing any part of their course or during visits or games.
- 6.4.11 Students must sit all terminal tests and examinations unless prevented by illness, in which case a medical certificate must be produced.
- 6.4.12 Students who contract an infectious or contagious disease, or who live in a house in which such disease occurs must absent themselves from the University and notify the Director of Corporate Services immediately. They must not resume attendance until they have presented a medical certificate that it is safe for them to do so.
- 6.4.13 The main source of communication within the University is by notices posted on official notice boards, the Pegasus system and by e-mail to '@strath' accounts. It is the responsibility of every student to keep acquainted with notices. No allowance will be made in cases where, by failing to read a notice, a student makes themselves liable for disciplinary action.
- 6.4.14 Unauthorised persons may not post notices on official University notice boards.

6.5 Statement of Health and Safety Policy

[Note: The University's Health and Safety Policy can be viewed at <http://www.strath.ac.uk/safetyservices/documents/>]

- 6.5.1 It is the policy of the University of Strathclyde to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees in accordance with relevant statutory requirements.
- 6.5.2 It is the policy of the University to ensure, so far as is reasonably practicable, the health, safety and welfare of its students while they are engaged in activities which are under the supervision of the University.
- 6.5.3 The University will also afford, so far as is reasonably practicable, the same safety and health assurances to those members of the general public who have access to the University property.
- 6.5.4 The policy stated above will be enacted through the following:

- (1) a Health and Safety Policy document which includes the University's arrangements and organisation for health and safety; (a summary of the Policy is distributed to all staff.)
- (2) Local Safety Rules as are approved by the University Court, and issued to departments, for appropriate distribution.
- (3) Departmental Safety Regulations.
- (4) University Safety Services' Guidance Notes.

It is the duty of all staff and students to abide by the said Policy, Rules and Regulations.

6.5.5 Within the general policy stated above, it is the University's policy in particular:

- (1) to provide and maintain accommodation, equipment, services and systems of work which are, so far as is reasonably practicable, safe and without risks to health;
- (2) to make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (3) to provide such information, instruction, training and/or supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of the persons detailed above;
- (4) to provide and maintain such protective equipment and clothing as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees, students, contractors and visitors.
- (5) to provide and maintain such protective equipment and clothing as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its staff (and students);
- (6) to monitor the implementation and effectiveness of all health and safety provisions, including this Health and Safety Policy, and to ensure the Policy is regularly reviewed and revised;(7) to encourage staff to set a high standard of safety by personal example in order that students leaving the University should take with them an attitude of mind which accepts good safety practice as normal;
- (7) to ensure that those significant risks intrinsic to the University's undertaking are identified and appropriately controlled. Efficient and effective risk assessment is the cornerstone of this process;

- (8) to consult with recognised Trades Unions and any appointed workers' representatives with regard to all significant health and safety issues within the University

6.5.6 In pursuance of this policy and to ensure efficient and effective communication and consultation with Trades Unions' (and other works') safety representatives, the University has established the Statutory Advisory Committee on Safety and Occupational Health. This Committee advises the University Court on all matters relating to safety in the University and oversees the implementation of the University's Safety Policy.

6.5.7 The University has appointed a University Safety Adviser (Head of Safety Services), and a Biological Adviser. The latter is responsible, through the Head of Safety Services, to the Chief Operating Officer. The University has also appointed a consultant Radiation Protection Adviser and Occupational Health Adviser who are directed and managed by the Head of Safety Services.

6.5.8 The University expects all staff and students to contribute to the maintenance of this Policy by adhering to such regulations as are in force, and by reporting hazards, accidents and inadequacies in the working environment to the appropriate member of the departmental management (If in doubt, contact the Departmental Safety Convener). Each member of staff has a personal and legal responsibility (under section 7 of the Health and Safety at Work etc Act 1974) for their own health and safety and for the health and safety of those who may be affected by their activities. Any member of staff contravening any aspects of the University's written Health and Safety Policy and Local Rules may be subject to University disciplinary procedures (and possibly legal action). It is also an offence for **any person** (including students) to interfere with or misuse anything that is provided in the interests of safety.

6.7 Access to University Premises - John Anderson Campus

6.7.1 The University Court has approved the following regulations to control access to premises belonging to or in the occupation of the University in order to balance the need for access on the one hand and considerations of general and personal safety (of users), security (of property), and economy (in light, fuel and security staff) on the other.

6.7.2 The normal hours of access to departmental accommodation are as follows:

Monday-Friday

Andersonian Library (as stated in Regulation 3.5 of the University Calendar)

Computer Centre 0800-2200

Sports Centre (as stated in the Regulations of the Centre for Sport and Physical Activity)

All other departments 0800-1800

6.7.3 Some University buildings may be open beyond 1800 hours. Nevertheless, the normal hours of access for departmental

accommodation is 0800-1800 hours. Every other time is considered outwith normal working hours.

- 6.7.4 Saturdays, Sundays and public holidays are considered to be outwith normal hours of access.
- 6.7.5 Academic, senior administrative and academic related staff are granted automatic rights of access outwith normal hours of access (please see the above) to communal accommodation and departmental accommodation within the area with which they are identified.
- 6.7.6 Estates Management personnel are granted automatic rights of access outwith normal hours of access (please see above) to communal accommodation and departmental accommodation, normally by prior arrangement with the Head of Department or other departmental staff responsible for the departmental accommodation. However, obviously, in an emergency, for example, flood, Estates Management staff may have to enter departmental accommodation without prior notification. It is, therefore, imperative that any hazardous operations or particularly hazardous material which by necessity is left on open benches be appropriately labelled.
- 6.7.7 Computer Centre staff are granted automatic rights of access outwith normal hours of access to all areas where that department has computer and communications equipment.
- 6.7.8 University Safety Services personnel are granted automatic right of access to all University accommodation at all times.
- 6.7.9 Research fellows, research assistants, individual postgraduate students and members of the technical, secretarial, clerical and manual staff may be granted rights of access to communal accommodation and departmental accommodation outwith normal hours of access. Buildings may be open until 2200 hours but permission (for those who require it) to enter departmental accommodation is required from the Head of Department or their deputy. Individual undergraduate students may also be granted such rights of access through the same procedure. The levels of access available are as follows:

(1) Limited Access

For entry to departmental accommodation between 0700 and 0800 hours and 1800 and 2200 hours, Monday to Friday.

- (i) A limited authorisation access card (BLUE) must be issued by the department and signed by the Head of Department or their deputy and the person being granted access.
- (ii) The department and those areas specified within it which have been authorised for entry must be stated on the card.
- (iii) The card may be valid for up to one year from issue. However, the expiry date must be shown on the card.
- (iv) The card is only valid if used in conjunction with an unexpired student/staff identity card or other photographic identification.
- (v) The card is issued on the understanding that the cardholder has read and understood that part of the appropriate Departmental Safety Regulations pertaining to out of hours working.

(2) Unlimited Access

- (i) An unlimited authorisation access card (RED) must be issued by the department and signed by the Head of Department or their deputy and the person being granted access.
- (ii) The department and those areas specified within it, which have been authorised for entry must be stated on the card.
- (iii) The card may be valid for up to one year from issue. However, the expiry date must be shown on the card.
- (iv) The card is only valid if used in conjunction with an unexpired student/staff identity card or other photographic identification.
- (v) The card is issued on the understanding that the cardholder has read and understood that part of the appropriate Departmental Safety Regulations pertaining to out of hours working.
- (vi) Unlimited access should only be granted when considered essential by the Head of Department.

Computer Centre Access

- 6.7.10 BLUE card access (ie, 0700-0800 and 1800-2200, Monday to Friday) to Computer Centre controlled laboratories does not need a countersignature by Computer Centre staff if signed by the Head of Department. A BLUE card is also valid for access to Computer Centre controlled computer labs (0900-1300) on Saturday mornings. RED card access (unlimited) needs a countersignature by Computer Centre staff as well as Head of Department signature.

Temporary Rights of Access

- 6.7.11 The Head of a Department or, in their absence, a deputy previously authorised by the Head of Department may, exceptionally, grant temporary rights of access to departmental accommodation, including laboratories and workshops, outwith normal hours of access for a maximum period of one year at a time to a named visitor of not less than 16 years of age in respect of an individual person deemed by the Head of Department on their own responsibility to be suitable.
- 6.7.12 Some departmental equipment may only, by statute, be used by persons over 18 years of age. The Head of Department must ensure the visitor granted access is fully aware of all appropriate University/Departmental Safety Regulations and Procedures including evacuation.
- 6.7.13 The name of the visitor granted access and a note of the duration of the access granted must be lodged with Security Control.
- 6.7.14 Members of staff and students who would normally need BLUE CARD access are exempt from this requirement when attending social functions authorised by the Head of Department, in departmental rest areas, for example, common rooms, tea rooms, etc. This exemption is only valid until 2200 hours. If it is expected that the function will continue after this time, special permission must be granted by the Chief Operating Officer. Please see Regulation 6.7.15.
- 6.7.15 The Chief Operating Officer may, exceptionally, grant temporary rights of access to persons other than those granted rights of access under previous Regulations for the purpose of attending specific meetings, examinations or other functions on University premises. When temporary rights of access are so granted Security Control must be notified.

- 6.7.16 Departmental Safety Regulations must make adequate provision for the health and safety of all persons using departmental premises outwith normal hours of access as defined in the Regulations above.
- 6.7.17 All persons granted rights of access who use premises outwith normal hours must inform Security Control of their intention to enter, remain in or leave the premises in order that the security staff may arrange for them to be granted access to or exit from the building concerned. They must also record their presence on the premises either by telephoning Security Control or by signing the log book at Security Control (or, in the case of the Royal College, the James Weir or Thomas Graham Building, the log book held at the James Weir Building, Montrose Street entrance) before they enter the premises. All University staff must carry a University staff identity card or other photographic identification. Students must carry a current student identification card plus the appropriate departmental authorisation (for example, BLUE or RED card). Persons using premises outwith normal hours of access may be refused entry or requested to leave by a member of the Security or University Safety Services staff if they cannot show proof of identity.
- 6.7.18 Security staff must check periodically the safety of individuals recorded as being on the premises outwith normal hours of access.
- 6.7.19 Persons using premises outwith normal hours of access must have access to a telephone in order to contact Security Control in the event of an emergency.
- 6.7.20 Operations outwith normal working hours which have been assessed and identified as having a particular risk associated with them must have appropriate control measures in place to handle the foreseeable consequences of the work.
- 6.7.21 Abuse of the system may result in confiscation of the access card and identity card by Security or Safety Services personnel.

Children - Special Access

- 6.7.22 Children (persons under the age of 16) are permitted to enter the office accommodation and sports and recreational facilities of the University during the normal hours of access. Access to University premises is only permitted if accompanied by a parent or other responsible adult. Outwith normal working hours, children may be allowed access to office accommodation only; they must be accompanied by the parent or legal guardian who must directly supervise the child.
- 6.7.23 Children are not permitted to enter laboratories or workshops or other accommodation whose sole means of access is by way of a laboratory or workshop unless for the purpose of attending a supervised course, demonstration or exhibition in which case all sources of potential hazard will have been removed or rendered safe by other means.

Pet Animals

- 6.7.24 Pet animals of any nature may only be brought on to University premises under extraordinary circumstances. A Head of Department, on advice from a Departmental Safety Convener, may exceptionally authorise access to department premises in which case the animal must be kept under the direct supervision of the owner or other responsible person. A

guide dog accompanying a blind person will normally be permitted unrestricted access to University premises but the nature of equipment in certain areas may make it necessary to deny access to such guide dogs.

6.8 Regulations Governing Payment of Allowances in respect of Term-Time Study outwith the University and Vacation Study

[Editorial note: These procedures are currently being revised.]

- 6.8.1 Allowances in respect of term-time study outwith the University and vacation study shall normally be payable to full-time students undertaking activities specified as compulsory parts of their courses. These allowances shall not normally be payable to postgraduate students or to overseas students in receipt of scholarships, studentships or other awards.
- 6.8.2 Payment of allowances and associated expenses shall be made only in respect of field courses, directed study and study visits approved by the Advanced Studies and Scholarship Committee which may from time to time vary the number, duration and types of activities approved and the rates of payment.
- 6.8.3 The allowances payable for vacation study shall be a flat-rate payment made at a home-based rate for single students able to live at home during the period of claim and the appropriate lodgings-based rate for other students (see Note 1).
- 6.8.4 For term-time study outwith the University living expenses in excess of normal term-time expenditure shall normally be refunded, up to the maximum rate approved by the Advanced Studies and Scholarship Committee (see Note 2).
- 6.8.5 All reasonable travelling expenses and tuition and laboratory fees payable to an institution other than the University incurred in connection with activities approved by the Advanced Studies and Scholarship Committee shall normally be refundable.
- 6.8.6 Payment of appropriate allowances and expenses shall be made only in respect of each day spent on approved study or activities in any period of claim and upon certification by the appropriate Head of Department, or his nominee, that the student has undertaken the study or activity in respect of which the claim is being made.

[Editorial note: For current rates, please refer to the Student Awards Agency for Scotland (SAAS): A Guide]

6.9 Data Protection Act

- 6.9.1 All staff and students are required to comply with the provisions of the Data Protection Act. Final responsibility to the University Court for compliance with the Act rests with Heads of Departments and Services.
- 6.9.2 Personal data as defined by the Act must be registered with the Data Protection Registrar. The University has accepted corporate liability for compliance with the Act and therefore such registrations will be in the name of the University rather than in the name of individual employees or Departments.

6.9.3 It is the University's policy to observe the Data Principles embodied in the Act:

namely that

- (i) the information to be contained in personal data shall be obtained, and personal data shall be processed, fairly and lawfully;
- (ii) personal data shall be held only for one or more specified and lawful purposes;
- (iii) personal data held for any purpose or purposes shall not be used or disclosed in any manner incompatible with that purpose or purposes;
- (iv) personal data held for any purpose or purposes shall be adequate, relevant and not excessive in relation to that purpose or purposes;
- (v) personal data shall be accurate and where necessary kept up to date;
- (vi) personal data held for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes;
- (vii) an individual shall be entitled
 - (a) at reasonable intervals and without undue delay or expense (i) to be informed by any data user whether he holds personal data of which that individual is the subject; and (ii) to access to any such data held by a data user;
 - (b) where appropriate, to have such data corrected or erased; and
- (viii) appropriate security measures shall be taken against unauthorised access to, or alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.

6.9.4 With respect to the use of personal data by students,

- (i) a student should only use personal data on a University computer for a purpose related to his or her studies in the University;
- (ii) a student must not construct or maintain computer files of personal data for use in connection with his or her academic work without the express authority of an appropriate member of staff;
- (iii) when giving such authority the member of staff should make the student aware of the Act's requirement;
- (iv) The use of personal data held in machine readable form by students should be limited to the minimum consistent with the achievement of academic objectives and, whenever possible, such data should be de-personalised so that students are not able to identify the data subjects;
- (v) students must abide by the Data Protection Principles (Regulation 6.9.3 i-viii above) in all cases where they use or come into contact with personal data held in machine readable form.

6.10 Regulations Governing the Hearing of Student Appeals by the Appeals Committee of Senate

- 6.10.1 The appeal must be lodged in writing with the Director of Corporate Services and be supported by all available and appropriate evidence. The appeal must be accompanied by details of the witnesses, if any, that the appellant would wish to have called to the hearing.
- 6.10.2 Upon receipt of the appellant's appeal and evidence, copies shall be sent to the Dean of the appropriate Faculty and to Heads of relevant Departments or their nominated Deputies. These persons shall be requested to return their written comments to the Director of Corporate Services, normally within 14 days, together with the names of proposed witnesses. The Convener of the Senate Appeals Committee shall determine on behalf of the Committee whether proposed witnesses should be called upon to give evidence, and whether such evidence should be written or oral. The Convener shall also determine whether written or oral comments or evidence should be sought from any other source.
- 6.10.3 The appellant shall be advised in writing that (s)he may be represented by, or accompanied by, a person of his/her choice. The appellant shall also be notified as soon as practicable of the names of witnesses called by the Convener to give oral evidence to the Appeals Committee.
- 6.10.4 A copy of all written comment or evidence received by the Appeals Committee must be given to the appellant, normally at least 14 days before the hearing of the appeal. The appellant shall have the right to submit additional written material in response but is not required to do so. Such material must be submitted within seven days of receipt of the written comments or evidence from the Director of Corporate Services so that it may be circulated to the Appeals Committee before the hearing.
- 6.10.5 If no witnesses are called to give oral evidence the Appeals Committee shall proceed to hear the appeal on the basis of the written evidence and any oral submission by the appellant or the appellant's representative.
- 6.10.6 At the hearing of the appeal by the Appeals Committee the appellant (or the appellant's representative) shall be confined to addressing the Committee as to the appeal. The Committee shall have the right to question the appellant or the appellant's representative on the appeal. The Committee shall also have the right to call on such persons as it sees fit to assist it by making oral statements on the appeal at the hearing. The appellant or the appellant's representative shall have the right to suggest the names of such persons to the Convener of the Appeals Committee but the Committee will not be obliged to call on these persons to appear before it.
- 6.10.7 It shall be competent for the Committee on cause shown to adjourn or continue the hearing for a period not normally exceeding 14 days.
- 6.10.8 If any person other than the appellant is called by the Appeals Committee to make an oral statement then the appellant and the appellant's representative shall have the right to be present at the Appeals Committee hearing throughout the time that other persons are also present before the Committee. The Convener of the Appeals Committee may, at his/her discretion put questions to such other persons if requested by the

appellant but there will be no right of cross-examination by the appellant or the appellant's representative.

- 6.10.9 Minutes of the meeting of the Appeals Committee shall be kept. Extracts of the minutes as far as they are relevant to the decision of the Committee on the appeal shall be made available to the appellant. The decision of the Committee shall be communicated to the appellant in writing.
- 6.10.10 Service of notices and documents shall be in accordance with Statute XXV.

6.11 Regulations Governing Use of Computing Facilities and Resources

- 6.11.1 These regulations cover the use of all computing facilities and resources administered by the University of Strathclyde, including use by staff and students of the University and by any other person authorised to use these facilities; and use at the University's property and/or through any networked links to the University's computing facilities. Anyone using any kind of computer hardware or software, for any purpose, at the University, even if it is their own equipment and even if it is only connected to the institution through a network, is required to abide by the terms of these regulations. 'Computing facilities and resources' includes central services such as those provided by Information Services through the Divisions of Information Systems and Networking and Computing Services, and through the Centre for Educational Systems and AV Media Services; the University Libraries; departmental computers; microcomputers and peripherals; personal computers, whether desktop or portable, when linked to facilities provided by the University; any associated software and data including data created by others, and the networking elements which link the facilities together.
- 6.11.2 The University of Strathclyde provides a wide range of computing facilities and resources for use by staff and students in pursuit of teaching, learning, research and administration. Use of the facilities solely for the purposes of the University is encouraged as part of the University's strategy of ensuring that any use the University makes of information technologies will be for the improvement of the University's high educational standards.
- 6.11.3 Use of computing facilities requires that individuals accept certain responsibilities as set out in these regulations (see 6.11.9). The University recognises that new measures are required for managing information in electronic forms, much of which will represent the University as a first point of contact with the rest of the world. The intention of these regulations is to ensure that the University's computing facilities should be used in a manner which is ethical, legal, appropriate to the University's aims, and not to the detriment of others. The regulations set out the conditions for use of the University's network for the publication of all material and demands that the same sensitivity is applied to information in electronic format as is normally applied to the written word.

Access to Facilities

- 6.11.4 Computing facilities are provided by the Department of Information Services and others for the University as a whole, and by Faculties and

departments for their staff and students, solely for use by staff and students in connection with the aims and purposes of the University (see 6.11.8). Computing facilities should not be used for personal or recreational purposes.

6.11.5 On special application being made, the University may authorise the use of its computing facilities for work outside the scope of normal University purposes, including consultancy and use by external users. Any charges for provision of such facilities will be determined by the Director of Information Services. Other use may be allowed, by agreement with the Director of Information Services, as a privilege not a right and if abused may be deemed to be a breach of these regulations.

6.11.6 In order to use the computing facilities of the University of Strathclyde a person must first register with the Department of Information Services as an authorised user in the manner prescribed in these regulations. Registration grants authorisation to use some or all of the facilities of the University. Access to facilities is normally arranged by allocation of a unique user ID (sometimes called a login or user name) and will require the production of a University ID card or other form of identification. On most computer systems a password is required to gain access. Users should choose a password that is secure and not easily guessed, and should keep it secure at all times. If a user suspects that the security of their computing facilities has been breached or compromised it should be reported to Information Services Help Desk or departmental computing staff as soon as possible.

6.11.7 Bona fide visitors to the University such as the staff of institutions connected to JANET (Joint Academic Network) and visiting scholars from overseas can request access to the University's computing facilities. Appropriate arrangements will be made by the Department of Information Services to register them as an authorised user in the normal way. The Director of Information Services may permit other legal entities to connect to the University network under the terms and conditions laid down in the United Kingdom Education and Research Networks Association (UKERNA) document "Sponsored and Proxy Connections to JANET Guidelines for Hosting Organisations".

Definitions

6.11.8 In these regulations the following definitions apply:

- (i) **accessing** means holding, storing, displaying, transmitting, or distributing information in electronic format, by whatever means, such that others may have access to it or use it, and such that the publisher or source of the information may be traced back to the University of Strathclyde.
- (ii) **authorised** means a person who has been registered as a user by the Department of Information Services in accordance with the procedures set out in 6.11.6 or a separate legal entity or bona fide visitor allowed connection under 6.11.7 above.
- (iii) **computing facilities** includes:
 - all local computing facilities, multi-user systems, server systems, work stations, personal computers, micro computers and networks and/or other electronic information and communication

systems whether provided by the University or otherwise and which are intended wholly or partly for use by employees of, researchers at, or students of the University or wholly or partly for use for other University related or academic purposes;

- all remote facilities which are accessed through the computer, electronic information and communication facilities at, or operated wholly or partly by, the University;
- and anything else deemed computing equipment by the University.

- (iv) **information** includes words, pictures, data, graphics, visual images, video and sound clips and computer programs.
- (v) **solely for University purposes** means use by staff in connection with their normal University duties of employment and by students in connection with their approved University study or research.
- (vi) **unacceptable material** includes material which, in the opinion of the University, is offensive, abusive, defamatory, discriminatory, obscene or otherwise illegal which brings or may bring the University into disrepute. The provision by a University user of explicit or cryptic links to such material stored elsewhere on the Internet is also unacceptable unless agreed with the Director of Information Services.
- (vii) **personal information** means any information which is not sanctioned by the University in accordance with 6.11.16–6.11.19 of these regulations.

6.11.9 **Conditions for Use – Rights and Responsibilities**

All users will be required to sign an agreement to become a registered user of the University's computing facilities and resources and by so doing have understood and agreed to abide by the terms of these regulations and other appropriate University regulations. Users must also comply with the provisions of any current UK or Scots law (see 6.11.15) and will be held responsible for any and all activity on computing facilities which is initiated by their user ID. It is every users responsibility to act in a manner which will not cause damage to computing facilities or adversely affect the performance of any service available on these facilities. Users should not allow any other person access to their user ID or password; use another person's user ID or password; or modify or interfere with information belonging to another user without their permission.

- 6.11.10 The University of Strathclyde will not permit the use of its computer facilities and resources for the access to or transmission of information which is considered by the University to be unacceptable; illegal; in breach of university policies, such as those on Equal Opportunities and Harassment; wasteful of resources; or not commensurate with the provision of facilities for legitimate educational purposes. Examples of such unacceptable use may include – accessing or displaying pornographic material; stating defamatory opinions or views concerning individuals or organisations; accessing or displaying discriminatory material or material which encourages discrimination; engaging in games or chain E-mail; publishing information which is intended to misinform and thereby cause anxiety or inconvenience in another, unauthorised use of

University logos, titles etc; spamming; corrupting or destroying other user's data; violating the privacy of other users; disrupting the work of others; using JANET in a way that denies service to others; misuse of networked resources such as the introduction of viruses.

- 6.11.11 The University may actively monitor usage of University computer facilities and resources which includes monitoring the access to, publication or receipt of any Internet materials by any user, and reserves the right to remove or require the immediate removal from the University systems of any material which, in the opinion of the Vice Principal or depute to whom authority has been delegated, is unacceptable (see 6.11.8). It is the University's policy to provide information obtained by monitoring, when required to do so, to the UKERNA CERT team or other relevant agency.
- 6.11.12 No user will by any wilful or deliberate act jeopardise the integrity of the computing equipment, communications network, systems programs or other stored information. No user will connect to the University network any piece of equipment which by its function could adversely affect the performance of the network without the prior agreement of the Director of Information Services. Any user connecting their own equipment to the University network agrees that by doing so the Director of Information Services has the right to audit the equipment and data stored on it at any time.
- 6.11.13 Users may only use JANET for the purposes which meet the conditions agreed by the Secretary of State for Education for the operation of the network, and as set out in the UKERNA document "JANET Acceptable Use Policy". Users must also comply with the provisions of the Code of Conduct for the Use of Software and Datasets at Higher Education and Research Council Establishments. This code does not constitute a licence and, in all cases, users of software should acquaint themselves with the provisions of the relevant licence when they obtain a copy and before putting the same into use. Further information about JANET and the Code of Conduct are available from the Information Services Help Desk in the first instance.
- 6.11.14 At the request of the Director of Information Services, any user holding or transmitting encrypted data must provide corresponding decrypting tools to the Director of Information Services for investigation purposes. Any dispute arising over material of a commercial or military sensitive nature will be referred to the Vice Principal for decision.

Legal Framework

- 6.11.15 Users should be aware of UK legislation which relates to computer use. Much of the electronic information in use by staff and students is likely to also be available world wide and care should be taken that the laws of other countries are not infringed by this availability. Brief details of the relevant legislation are outlined below but those seeking further information should contact the Director of Information Services in the first instance. Users should note carefully that much of the legislation prescribes criminal penalties including fines and custodial sentences where an offence is committed.

- (i) Data Protection Act 1984

The Act prohibits the holding, processing or disclosure of personal data about others on computer, unless the user is properly registered under the terms of the Act and observes the principles of data protection. Use of such information is subject to the University's Data Protection Registration and information about this can be obtained from the University's Data Protection Officer. All users are responsible for ensuring that they comply with the terms of the Act.

(ii) Telecommunications Act 1984

The Internet makes use of the "public telecommunication system" as defined by the Act. Under the Act it is a criminal offence to send a message or other matter that is grossly offensive, indecent, obscene or menacing in character via the public telecommunications system or to send a false message for the purpose of causing annoyance, inconvenience or needless anxiety to another, and those found guilty could face a substantial fine or a term of imprisonment.

(iii) The Copyright, Designs and Patents Act 1988

The Act requires that the permission of the owner of the intellectual property must be sought before any use is made of it. It is therefore unlawful to use or copy any material without proper authorisation and this includes computer software. Penalties include unlimited fines and up to 2 years imprisonment. It should be noted that the University titles and logos are the property of this University and may only be used for official University documents.

(iv) Computer Misuse Act 1990

The Act makes it a criminal offence to access, attempt to access or encourage others to access computer material without proper authority or to make unauthorised modification of computer material. This would include 'hacking', the introduction of viruses and knowingly receiving or using material from an unauthorised user who has gained access to computer material. Penalties for conviction include up to 5 years imprisonment and/or a fine.

(v) Obscene Publications Act 1959

The publication, which includes transmission over a network, whether for gain or not, of material intended to be read, heard or looked at which is such as to tend to deprave and corrupt persons having access to it is a criminal offence under this Act. Penalties include up to 3 years in prison.

(vi) Criminal Justice and Public Order Act 1994

This legislation consolidates the protection of minors by making it a criminal offence to possess pornographic or obscene material of or involving minors, or material considered to be excessively violent.

In the context of computer facilities it applies to the transmission, receipt and storage of text, audio, graphic and manipulated images. (Note: The Acts referred to in (v) and (vi) above apply in England and Wales but not in Scotland where prosecutions for similar offences are mounted on the basis of common law as opposed to Statute).

(vii) Sex Discrimination Act 1975

The Act makes it unlawful to discriminate against others on the grounds of sex, gender and marital status and any information published or received via the Internet which discriminates or encourages discrimination is illegal.

(viii) Race Relations Act 1976

The Act makes it unlawful to discriminate against others on the grounds of race, colour, nationality, ethnic or national origin and any information published or received via the Internet which discriminates or encourages discrimination is illegal.

(ix) Laws of Defamation

Any publication of a statement, comment or innuendo about another individual or organisation which cannot be justified at law may render the author liable to an action for defamation.

(x) International and EC Law

Users should be aware that material they produce and transmit may be available world wide, and care should be taken to ensure that no international laws or treaties are contravened. Specific examples include importing specified materials from a country for which an embargo is in force, and exporting material legally obtained in the UK but which when accessed in another country may constitute an offence in that country. It also includes accessing material which, though legally available in another country, is illegal in the UK. European Community law is constantly changing particularly in the area of sex discrimination, harassment and unequal treatment. Increasingly EC Directives and regulations are being interpreted to afford protection to people who are discriminated against or harassed because of their sexuality. The information about the Sex Discrimination Act (see (vii) above) should be read with this in mind.

(xi) Official Secrets Act

Some work carried out under contract from the government or its agencies may be subject to the provisions of this legislation. Any publication of material which contravenes obligations under this legislation is a criminal offence and punishable by imprisonment and/or a fine.

Publishing Information in Electronic Format

6.11.16 This regulation allows the University to impose more stringent conditions than those usually applying to the use of computing facilities on staff and

students who wish to publish on the University of Strathclyde world wide web information server, and the University has chosen to do so in the form of these regulations.

- 6.11.17 Heads of Department have the responsibility for ensuring that any information published electronically on behalf of their Department adheres to these regulations. Any person who provides information for the Department must have the authority to do so from the Head of Department.
- 6.11.18 Staff or students may apply to the Department of Information Services to publish information on behalf of a University club, society or association but such an application must first have the approval of the Head of Department or Dean as appropriate, and the approval of the club, society or association.
- 6.11.19 Those who publish general University information, such as maps, events, descriptive or historical information about the University must obtain permission from External Affairs and Development. Guidelines to publishing in electronic format are available from that department and via the home page on the University's web site. They make clear that University logos and titles are only to be used in conjunction with information on official institutional webpages approved by the University for publication.
- 6.11.20 Individuals are responsible for all information published through their personal computer account such as via a WWW personal home page or Email contributions to discussion lists or bulletin boards. All the requirements outlined in these regulations apply equally to publications on the World Wide Web (see particularly 6.11.9 – 6.11.15). Information published by individuals must be declared as such and must not appear to be published on behalf of the University. To that end there must be a clear separation between University information and personal information and the latter should contain the following disclaimer: "The views and opinions expressed herein are strictly those of the author. The contents have not been reviewed or approved by the University of Strathclyde. They do not represent or reflect the views of the University of Strathclyde or anyone else associated with the institution and the University retains no liability for the content or layout". Anyone who registers in an external index an address for an electronic information system, such as a departmental server or personal home page, must ensure that it does not appear that their address is the principal access point for all University of Strathclyde systems. The home page of any externally registered WWW server, run on University of Strathclyde systems MUST contain a pointer to the University of Strathclyde home page. Information on or links to or from the University's official webpages must be authorised by External Affairs and Development.
- 6.11.21 Nothing must be published which might in any way bring discredit or harm to the University or its members or bring the University into disrepute. Personal opinions must not be published in any way which might make them seem to be those of the University. Appropriate care must be taken in the presentation, content and management of information being published electronically. This includes:
- (i) care in writing, proofing and layout

- (ii) following appropriate University presentational guidelines e.g. display of University crest/logo etc.
- (iii) attribution of the source of the information – include author, contact name and address
- (iv) removal of out-of-date information
- (v) restricting access to sensitive information
- (vi) editorial changes to documents in electronic format should only be made with the permission of the 'owner' of the document.

6.11.22 The University's computing facilities must not be used for the placing or distribution of any commercial advertisements without the express written permission of the Vice Principal. Any non-commercial advertisements which do appear must comply with the Code of Practice for Advertisers, issued by the Advertising Standards Authority, which requires that all advertisements should be 'legal, decent, truthful and honest'.

Misuse – Penalties and Sanctions

6.11.23 Breaches of these regulations by staff or students will be dealt with under the appropriate disciplinary procedures. Where this involves students it will normally be dealt with under the University regulations for Student Discipline (see Regulation 5 in the University Calendar). The University will accept no responsibility for the effect disciplinary action might have on a student's academic progress and achievement. Where members of staff are involved, breaches will be dealt with under the appropriate disciplinary procedures. Where an offence may have occurred under criminal law it will be reported to the police or other appropriate authority.

6.11.24 Where appropriate, staff or students at the University of Strathclyde or other authorised users may have their use of the University's computing facilities immediately suspended pending an investigation by an authorised person in the University.

6.11.25 In the event of loss being incurred by the University or members of the University as a result of a breach of these regulations by a user, that user may be held responsible for reimbursement of that loss.

USE OF COPYRIGHT SOFTWARE OR DATASETS

COPYRIGHT ACKNOWLEDGEMENT

INSTITUTION.....

I agree that any usage of any Software or Computer Readable Datasets, hereafter referred to as "Product", issued or otherwise made available to me by a School or Department of an Institution is subject to the following conditions:

1. I will ensure that all the requirements of the agreements or contracts under which Product is held by the Institution will be maintained. (Copies of the relevant agreements or contracts may be seen by application to the School or Department which made Product available.)
2. I will not remove or alter the Copyright Statement on any copies of Product used by me.
3. I will ensure the Security and Confidentiality of any copy realised to me, and will not make any further copies from it or knowingly permit others to do so.
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5. I will not incorporate a modified version of Product in any program written by me without express permission of the Licensor.
6. I will not reverse engineer or decompile Product or attempt to do without such permission explicitly being permitted within the terms of the Agreement for the use of Product.
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In signing this Agreement I realise that the institution reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its licensing agreements.

Name **(BLOCK CAPITALS)**
Course Signed
Year Date
Dept

6.12 Regulations Governing Complaints from Students

- 6.12.1 The University Court and Senate have agreed procedures for dealing with complaints from students. These procedures cover student appeals about academic decisions and complaints about the provision of academic and other services to students and about the behaviour of students and staff. The procedures, which include information on how to make a complaint, are made available to students in course handbooks and are also available from Faculty Managers and the Governance, Management and Policy Team.

6.13 Copyright

General

- 6.13.1 The laws on copyright apply to all literary, dramatic, musical or artistic works; to the typographical arrangement of published editions; to sound recordings, films, broadcasts or cable programmes; and to computer programs and electronic forms of material. The legislation which applies at present is the Copyright Designs and Patents Act (1988). In order to copy, perform, adapt, translate or issue all or part of any such work, it is essential for staff or students to obtain the permission of the holder(s) of the copyright, unless those copyright owners are a party, with the University, to an agreement with a licensing body empowered by the Act. If such a licence is in place, it is essential to abide by its provisions. Details are available through the office of the Chief Operating Officer. Heads of Departments have a responsibility to the University Court to ensure, so far as practicable, the staff (and, through them, students) are aware of the implications of the Act and the licence agreements.