



UNIVERSITY OF
LIVERPOOL

YOUR UNIVERSITY

**HANDBOOK FOR
UNDERGRADUATE
STUDENTS**



We are the original redbrick
liverpool.ac.uk

Contents

Emergency Information	02
Term Dates	02
Foreword by the Vice-Chancellor	03
Introduction	04
The Student Charter	06
My Liverpool	08
Equality, Diversity and Inclusion	09

Chapter One: Getting started

Academic and financial registration	10
Student Life	10
Student Life Centre	10
Student smart card	10
Medical registration	11
Bank accounts	11
Sport Liverpool	12
Chaplaincy	12
Television	13
Council Tax	13
Employment	13
Social media	13

Chapter Two: Getting around

Public transport	14
Own transport	14

The University of Liverpool is a member of the Russell Group of leading research institutions in the UK, and is ranked in the top 200 of higher education institutions worldwide.

Chapter Three: Home away from home

University Accommodation	16
Finding your next group of housemates	17
Liverpool Student Homes	17
Keeping the University informed	19

Chapter Four: Looking after yourself and your property

Staying safe	20
At home	22
Personal property	22
Insurance	23
Online	23
Reporting a crime and getting help	23
Health and Safety	24
General considerations	24
Fire	25
Accidents and incidents	25
Departmental Safety Coordinators	26
Alcohol, drugs, smoking and sexually transmitted infections	26
Meningitis	27

Chapter Five: Learning resources

The University Library	28
IT Services	29
My Liverpool	30
Teaching timetables	30

Chapter Six: Student services

School/Institute support and advice	33
Student Health Service	33
The Wellbeing Team	34
Disability Advice and Guidance	34
Money Advice and Guidance	35
International Advice and Guidance	36
English Language Centre	36
Student Counselling and Mental Health	37
Childcare	38
Careers and Employability	38
Liverpool Guild of Students	38

Chapter Seven: Your programme of study

Code of Practice on Assessment	40
Programme structure	41
Marking and moderation	43
External examiners	43
Marks scale	43
Coursework submission	44
Late submission of assessed work	44
Examination rules and behaviour	45
Calculators	46
Disability and alternative examination arrangements	46
Timing of assessments and disclosure of results	47
Progression requirements	47
Non-clinical Bachelor's programmes	47
Integrated Master's programmes	47
Bachelor's programmes: Reassessment in Years 0, One and Two/levels 4 and 5	49
Further reassessment in Years 0, One and Two/levels 4 and 5	50

Integrated Master's programmes: Reassessment in Years One, Two and Three/levels 4, 5 and 6	51
Assessment of a Year in China, a Year Abroad or a Year in Industry	54
Final year assessment and degree classification	54
Three-year non-clinical Bachelor's programmes	54
Four-year non-clinical Bachelor's programmes with a Year Abroad or in Industry	58
Four-year integrated Master's programmes	59
Aegrotat degrees	62
Exit qualifications	62
Research ethics	62
Research integrity	62

Chapter Eight: Additional support and guidance

Attendance	64
Extenuating circumstances	65
Academic integrity	66
Non-payment of programme fees	68
Changes to your registration	69
Programme transfers	70
Implications of registration changes	70
Jury service	71
Academic misconduct	72
Non-academic misconduct	74
Local disciplinary Action	76
Criminal offences	77
Fitness to Practise	77
Assessment Appeals	79
Complaints	80

Emergency Information

- In case of emergency, call 2222 on any University phone.
- If you are unable to locate a University phone, call **T: +44 (0)151 794 3252**
- Familiarise yourself with the fire procedures in buildings, including what to do if you discover a fire, what to do if the alarm sounds, and where to assemble should you have to evacuate the building
- Never wedge open fire doors or obstruct escape routes
- Always report accidents, near misses or dangerous conditions to a responsible member of the department
- Always follow any health and safety instructions you are given.

Term Dates

Welcome Week

Monday 16 September 2024 to Friday 20 September 2024

Semester 1 Teaching

Monday 23 September 2024 to Friday 13 December 2024

Christmas Break

Monday 16 December 2024 to Friday 3 January 2025

3 Week Teaching & Assessment Period (end of Semester 1)

Monday 6 January 2025 to Friday 24 January 2025

Semester 2 Teaching

Monday 27 January 2025 to Friday 4 April 2025

Spring Break

Monday 7 April 2025 to Friday 25 April 2025

Semester 2 Teaching

Monday 28 April 2025 to Friday 9 May 2025

3 Week Teaching & Assessment Period (end of Semester 2)

Monday 12 May 2025 to Friday 30 May 2025

Graduation 2023 Ceremonies

Monday 14 July to Friday 18 July 2025

Note: students on clinical programmes should refer to their Programme Handbook for details of their term dates.



**Welcome
from the Vice
Chancellor**

Dear Student,

On behalf of everyone here, a very warm welcome to the University of Liverpool.

This handbook has been written to provide all the information you need to help you through your University career, including how to access the many individuals and offices within the University, who are all ready and willing to help and advise you. This handbook seeks to ensure that you know all there is to know about our services and facilities; where to find them and when to use them.

It also sets out the rules, regulations and policies to be followed as a member of the University community and tells you about other sources of information likely to be useful to you while you are here.

I hope that by the end of your student career you will regard this handbook as a good, well used, and trusted companion. The Student Life Team will be pleased to receive suggestions for improvements, so do not hesitate to let us know if there are ways in which we can make it even more useful.

With every good wish for a happy and successful student career.

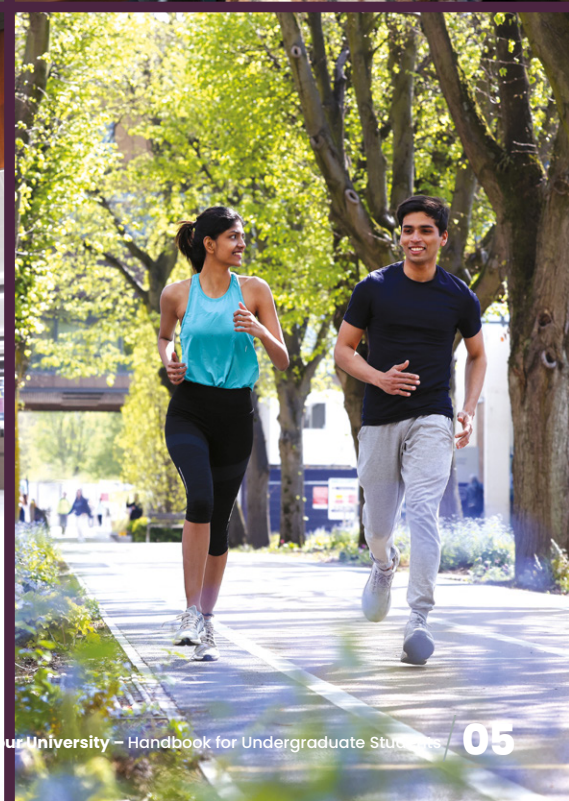
Professor Tim Jones

Vice-Chancellor

Introduction

This handbook is designed to provide you with relevant information about the operation of the University. As well as giving practical advice, it includes important information on how your degree works and the relevant University regulations you will need to be aware of. Some of this information varies depending on which cohort you belong to. The information in this handbook refers to the 2024/25 cohort of students on undergraduate programmes of study. These are students who start Year One of their studies in September 2024. Students who enter directly into Year Two in September 2024 will be part of the 2023/24 cohort.

Separate editions are available for undergraduate students in different cohorts, and for postgraduate students. You will be provided with subject-specific information by your School/Institute. If in the unlikely event that the information provided by your School/Institute conflicts with the information provided in this publication, you should, unless officially informed otherwise, follow the information provided in this booklet.



Student Charter – Our partnership in learning

Liverpool changing, world shaping

The University of Liverpool is a member of the Russell Group of leading research institutions in the UK and is ranked in the top 200 of higher education institutions worldwide. To maintain our status as a global frontrunner leading excellence in research, learning and teaching, we must work together. All members of the University community – students, alumni and staff – share responsibility for the continued success of the institution and our students. To maintain our status as a global frontrunner leading excellence in research, learning and teaching, we must work together. All members of the University community – students, alumni and staff – share responsibility for the continued success of the institution and our students. The purpose of the Student Charter is to set out our partnership in learning. Jointly created by the University and the Liverpool Guild of Students, it represents our shared commitment to the values of the University and to develop and maintain a stimulating, diverse and supportive environment that is conducive to learning.

This Charter encourages the commitment of all staff and students to their rights and responsibilities and lays out the basis on which our partnership works. By undertaking the responsibilities within the Student Charter, we can all contribute to, and take pride in, the ongoing development of a vibrant university community.

The University of Liverpool will provide:

- A supportive, inclusive and stimulating research-led learning environment that empowers students to reach their full potential and respects the diverse needs of all students
- High-quality learning experiences that are informed by good practice in learning and teaching and the research excellence and professional practice of our staff
- Access to activities that will enhance employability, professional excellence and personal intellectual development
- Support for student participation in programme management and the life of the University, including election of representatives
- Access to advice on health and welfare, accommodation, finance and careers
- Clearly defined access to the learning environment, including facilities and services that will enable students to succeed in their studies.

The University of Liverpool will provide students with the following information:

- Details of their programme and module content
- Clear deadlines for all assessments and timeframes for feedback on submitted work
- The name of their Academic Adviser, who is their first point of contact for support
- Policies and procedures, including programme and assessment regulations, appeals and complaints procedures

- Appropriate notice of changes to content, rescheduling and changes to timetable, Programme fees, payment deadlines and estimates of necessary additional costs.

Students undertake to:

- Take responsibility for managing their own learning and development, seeking advice and support as required; spending sufficient, regular time in private study and participating in timetabled sessions and in group learning activities
- Maintain and protect an environment conducive to learning and in keeping with the values of the University of Liverpool
- Engage with the educational, social and cultural life of the University
- Obtain agreement from their Department or School/Institute for any essential absences as far in advance as possible
- Maintain the highest standards of academic integrity in all aspects of work and assessment
- Provide constructive feedback on their experience and participate in mechanisms that will lead to improvements in the quality of learning and teaching
- Treat all University property and facilities with care and respect
- Make prompt payment of charges made by the University.

Liverpool Guild of Students undertakes to:

- Provide an inclusive environment and be membership-led, with the interests of students at the core of all decisions
- Maintain a constructive relationship with the University of Liverpool, inputting into decisions that affect students
- Further the interests of University of Liverpool students at both a local and national level through lobbying, campaigning, representation and policy formation

- Make available support and advice for the election and training of student representatives
- Provide individual, independent advice and representation on University procedures and issues relating to the student experience, as well as an efficient signposting service
- Work in partnership with external individuals and organisations for the benefit of its members
- Provide and support a range of activities, including student-led societies and volunteering opportunities, to enhance personal and professional development
- Support and encourage a positive relationship between students and the local community
- Operate in a socially, ethically and environmentally responsible manner.

Annual Annexe

The Annexe to the Student Charter is updated annually and contains the names of all Heads of Schools, Heads of Departments, Heads of Research Centres, Institutes and Units, Heads of Academic Services provided by the University, Wardens of the Halls of Residence, and Heads of Non-Academic Departments and other units.

In a number of areas, the detailed working out of the commitments prescribed by the Charter are contained in University-wide Regulations, Codes of Practice or other policy documents, and the Annexe contains a list of those currently in force, together with information about how to obtain a copy of the relevant document.

The Annual Annexe can be found at liverpool.ac.uk/student-administration-and-support-division/a-z/

My Liverpool

The My Liverpool app is designed to enhance your experience whilst studying at the University of Liverpool, making you aware of the wide range of co- and extra-curricular activities offered within or facilitated by the University or the Guild of Students. The app gives you the ability to view events, create a personalised planner and access information and support.



Some of these activities may be HEAR accredited meaning that you will have an opportunity for these substantial co- and extra- curricular activities to be subsequently added to your Higher Education Achievement Report (HEAR) which you will receive at the end of your studies.

The app enables you to access information about these co- and extra-curricular activities via links to existing web pages, where you are able to find out more and, in some cases, to book a place if applicable.

The app also contains a library section, including your library ID card, allowing you to pass through our entry and exit barriers by scanning your phone.

Any books you have on loan will be listed, so that you can see due dates and can renew books directly from the app.

Once academically registered, all students will be able to access their digital student ID card from the My Liverpool app. This digital card can be used for identification around campus and in the city region. Please note that it cannot be used to access examinations, you must use your physical student ID card or other form of formal identification such as a driving licence or passport.

Search for 'My Liverpool' in either the App Store or Google Play to download.



The My Liverpool app is designed to enhance your experience whilst studying at the University of Liverpool.

Equality, Diversity and Inclusion

The University aims to create an inclusive learning, working and living environment where all members of the University community are treated with dignity and respect.

The University recognises its responsibility to promote equality and eliminate discrimination against students. This commitment is irrespective of your age, disability, gender, gender identity, pregnancy or maternity status, marriage or civil partnership status, race and nationality, religious belief or non-belief, or your sexual orientation.

This commitment applies to all areas of your academic and social life at the University and students are encouraged to report bullying, harassment, sexual misconduct, hate crime, assault or discrimination using **Report and Support** the University's online reporting platform.

Equally, you have a responsibility not to engage in any bullying or harassment of others, such as homophobia, sexism or racism, or to engage in other discriminatory conduct. By working together, as a community, we can create a more inclusive University culture and environment for all.

Further information about the University's commitment to Equality, Diversity and Inclusion (EDI) can be found at liverpool.ac.uk/hr/diversityandequality. Students can also access specific support service via Student Life liverpool.ac.uk/studentssupport/ or alternatively email [E: equality@liverpool.ac.uk](mailto:equality@liverpool.ac.uk) [@LivUniEquality](https://www.instagram.com/LivUniEquality); [@LivUniWise](https://www.instagram.com/LivUniWise)



Chapter One

Getting Started

Academic and financial registration

You should by now have completed the process of submitting your personal details, your module choices (where appropriate) and confirming your engagement on your programme (academic registration), as well as decided to pay your programme fees (financial registration).

It is essential that these processes are completed; for example, it enables us to report the attendance of 'Home' and 'EU' students to the Student Loans Company which instructs them to pay loans and grants into students' bank accounts. Similarly, for 'overseas' students, failure to complete these processes will result in the University reporting their non-attendance to the UK Home Office.

If you require assistance with any element of your Academic Registration, please refer to the [My Liverpool app](#) for information about where you can find help with this.

Student Life

We have a range of knowledge articles available for you to locate the answer to your query, simply visit [studenthelpdesk.liverpool.ac.uk](#) OR visit [liverpool.ac.uk/student-administration/](#) OR contact the Team directly:

For fees, scholarships and bursaries enquiries:
E: feesenq@liverpool.ac.uk
T: +44 (0)151 794 6777

For student record and academic registration enquiries:
Support Form

T: +44 (0)151 794 6759
Online Chat

Student Life Centre

The Student Life Centre located in the Alsop Building, University Square, Liverpool (Building no. 759: Ref E7 [liverpool.ac.uk/maps](#)), is the hub for all our specialist support and welfare services.

Our friendly, experienced staff are here to help. If you are not sure who you should talk to about a financial or welfare issue, a mental health difficulty, disability or long-term medical condition, or any other non-academic problem, please contact Student Life.

More information on the range of student services available and how to contact us can be found in Chapter Six. [liverpool.ac.uk/student-support](#)

Student smart card

Once fully registered, you will be able to gain access to your digital student card through the My Liverpool app. You will be able to use this version of the card for identification around campus, and the city region, where applicable.

Your physical student id card will have been distributed to you, in person at your school office or at our Welcome Week Hub. Please refer to the following webpage for more information [liverpool.ac.uk/student-administration/my-student-record/my-student-id-card](#)

It is important that your name is correctly shown on the card. If your name is not correct you should contact Student Life, at [studenthelpdesk.liverpool.ac.uk](#), submitting a copy of your passport. Please bear in mind that for examination and graduation purposes the name used will be as you have provided during academic registration.

Your card serves as proof of your membership of the University and allows you to gain access to and borrow books from the Library, access printing facilities, access the Sports & Fitness Centre (additional charges apply) and inclusion in the reward and loyalty scheme used across all of the University managed cafes, bars and restaurants. Do not lose your card or lend it to others. Carry it at all times – you may be asked to produce it to obtain various services or to establish your right to be in certain places.

Some departments have local rules that identity cards must be displayed in certain areas. Replacement smart cards can be requested online (in the case of lost, damaged or stolen cards).

Please be aware that replacements for lost cards will incur a charge where applicable. Further information can be found at [liverpool.ac.uk/student-administration/my-student-record/my-student-id-card/](#)

Medical registration

If you are living away from home, it is important that you register with a local General Practitioner (GP). This ensures you have access to full medical care including 24-hour medical cover. The choice of doctor is entirely your own. You may, if you wish, register with the University Medical Practice based in the Student Health Centre if you live within the practice area (see Chapter Six).

Your home GP can still be consulted during vacations: he/she will probably ask you to fill in a temporary resident form if you live in University residences.

If you are living in University residences, you are asked to inform your Hall Warden of the name of the doctor who you are registered with in Liverpool. Details of medical practices in the area are available from Liverpool Clinical Commissioning Group
T: +44 (0)151 296 7000 [liverpoolccg.nhs.uk/health-and-services/](#)

Bank accounts

If you don't already have a student account, it is advisable to look at the services and facilities that each bank offers and choose the one that you think suits you best. All of the banks will offer facilities for students, but they are not automatic, and you should advise of your student status when making your account application.

You will need to provide some documentation to open an account which may vary depending on the bank.

You will need to provide some documentation to open an account which may vary depending on the bank. You will normally need the following:

- **Identification:** passport or birth certificate
- **Confirmation of address and student status:** an official letter confirming your permanent address, term time address and student status is available via Liverpool Life.

Sport Liverpool

Sport Liverpool provides students and staff with high quality sports facilities and opportunities to get active. Whether you take part in organised activities or independent exercise, our sports services provide a great way to meet people, get-connected and achieve a level of fitness and general wellbeing that can help you cope with the other, more demanding aspects of University life.

The University Sports & Fitness Centre has four squash courts, a swimming pool, a spinning room, two sports halls, a recently upgraded gym and a large studio. We offer up to 50 classes per week, ranging from Yoga to HIIT and offer Les Mills certified Body Pump and Body Balance. We also offer various membership packages.

We offer a well-equipped gym and studio too at our Greenbank Student Village along with outdoor courts for football, basketball and netball and full-size football and Gaelic pitches. Our main outdoor facilities for football rugby, hockey and lacrosse are in the Allerton Area which is close to our Greenbank student village. The grounds are referred to as Wyncote.

Our Athletic Union comprises 53 sports clubs that are run by student officers with professional support from our sports development team. Our clubs offer a wide range of sports, from sky diving to underwater hockey plus the usual large participation sports.

In addition, internal sports leagues and drop-in sessions are offered through our Active Campus programme and an Elite Athlete Support Scheme, along with other sporting bursaries, completes our student offer.

We now offer opportunities for outdoor exercise on our main campus including table tennis, teqball, an outdoor gym, container gym, sand volleyball court, a lined track route, basketball areas and walking and running routes.

We hope you find something via our various programmes and offers.

For further information you can visit our website at liverpool.ac.uk/sports/, or contact the Sports Development Office on **T: +44 (0)151 794 4126** or **E: sfc@liverpool.ac.uk**

Chaplaincy

The Chaplaincy team endeavours to connect with students and staff at all levels within the University community, providing those with or without a faith with spiritual and pastoral care. We make it our priority to offer time to talk with others about the important questions of life but, most of all, we are available to listen and support those who contact us. The Chaplaincy Team consists of three Christian chaplains from two Christian traditions, a Jewish Chaplain and a Muslim Chaplain.

More information about the work of the chaplaincy and contact details for chaplains can be found at liverpool.ac.uk/hr/diversityandequality/faithfacilities/

The Chaplains have details of faith contacts for other faiths not represented in the Chaplaincy and will try to assist staff and students of any faith background to find the worship activities appropriate to their needs.

There is a Muslim Prayer Room in the Sydney Jones Library that is available to University of Liverpool staff and students.

The Guild of Students has a range of faith societies, details can be found on their website.

Television

If you wish to watch, record, stream or download television as it is being broadcast, in your University bedroom or your off-campus room (including via devices such as a computer, laptop, mobile phone, games console or DVD/digital recorder), it is a legal requirement to obtain a television licence and failure to do so can lead to a fine of up to £1,000.

The current cost of the TV licence is £169.50 for a standard licence. Further information on buying a TV licence can be found at [University students and the TV Licence - TV Licensing™](#)

Council Tax

Under the Local Government Finance Act 1992, registered full-time students may be exempt from paying the tax or may be eligible for a discount. Students living in Halls of Residence will be exempt. The

University will also provide Liverpool City Council with limited data on all full-time students living within the city's boundaries.

Some full-time students residing within the private sector may find their landlord will ask them for a Council Tax Student Certificate in order for them to apply for exemption from the tax.

You can request a certificate online via Liverpool Life liverpool.ac.uk/student-administration/requestofficialdocuments/ which will be emailed to your Liverpool University account within three working days.

Employment

An increasing number of students look for part-time work whilst studying at university in order to supplement their finances.

If you are a full-time student and wish to seek employment, you should remember that studying for a degree is a full-time endeavour and any paid work should be seen as secondary to your academic priorities.

Even if you do not have an excessive number of hours of timetabled work you will be expected to undertake substantial amounts of private study. You should not therefore, plan to take on paid employment for any more than 15 hours per week in term-time.

If you do decide to take on a part-time job, you should remember that this will not be accepted as good reason for poor performance or for failing to satisfy the academic requirements of your programme; this includes poor performance in assessments such as resits taken outside of term-time. International students studying in the UK on a Tier 4 visa must ensure they understand and keep to the restrictions on employment that apply to them. Working outside of these restrictions is a criminal offence.

Social media

For help, hints and tips about how to make social media work for you while you are studying, please view our Social Media Guide for Students at student.liverpool.ac.uk/forms-policies-and-procedures/student-guide-to-social-media/

This guide will help you to understand how to use social media effectively and safely, and will also help you to navigate the University Social Media Compliance Policy www.liverpool.ac.uk/intranet/media/intranet/ermc/social-media-policy.pdf

It is important that you read the policy – it is in place to protect University security as well as the reputation and personal security of students while using social media.

Chapter Two

Getting Around

The University has a Travel Plan with a package of measures aimed at reducing the environmental impact of transport to and from the University. It encourages greater use of car sharing, public transport, walking and cycling.

Public transport

There is a good range of public transport available: buses, trains and ferries across the Mersey.

Bus services

The 699-bus service runs frequently between the Halls of Residence and the main University campus. If you plan to use these services each day you can save money by buying an exclusive, discounted Arriva Bus Pass from the Guild Shop. Running in line with term dates, this is the cheapest way to get around. Find out more here liverpoolguild.org/arriva-bus-pass

Night Bus

The N1 Night bus runs from Birkenhead to Allerton every Thursday, Friday and Saturday throughout the night. At £2 a journey the night bus can be a cheaper alternative to taxi journeys from the city centre for those who live in Smithdown.

Find out more about the night bus here www.stagecoachbus.com/promos-and-offers/merseyside-and-south-lancashire/n1-night-bus-service

Rail and coach cards

A Young Persons Railcard is available from National Rail and may be purchased for £30 by anyone aged 16-25, or full-time mature students.

It entitles the holder to save on the cost of most rail journeys. For further information see 16-25railcard.co.uk. General rail enquiries can be made by calling **T: +44 (0)3457 484950** or by accessing nationalrail.co.uk

A young person's coach card is available from National Express on similar terms. For further information see nationalexpress.com/en/offers/coachcards. Please also note that some banks provide National Express student cards when opening an account. Further information can be found at nationalexpress.com or by calling **T: +44 (0)8717 818 181**.

Own transport

Bicycles

If you're looking to get around on two wheels and enjoy the cycle lanes in the city, look no further than hiring a bike from the Guild. Plus, every Bike Hire comes with a D-lock and lights for safety!

Full details and costs can be found here; www.liverpoolguild.org/events/livcycle-bike-hire

Each Hall of Residence has different arrangements for bike storage so please talk to your Warden or Manager and find out what these are. Don't just leave your bike somewhere or it may be removed!

Wherever you leave your bike, whether in Halls or across the campus, you do need to make sure it is secure and is not blocking anyone's access.

The section later in this handbook about looking after yourself and your property gives further information about securing your bike.

On your bike: Safety & Maintenance Make sure you're staying safe while riding around the city. You can help to ensure this by always wearing a helmet and making sure your bike is well lit front and rear and that you have good clean reflectors. You should also make sure not to cycle in pedestrian areas of the precinct or to cycle the wrong way down one-way streets.

The Guild's bike experts Peloton, run regular bike maintenance session to teach you to make the most out of our bike and keep it road-worthy. Not only this they also schedule in city bike rides across the semester so you can find out the best ways of getting around on two wheels. Find out more here: www.liverpoolguild.org/events/livcycle-bike-hire

On your bike: Safety & Maintenance

Make sure you're staying safe while riding around the city. You can help to ensure this by always wearing a helmet and making sure your bike is well lit front and rear and that you have good clean reflectors. You should also make sure not to cycle in pedestrian areas of the precinct or to cycle the wrong way down one-way streets.

The Guild's bike experts Peloton run regular bike maintenance session to teach you to make the most out of our bike and keep it road-worthy. Not only this they also schedule in city bike rides across the semester so you can find out the best ways of getting around on two wheels. Find out more here: www.liverpoolguild.org/events/livcycle-bike-hire

Cars

Like bike storage, each Hall of Residence has different arrangements for car parking so please talk to your Warden or Manager before bringing your car to Liverpool. Car parking space is often limited.

On campus, disabled students who are blue badge holders will be able to park in the designated disabled parking spaces. Non-disabled students can park in the visitor car parks but these are charged at commercial rates.



Chapter Three

Home away from home

The University has a long-established residential tradition and is keen to provide as many students as possible with at least one-years' experience of living as part of a thriving student community.

The University of Liverpool has a fantastic network of residential services and support to advise you with a wide range of accommodation queries throughout your academic programme.

University Accommodation

The Accommodation Team are responsible for allocating students to one of our University's Halls of Residence and our University Approved Accommodation. The team are there to help you with your accommodation queries and can be contacted before you arrive as well as during your time at Liverpool.

The Accommodation Team are based in the Accommodation Office, which is located opposite Crown Place Reception on Brownlow Hill and is a short walk from University Square.

This may be your first time moving away from home and living independently in a new city. This can be a big change for many students, and you should remember that if you need support there are plenty of people to help you.

The University has a dedicated Halls Life Team who work hard to ensure you have the best possible experience; providing opportunities to meet others through events and trips throughout the year, and sharing information and guidance on the Halls Life website <https://hallslife.liverpool.ac.uk/>

The Halls Life Team are also responsible for the 'Official 2023/24' Halls Facebook Groups, and we would encourage you to join these to meet others living in your accommodation and keep up to date with events and opportunities throughout the year.

Follow us on Facebook and Instagram: [@livunihalls](#)

Our team of Residential Advisers and Wardens, who live in our Halls of Residence, will also be on hand to help you should you wish to discuss any pastoral matters with them. Our Residential Advisers work closely with our Halls Life team to deliver a programme of events in Halls to help you settle in, and they are also on duty overnight should you need to contact anyone in an emergency.

If you are just arriving at University, you should have now accepted your room offer for University accommodation. You will receive more information including your room number and an invite to complete our Halls Pre-Arrival Induction very soon. If you want more information about what to expect or what to bring, you can check out our Halls Life Platform which has loads of useful hints and tips for you: <https://hallslife.liverpool.ac.uk/>

With your room offer you would have been presented with a copy of the Student Licence, which is a legally binding contract between the University of Liverpool and yourself. These are the regulations you must adhere to whilst you are in residence. A copy of the Student Licence and copies of all other important documentation can be found at liverpool.ac.uk/accommodation/

The Accommodation Team can be contacted on **T: +44 (0)151 795 0319** or by email at **E: accommodation@liverpool.ac.uk**

The Accommodation Team can also be contacted via a live chat system on the Accommodation website homepage where you can discuss your queries with an adviser liverpool.ac.uk/accommodation/

Should you wish to speak to one of our team members in person please also note our full address:

Accommodation Office

Crown Place, University of Liverpool
202 Brownlow Hill, Liverpool L3 5UE

After a year in halls, many of our students will move out in to private accommodation. If you choose to do this there will be housing talks and mixers arranged for you by the Halls Life Team to help you prepare for these next steps nearer the time. We would encourage students to take their time making any decisions and enjoy their experience in halls.

Finding your next group of housemates

If you are leaving halls after your first year, the Halls Life Team will provide opportunities in halls for you to meet others who are looking for housemates. These will be advertised on the Halls Life website <https://hallslife.liverpool.ac.uk/> and social media nearer the time. In addition, LSH Find a Housemate events are held throughout the year and provide you with the opportunity to meet other students looking for accommodation or for you to find someone to take a spare room in an LSH registered property you have already found.

Liverpool Student Homes (LSH) – the next step for accommodation after University Halls LSH is your University's accreditation scheme for private student accommodation.

Not to be mistaken as a private letting agent, LSH has been established to support you in finding a suitable home in the private sector for your 2nd year of study and onwards or if you would like an alternative to University Halls. The service is owned and managed by University of Liverpool, Liverpool John Moores University, Liverpool Hope University, Liverpool Institute for Performing Arts and Liverpool School of Tropical Medicine.

With over 26,000 bed spaces advertised in houses, flats, studios and private halls, LSH is the only platform to provide you with a true comparison of accommodation in the city. Liverpool has an abundance of accommodation with a surplus every year, so you can take your time looking and don't feel pressured into signing tenancies early in the year.

LSH accredits private landlords, agents and accommodation providers and inspect all newly accredited properties to ensure that they meet the criteria in the LSH Standards. The Standards cover a wide variety of matters, including the provision of adequate space and equipment, as well as repairs and retention of deposits. If your landlord breaches any aspect of the Standards during the course of your tenancy, then your complaint can be investigated by LSH, and if necessary, pursued formally through an agreed complaints procedure. Landlords who breach the Standards risk being removed from the LSH accreditation scheme.

It is important to find the right accommodation so that you can relax and enjoy your social and academic life. The service is student focused to ensure you have a positive experience whilst living in private accommodation in our city.

Through LSH you will:

- Search the largest database of accredited private student accommodation in Liverpool including flats, houses of all sizes, rooms and private halls
- Be reassured that all LSH accredited accommodation providers have committed to meeting the quality and safety criteria detailed in the LSH Standards
- Receive free, impartial housing rights advice and support
- Have a means of redress through LSH if you experience problems during your tenancy
- Attend housing-related events such as the Housing Fairs and Find a Housemate meet-ups
- Have access to a student message board, which you can use to find housemates or to advertise a room in an LSH accredited property, that is no longer required.

Free contract checking service

Before you sign a tenancy agreement (contract) for a property, you can take it along or email to LSH who will check it for you and explain anything that you don't understand. Tenancy agreements are legally binding, so it's important that you have been to view the property and you are happy with everything that is detailed in your tenancy agreement before you sign.

Finding your next group of housemates LSH

It is recommended that you take time to get to know your friends before deciding that you want to live with them and signing a tenancy agreement. The contract cannot be cancelled if you change your mind.

LSH Find a Housemate meet-ups are held throughout the year and provide you with the opportunity to meet other students looking for accommodation or for you to find someone to take a spare room in an LSH accredited property you have already found – follow on social media or visit the LSH website for more information.

Also, LSH have a student message board on their website where students can get in touch and find others to live with.

Housing rights advice

If you experience any problems while you're renting private student accommodation, you can contact LSH for free, confidential housing rights advice. This is regardless of whether the property is accredited with them or not. Issues they can help with include getting your deposit back, disrepair, your obligations as a tenant, damp, disputes with your accommodation provider and more.

Contact LSH

You can drop in to LSH at 5 Oxford Street, Liverpool, L7 7HL (around the corner from the Metropolitan Cathedral), between 9am and 4.30pm Monday to Friday.

Alternatively, you can visit www.liverpoolstudenthomes.org to search for accommodation, use the student message board, access a wide range of help topics and to request housing rights advice.

T: +44 (0)151 794 3296, 9am–4.30pm
or email E: LSH@liverpool.ac.uk

 /LiverpoolStudentHomes

 @LivStudentHomes

 /livstudenthomesofficial

www.liverpoolstudenthomes.org

Keeping the University informed

You will almost certainly change your term-time address during your time at University. When you change your address, it is extremely important that you inform the University of this change.

Unless you do this, important items of mail are unlikely to reach you. Please also inform your bank, and anyone else who may write to you, of your new address. It is your responsibility to do this and, while the University will make every effort to forward your mail, you do risk losing important correspondence if people do not have your correct address.

Your contact details are maintained in the Personal Details area on the Student Portal. Further information about the student portal, My Liverpool can be found in Chapter Five. It is important that you keep all of your contact details up-to-date which include any changes you make to telephone/mobile numbers or your permanent (home) address. This is to ensure that you can be contacted in an emergency and that the University can give you important information when necessary.

The University will normally use your University email address and/or the term-time address shown on Liverpool Life to contact you during the academic year.

During the summer vacations, the University will normally use your University email address and/or your permanent (home) address although correspondence may also be sent to your term-time address if there is reason to believe you may still be at that address.

The University is also required by law to ensure that those international students who require a visa to study in the UK maintain accurate and up-to-date contact details as part of the UK Home Office Student Route visa (formally Tier 4) immigration system.

A guide to updating your personal details on Liverpool Life can be found at liverpool.ac.uk/student-administration/my-student-record/updating-my-personal-information/



Chapter Four

Looking after yourself and your property

The University is constantly working to make all its buildings and grounds a safe place to be. It is, however, in a busy urban area and, like any major city, Liverpool suffers from its share of crime. There is no reason why this should affect your enjoyment of life here, but you should be aware of it and take care to ensure you do not become one of the victims of crime.

More information can be found in the Student Survival Guide accessed online at liverpool.ac.uk/studentsupport/advice/

Our Campus Support Team is on campus 24-hours a day, seven days a week, undertaking a variety of measures to maintain a safe and secure environment. You can contact the Control Room on T: **+44 (0)151 794 3252**.

Staying safe

Please be aware of your own safety when out and about on campus and in the city.

All students should take care to avoid walking or cycling after dark in poorly lit areas, especially if alone, even if it means taking a longer route.

Here are some points to consider:

- Travel sensibly – listening with headphones or talking on the phone reduces your awareness of what's around you
- Be vigilant when using your phone when out and about; only use it for calls if necessary. Try to keep your phone and other valuables out of sight
- If you need to withdraw cash, try to do it in the day, when there are more people about and only take out what you need. Make sure you protect your PIN. If you do need to withdraw cash late at night, use a machine in a well-lit area and stay with friends
- Keep your phone charged so you can contact help if needed
- Don't leave valuables and bags unattended.

If out and about during in the evening:

- Make sure someone knows where you are and when you expect to be back
- Keep your phone charged so you can contact help if needed
- There is safety in numbers – don't wander off on your own. If you do have to walk home, walk with friends and try to stick to main roads that are well populated, even if it means taking a longer alternative route. Avoid poorly lit areas
- Plan your journey home before you set off. Use a licensed taxi or black cab. Don't hitch-hike or accept lifts from strangers
- Drink responsibly – you are far more vulnerable when you are drunk, especially if you are on your own. Try and stay with a group of friends. Eat before you go out, and try to alternate alcoholic drinks with soft drinks or water

- Know your limits and stay in control attract help if you need it – If you feel threatened, make as much noise as possible to identify yourself in order to warn off the individual and to attract help from others.

Campus Support Services offer a 24/7 chaperone service and will escort you around the University campus to ensure you feel safe while on our site. To request this service, please contact the control room by calling T: **+44 (0)151 794 3252**.

Campus Support Services are available if you need assistance. In an emergency call T: **+44 (0)151 794 2222**. If someone's life is in danger or a serious crime is taking place call 999 immediately. In non-emergency situations where you need assistance call the control room T: **+44 (0)151 794 3252**.

The local Police are Merseyside Police merseyside.police.uk/

If you have experienced or witnessed **bullying, harassment, sexual misconduct** or **hate crimes**, use '**Report & Support**' to access confidential advice, guidance and support. You can speak to an advisor or let us know anonymously



Scan the QR code or visit: reportandsupport.liverpool.ac.uk/

Report and support is not a complaints process, but can provide advice on making a complaint.

At home

You should take just as much care at home. Whether you live in University Accommodation or in private accommodation, it is important that you are aware of security, and that you secure your home. Having your accommodation burgled can be distressing, and is certainly inconvenient, so make it more difficult for a thief to get in.

Register your valuables on immobilise.com, where you can record all of the serial numbers of your goods. If they are stolen the Police will work with second hand stores to try and retrieve your belongings by searching the database.

Here are some useful tips:

- Lock doors when you are at home to keep out unwanted guests
- Close and lock your doors and windows when you leave your room even to go to the bathroom or kitchen
- Ensure that you lock doors and windows whenever you go out, even if it is only for a few minutes. When you are sharing a house or flat with others, it is easy to assume that someone else has closed the windows and locked the door when you go out. Don't assume!
- Ensure windows and doors are secured before going to sleep, do not leave valuable portable items within easy reach of the windows
- Never leave notes on your door stating you are away or what time you will be back
- Don't hold the door open for strangers – If you suspect any intruders then you should report them immediately to a member of the on-site halls staff or by calling the emergency number for your building.

When you are looking for private rented accommodation, it is worth considering the level of security at the property: are there window locks, for example, and good locks on the front and back doors?

Liverpool Student Homes are the University-funded service for students looking for private accommodation and offer free expert housing advice for all students liverpoolstudenthomes.org

Everyone in University Accommodation should be aware of the need for attention to security. Don't let anyone into a block unless you know they are residents, or bona fide guests of a resident. Investigate politely, and if you are suspicious report them to the Halls Reception or to a Residential Adviser. The outside doors of all buildings should be kept locked. Do not leave them propped open.

Personal property

If you leave bags, coats or valuables (such as laptops, tablets, phones) unattended you make it very easy for thieves. You do need to take care with your possessions and don't leave them unattended. The University cannot take responsibility for any losses of your property – please take care of your possessions.

If you own a car or bicycle, you need to take care to secure it in the same way as you would any other possession, on the campus and elsewhere.



Following these points can help to secure your vehicle:

Cars

- When you leave your car, ensure it is locked, and all windows are closed. Always remove the ignition key
- Don't make it easier for a thief by leaving driving documents in the car; these could help to sell it
- Don't leave valuables on view in your car. You may wish to consider buying a lock to fit on the steering wheel, or having an alarm fitted, which might deter a thief
- If possible, leave the car in an open area, where regularly overlooked; at night, try and choose a well-lit area.

Bicycles

The University provides the use of secure bike pods. For access to a bike pod, you will need to register your student card on the Ground floor of Bedford House (Building no. 505: Ref D4 liverpool.ac.uk/maps)

- Lock your bike securely within the bike pod, preferably with a metal 'D' lock. Even if the bike is in the pod, it still needs to be securely locked inside.

Insurance

It is important that you have adequate insurance for any possessions you bring to Liverpool. If you live in a University Residence, insurance of your possessions up to a certain level are included in your accommodation costs under the Block Hall Scheme arranged with Endsleigh Insurance. You will receive details of what is covered by this scheme, and you should read these carefully, and take out additional cover if necessary. If you are living in private rented accommodation, you will need to make your own arrangements to insure your belongings.

Online

It's important to protect your resources and information, as well as your personal safety and privacy when online. Computer Services have information about computer and online security www.liverpool.ac.uk/it/security/

There is a simple way to protect yourself from fraud online or over the phone – this starts with taking five and remembering a simple memorable phrase: 'My money? My info? I don't think so'. If you're at all unsure, don't give out your details, click on a link or give anyone your money, or access to it. Take Five to Stop Fraud takefive-stopfraud.org.uk/

Reporting a crime and getting help

Any theft or incident should be reported immediately to the Police, and to the University's Campus Support Services Security Office at Bedford House, Oxford Street (Building no. 505: Ref D4 liverpool.ac.uk/maps). To report an incident of crime to the Police, call 101 (999 in an emergency). The University's Campus Support Services can be contacted on **T: +44 (0)151 794 3252**. If your call is an emergency call **T: +44 (0)151 794 2222**. Further information is available at www.liverpool.ac.uk/intranet/facilities-residential-and-commercial-services/services/campus-support/

The Campus Support Services Security Office is staffed 24 hours a day, seven days a week.

It is designed to provide a central control point to deal with enquiries and to control the University's security arrangements. A two-way radio system between the office and the outside security staff is in operation whereby immediate assistance can be organised in an emergency.

With the aim of preventing unauthorised persons from entering buildings, the building management staff and security staff have been instructed to ask strangers to produce evidence of identity, and students should therefore be prepared to show their smart cards on request. Naturally, the University regrets the need for such measures, but we hope that our members will accept them as a means of safeguarding their own personal property as well as that of the University.

If you lose property anywhere within the campus, other than in the Guild of Students, you should enquire as to whether it has been found, either from the building management staff of the building in which it was lost, or from the Security Office. A register of property that has been found and has been handed in to the building management staff or to Security is maintained by the Security Manager.

Found property is normally held for a period of a week at the reception desk in the building in which it is handed in, before being transferred to the Security Office.

Separate arrangements apply to lost property recovered within the Guild of Students building, and you should enquire at the reception desk.

If you have been a victim of crime and need ongoing support, then please contact The Wellbeing Team, Alsop Building located on University Square (Building no. 759; Ref E7 liverpool.ac.uk/maps).

You can also report an incident to the University via our online reporting tool, Report & Support. A member of staff will respond to your report and provide information on sources of support available at the University.

If you have been a victim of a crime, you should first report this to the Police and Campus Support to ensure your safety and security before seeking further support. www.liverpool.ac.uk/studentsupport/reportandsupport/

To help students feel safe and supported, if Campus Support Services are requested to assist you, they will also send a report to Student Welfare Advice and Guidance who will then get in touch with you via your University email about support, usually the next working day.

Health and Safety

Students' safety is one of the University's highest priorities. We are committed to providing you with a safe learning and living environment, but we can only achieve this if we have your full support.

Our expectation is that you do everything you can to look after yourself and others you come into contact with, following any rules or instructions given to you by our staff.

General considerations

Familiarise yourself with the buildings you study and live in. Get to know the layout, the different fire arrangements (ie "stay put" policy or full evacuation), escape routes and assembly points. Be aware of any restricted areas. Check that you know the local health and safety rules and procedures. Find out who your main contacts are if you have a safety issue or concern to raise.

Be aware that most accidents at the University are as a result of a slip, trip or fall. Always keep your study areas neat and tidy. Keep personal belongings in a safe place where people cannot fall over them. Avoid trailing cables from laptops and other portable devices across walkways and thoroughfares. Use handrails on stairs. Adhere to designated walkways.

Clean up any spillages you see or create. If you see any unsafe conditions whilst moving around the campus (eg damaged flagstones, potholes in roads, torn carpets in buildings, etc) bring it to the attention of a member of staff who can ensure that the issue is reported to our Facilities maintenance team T: **+44 (0)151 794 3000**.

Fire

Irrespective of whether you are in a building that adopts a "stay put" policy or has a total evacuation policy, the following general fire safety points should be noted:

- Act quickly when an alarm bell sounds – do not delay your evacuation to a safe place
- Only use lifts for evacuation if you have been specifically told you can (eg if you have a disability)
- Do not stop for personal belongings during an evacuation
- Always follow advice given by members of staff. They have been trained to assist you and ensure you are safe in a potential emergency situation.

At your residence or room

The following can help cut down the risk of fire:

- Do not smoke in bed (smoking is not permitted in Halls of Residence)
- Do not use candles or oil burners in study bedrooms
- Do not leave cooking unattended in the kitchen. Please take care not to burn toast or do anything to activate smoke detectors, which will cause a fire alarm and evacuation of the building
- Always use the extract systems in kitchens to prevent false alarms
- Do not overload electrical sockets
- Do not wedge open fire doors or block escape routes
- Do not damage anything that has been provided for your safety (eg directional signage, fire extinguishers, fire doors, etc).

Accidents and incidents

All accidents (including 'near miss' incidents) or dangerous conditions should be reported to a member of University staff. This includes accidents that occur both on campus or further afield, eg on a UK placement or abroad.

If you injure yourself, please ensure a member of staff is notified. Appropriate medical assistance can then be provided, and the incident logged pending further investigation.

Every building has at least one first-aid kit, and most have qualified first-aiders. Defibrillators have also been fitted in many of our buildings. However, if an injury or illness appears to require treatment beyond first aid, ensure someone contacts both **999** and our Campus support team (**2222** from an internal telephone or T: **+44 (0)151 794 2222** from a personal mobile).

The person on the end of the **999** call will be able to give you immediate assistance if you have to deal with the injured or ill person; the call to campus support will ensure that the emergency services area called and that they get to you without unnecessary delay.

If you have been a victim of a crime, you should first report this to the Police and Campus Support to ensure your safety and security before seeking further support.

Departmental Safety Coordinators

Every academic area and student halls of residence will have a Departmental Safety Coordinator who advises on health and safety, carries out inspections, and who is involved in accident investigation. If you see something which appears unsafe, you can report it to any Departmental Safety Coordinator who will ensure the matter is addressed.

Further Health and Safety information can be found at the University's health and safety webpages liverpool.ac.uk/intranet/safety/

Alcohol, drugs, smoking and sexually transmitted infections

The University encourages students to look after their wellbeing by making safe and responsible choices about their health. Information and advice is available from Student Health and Student Welfare Advice and Guidance about health issues related to alcohol, smoking, drugs and sex (more information on these services can be found in Chapter Six). The NHS also provides a wide range of useful information on all of these issues.

The possession and supply of certain drugs is a criminal offence and the University strictly upholds its legal obligation to prevent such activities taking place on its premises.

The University of Liverpool is committed to ensuring that the use of alcohol and drugs does not have an adverse effect on the working and social conditions of the University's students, staff and visitors. Students and staff are reminded that it is a criminal offence to produce, supply, possess, or import a controlled drug, as defined under the Misuse of Drugs Act 1971.

It is also a criminal offence to produce, supply, possess with the intent to supply, or import psychoactive substances, as defined under the Psychoactive Substances Act 2016.

All students studying on any campus of the University are subject to the provisions of the Student Alcohol and Drugs Policy liverpool.ac.uk/media/livacuk/student-administration/student-administration-centre/documents/StudentAlcoholandDrugsPolicy.pdf

It is important to remember that all drug use (including alcohol and tobacco) involves some risk to health and the University provides information, advice and support to those experiencing problems – whether through their own use or that of someone close to them.

HIV and other sexually transmitted infections can be passed on through unprotected sex. Using a condom reduces the risk of an infection being passed on. Injecting drug users who share equipment (such as needles, syringes, spoons, water, filters) are at high risk of HIV infection.

The risk is minimised by never sharing injection equipment. Student Health can provide advice and support on any of these issues or can direct you to specialist clinics.

Because of their clinical involvement during their course of study, students in Medicine, Dentistry and Health Sciences have a special obligation in respect of HIV. They are required to confirm that they have read and understood the statements of their ethical responsibilities towards their patients issued by the General Medical Council, the General Dental Council, the UK Nursing and Midwifery Council and the Health Professions Council.

More information is available from Student Health brownlowhealth.co.uk
T: +44 (0)151 285 4578.

Meningitis

Meningitis can be caused by a variety of organisms, only some of which are potentially fatal. For example, viral meningitis can cause flu-like symptoms which are sometimes quite severe but which are not life threatening.

There is no connection between this illness and the more serious ones caused by the meningococcal bacteria. The meningococcal bacteria can cause two types of illness: meningitis and septicaemia (blood poisoning). Of these, septicaemia is the more dangerous and the more likely to be fatal.

The bacteria live in the nose and throat and are only passed on by prolonged, close contact. It has been estimated that between 10% and 20% of the population are carrying the bacteria at any given time and the great majority of people carry it without ever developing the disease. The important thing to know is that the disease can develop rapidly, sometimes within a matter of hours. The Meningitis ACWY vaccine is offered to all young people in the UK aged 18. This vaccine protects against Meningitis C and Meningitis W. To achieve maximum protection, you should have been immunised against Meningitis before attending the University and we urge you to see your family doctor to be immunised at least two weeks before starting University. If you are unable to receive immunisation in your home area your new Liverpool GP will be able to carry it out on your arrival.

Meningitis is a relatively rare disease but because it is a deadly disease you should be alert to the dangers.

Am I at risk?

Next to children, teenagers and young adults are the group most at risk from meningitis. The vast majority of cases are isolated ones and the bacteria can only be passed on by prolonged, close contact.

What are the symptoms?

Early symptoms may be similar to those you get with flu or a hangover:

- Feeling feverish
- Vomiting
- Severe headache
- Stiff neck, back and joint pains.

Developed symptoms will include:

- Rash of tiny red bruises that don't fade under pressure
- Severe dislike of light
- Disorientation or coma.

If you are feeling ill, make sure that your friends and/or Residential Adviser/Warden/Manager know this – having someone check on you could save your life. If you are concerned about any symptoms, contact a doctor.

Remember – early treatment saves lives.

You can download a smartphone app with information about symptoms from Meningitis Now.

For further information contact

Student Health T: +44 (0)151 285 4578

NHS Choices Meningitis Now

T: +44 (0)808 80 10 388 (free helpline)
meningitisnow.org

Chapter Five

Learning Resources

The University Library

The University has two main libraries on campus, the Sydney Jones Library and the Harold Cohen Library. You can also find a Veterinary branch Library at our Leahurst Campus on the Wirral.

The libraries are a place for you to study independently or in groups, access learning resources, attend a wide range of skills sessions and explore our Leisure and Wellbeing collections. Both libraries are usually open 24/7 during the academic year and with reduced hours during the holidays.

The University Libraries have around two million books, more than one million e-books and 112,000 e-journals which can be accessed both on and off campus via Library Search.

The Harold Cohen Library specialises in subjects for Health & Life Sciences and Science & Engineering. It has eight PC Centres, self-service laptops, bookable study rooms, bookable tables with screens for collaborative work and zones for silent, quiet and group study. There is a Postgraduate Study Room and Accessible Study Spaces are also available, as well as a Leisure & Wellbeing reading area.

The Sydney Jones Library specialised in subject for Humanities & Social Sciences plus some subjects for Health & Life Sciences and Science & Engineering. It offers PCs, self-service laptops, bookable study rooms, bookable tables with screens for collaborative work and zones for silent, quiet and group study.

There is a Reading Room for postgraduate researchers, a Leisure & Wellbeing reading area and several accessible study areas are also available, as well as a Library Garden. The Sydney Jones Library also houses the University Special Collections & Archives, which holds over two miles of material and Europe's largest Science Fiction Collection.

You'll always find a smile in our libraries and staff are always on hand to help you get started and find your way around.

For subject specific support, you can contact your School/Department Liaison Librarian. Liaison Librarians can help you find the information you need for your academic work and offer guidance on how to reference your sources. You can book an appointment to see your Liaison Librarian who are usually based in the Harold Cohen or the Sydney Jones Library.

You have free access to academic skills support through **KnowHow**. KnowHow is based in the Sydney Jones Library and can help you develop your skills for learning such as time management, referencing, information and digital fluency, preparing for exams, essay writing and much more. You can book a place on an in-person session or an online webinar. You also have 24-hour access to interactive online tutorials on the library website.

One-to-one support is available through the Library via the **Writing@Liverpool** and **Stats@Liverpool** programmes. If you need further support with improving your writing or statistics skills, you can book a one-to-one appointment with a University of Liverpool postgraduate student who will give you helpful advice and guidance and work with you through feedback.

Use your student card to access the libraries and to borrow and return books. You can also print, photocopy and scan documents in the libraries and manage your print credit.

Further information can be found on the library website or by following us on social media [@LivUniLibrary](#)

IT Services

IT Services provide and sustain digital platforms and infrastructure to support teaching, learning and research at the University.

You can access these services once you have activated your computing account online at [liverpool.ac.uk/activate](#). You can do this as soon as your place at the University is confirmed.

There are over 2,800 computers in PC Centres across campus which are available for you to use unless they have been booked for teaching. PC Centres run the latest version of Microsoft Windows on the Managed Windows Service (MWS). You can use the PC Finder tool to locate an available computer by visiting [https://pcseats.liv.ac.uk](#) or you can download the tool from your App or Play Store by searching "UoL PC Finder".

The MWS provides a wide range of pre-installed software. You can also use PCs on campus to access the Internet, your University email, and Canvas – the University's Virtual Learning Environment.

Furthermore, you have your own personal OneDrive storage space which you can access anywhere, anytime.

If you are bringing your own computer, mobile or tablet you can connect to the University's free Wi-Fi service, eduroam, to access the Internet and University IT services. Free antivirus is also provided for your personal devices Wi-Fi is available in many areas, including cafés, bars and communal areas in Halls of Residence.

Get started by visiting [wifi.liverpool.ac.uk](#). Halls of Residence also have wired network points which you can use to connect your own computer, or one of several supported games consoles.

If you're having problems or need advice, the IT Service Desk can help. Visit our helpful colleagues at the IT Drop-In Centre in the Sydney Jones Library, Monday to Friday, 9am–5pm, during term time. For when you are not on campus, access IT self-service portal at [servicedesk.liverpool.ac.uk](#) to get help and advice, either via our knowledge base or live chat. Phone support is available 24/7 on T: **+44 (0)151 794 4567**.

Further information on all the University's IT services can be found at [liverpool.ac.uk/IT](#)



My Liverpool (Student portal)

This is one of the most important facilities you will need to use. My Liverpool is your portal where you can access your essential personal and academic information. It provides secure access to the following information, activities and services allowing you to:

- Academically register for your studies
- Re-register for each year of study
- Access the online module catalogue
- Check your programme and module registration status
- View your teaching timetable (see page 30)
- Check and update your term-time, permanent and 'graduation correspondence' addresses, telephone numbers and emergency contact details
- Check notes, guidance and regulations relating to examinations
- View your assessment details. View your examination timetables (dates, times and venues)
- View your approved module marks and overall year results
- View your degree classification at the end of your programme
- View your University financial account
- Apply for University accommodation
- Request documentation such as Council Tax Certificates, Bank Letters and Student Status Letters.

My Liverpool can be accessed by entering the url <https://my.liverpool.ac.uk> into your browser. You will need your MWS details to login <https://register.liv.c.uk>

The welcome pages liverpool.ac.uk/welcome/starting-at-university/ provides more information about registration processes including accessing My Liverpool. If you are having difficulties accessing the system, then you can contact the Student Administration Enquiry Team at liverpool.ac.uk/student-administration/contact-us/

You should familiarise yourself with My Liverpool as a matter of priority. Further information about our student portal, including user guides, can be found at liverpool.ac.uk/student-administration/registering-for-my-programme/new-student/registering-to-use-liverpool-life/

Teaching timetables

Your personalised Teaching Timetable can be accessed via the **Timetable App** or the **Timetable Portal**. Further information regarding your teaching timetable can be found [here](#).

You can download the UOL Timetabling app through the App Store or Google Play. Please make sure you have downloaded the most up-to-date version of the Timetable App. You can find out more about the app, including how to download it, via the **App Directory**.

The timetables are updated throughout the year to take account of any changes – for example, if a lecture has to be moved to another venue or if you change your seminar group. It is therefore **extremely important** to check your timetable on a regular basis to ensure you are always getting the most up-to-date version.

If you have the **Timetabling App** installed, we **strongly recommend** you enable notifications as the app will send you notifications if a last-minute change to your timetable has taken place (less than 48 working hours).



The Library hold over 2 million physical books and over 1 million e-resources which can be accessed both on and off campus via Library Search.



Chapter Six

Student Services

Student Services is made up of the following teams: Disability Advice & Guidance, Money Advice & Guidance, International Advice & Guidance, Wellbeing Advice & Guidance, The Counselling Service, and the Mental Health Advisory Service.



The role of the service is to provide students with advice, support and information.

We have teams of experienced specialist advisers who are available for you to come and talk through any issues you may have. We provide a confidential and quiet space for you to come and talk to us about any issues affecting your wellbeing.

We offer face-to-face appointments and also remote appointments by telephone and via Microsoft Teams, so you can get support wherever you are. To book an appointment, please follow the link to

our Student Services Hub where you can book an appointment with the relevant team, update your consent to share information preferences, and upload any documents that you need to share with us. studentserviceshub.liverpool.ac.uk/

If you would like to contact any of the individual teams you can find their details on the following pages: www.liverpool.ac.uk/student-support/

The rest of this chapter details the range of support services offered by the University, both as part of the Student Services Centre and across the wider University community.

School/Institute support and advice

All students on programmes at the University of Liverpool are allocated an Academic Adviser who is responsible for providing appropriate support to help you to fulfil your academic potential in your studies. S/he will usually meet with you at the beginning of your studies and normally at the start of each academic year. S/he can also meet with you following exam results to discuss academic performance and provide advice on improving your performance.

Your Academic Adviser is the first port of call if you are having problems with your academic studies.

Within the School's or Institute's Professional Services support team there will also be a named person to act as a first point of contact if you are experiencing difficulties with any aspect of University life. This named contact within the School/Institute will provide both advice on School/Institute level procedures and signposting to central and specialised support services for students. For more information please visit the Student Support Office within your School/Institute.

Student Health Service

All students are advised to register with a local GP to ensure access to full medical care. Students who register with Brownlow Health can use the Student Health Service which is a valuable and important amenity provided by the University. Access includes a walk-in service (no appointment necessary), email consultations, telephone consultations and booked appointments.

Registration can now be completed on-line via campusdoctor.co.uk/liverpool

'Student Health' is based on campus in the Student Services Centre and is open Monday to Friday during term time. See brownlowhealth.co.uk for full opening hours. The service can be contacted by telephone on T: **+44 (0)151 285 4578**.



Out of Hours Service

If you need to be seen urgently by a doctor and cannot wait until the next working day, you can contact the Practice on T: **+44 (0)151 285 4578** who will direct your call to the service managing out of hours. The telephone lines are available 24 hours a day, 7 days a week. For further information, visit brownlowhealth.co.uk. Unless it is an emergency please contact us before attending the local Accident and Emergency departments.

Additional information

For confidential advice on any health question or for information about where to find services in the area, 24 hours a day, visit nhs.uk

The Wellbeing Team

We want you to enjoy your time at the University of Liverpool and hope that nothing will stop you getting the best out of your studies but we all need some support from time to time.

The Wellbeing Team is staffed with a team of dedicated Wellbeing Practitioners who are here to provide practical and pastoral support, advice and guidance to students throughout their time at university. This could include: finding your feet at university; maintaining your wellbeing; support for personal circumstances affecting your welfare and wellbeing; concern for a friend.

We are a confidential service

We provide weekly clinics on coping with anxiety and low mood and a weekly series of wellbeing activities to help you unwind and connect with other students in safe and welcoming environment. You will find details of our programme of activities on our website: liverpool.ac.uk/studentssupport/mental-wellbeing/wellbeing-advice/activities/

We work closely with our colleagues within Student Services and across the University, as well as external organisations. If something is affecting you, or you are not sure who to ask for advice, or just need to talk to someone in a quiet and confidential space, we're here.

You can access support by completing our referral form here: liverpool.ac.uk/studentssupport/mental-wellbeing/wellbeing-advice/triage-form or for any general enquiries please email us at E: advice@liv.ac.uk.

Please do take time to browse the advice on our webpages on a range of issues such as coping with homesickness, staying safe, living on a budget and more liverpool.ac.uk/studentssupport/mental-wellbeing/wellbeing-advice/

Wellbeing Practitioners also run a series of activities aimed at helping you to identify the ways in which you can improve your own wellbeing. You will find more information about the workshops and the topics we cover by visiting our website. If you would like to find out more information you can write to us at E: advice@liv.ac.uk.

Disability Advice and Guidance

The University has a Disability Advice and Guidance team. The team meets with disabled students to identify and recommend reasonable adjustments and support needs, which may include:

- Programme-centred support
- Exam adjustments
- Library related support
- Campus accessibility
- Specialist equipment loans
- 1-1 helper support
- Specialist study support.

Who is eligible

You may not have thought of yourself as being disabled before, but it is worth considering whether you might be entitled to support at University, as a disability within UK Equality Law is defined as anyone with a condition that has or is likely to have a substantial and long-term (12 months or more) adverse effect on normal day-to-day activity. This covers a range of conditions including (but not limited to):

- Specific learning difficulties such as dyslexia, dyspraxia or attention deficit hyperactivity disorder (ADHD)
- Long term medical conditions eg chronic fatigue syndrome, epilepsy, diabetes, cancer, HIV
- Mental health conditions
- Autistic spectrum conditions
- Sensory impairments
- Physical/mobility difficulties.

How the Team can help

- We can develop a support plan to detail support arrangements for your academic studies, including exam adjustments
- Advise your academic School/ Department/ Institute about the support you may need
- Assist and support you to access disability-related funding
- Provide assistive software and equipment loans
- Organise academic-related support workers
- Provide guidance to staff members to support them to support you.

To learn more about the University's support arrangements for disabled students, please refer to the Policy Regarding Reasonable Adjustments and Support for Disabled Students 2024.

The Disability Advice and Guidance Team is based in the Student Services Centre, Alsop Building, Brownlow Hill (Building no. 759: Ref E7 liverpool.ac.uk/maps).

How to access support

Our team of Disability Coaches are available in the Alsop Building from 11am-3pm **every day during term time (no appointment needed)**. They can help with initial support enquiries, discuss if you would be eligible for support, help you access support and much more. Why not scroll through our [web pages](#) which include short videos to help you access the support you may need.

We also have a **Live chat (term time 11-3pm) and Chatbot** to answer your questions. Alternatively, book a **quick enquiry appointment** to speak with one of team via the HUB. If you still have additional questions, email the team E: Disteam@liverpool.ac.uk

Money Advice and Guidance

Money Advice and Guidance (MAG) provide support and advice to students on a range of financial matters. We can offer the following services:

- Discretionary financial help through the University Hardship Fund for students experiencing financial hardship; In some cases, we can offer short-term loans when other funding has been delayed;
- Advise on student loans and grants for students including liaising with funding bodies, regarding problems with loans and grants;
- Advise on the financial implications of suspending, withdrawing or repeating elements of the course;
- Students who are starting their course and already have other previous higher education study should contact the team for advice as this may affect any entitlement to funding.
- Debt Advice Service – (including liaising with creditors if necessary);
- Advice on eligibility for welfare benefits;
- One-to-one or group budgeting sessions;

Our Money Advisers are here to provide advice and support. If you would like more information on any of the above, you can email us: **E: money@liverpool.ac.uk** or telephone **T: +44 (0)151 795 1000**. Bookable drop-in slots are available either face to face in the Alsop Building or virtually via MS Teams. To book please use the following link: liverpool.ac.uk/studentsupport/book-an-appointment/

The team have Student Money Coaches who offer peer to peer support on budgeting and can provide hints and tips on managing your money as a student. Please see our website to find out how to meet our coaches. liverpool.ac.uk/studentsupport/money

International Advice and Guidance

International Advice and Guidance (IAG) is a specialist team within Student Life that supports and advises international students pre-arrival, on arrival and throughout their studies. It is based in the Student Services Centre/Student Life, Alsop Building on University Square. The team provides advice on Student visas, other immigration matters such as dependent visas and family visitors, personal and cultural issues, integration, safety and wellbeing. If IAG cannot help directly, they have a wide range of contacts and can refer you to another service that can assist.

IAG offers an induction programme in September called "Hello International" as well as regular presentations throughout the year, including living on a budget in Liverpool, integration, visa advice for working during/after your studies, visas for travelling in Europe, improving English language skills and how to extend your student visa.

International students are kept informed by email of any important information including any changes to immigration rules and procedures so it is essential that students read this information.

The Team also promotes events and opportunities to encourage students to have a rich and diverse student experience.

The team's website contains lots of useful information on matters that international students often need advice on liverpool.ac.uk/studentsupport/visas-and-immigration/

You can also email the team for advice or request an in-person or online appointment by visiting the booking hub here liverpool.ac.uk/studentsupport/book-an-appointment/
E: iagteam@liverpool.ac.uk
T: +44 (0)151 795 1000.

English Language Centre

The English Language Centre (ELC) is the University of Liverpool's specialist English language facility for international students.

The key services provided are:

Pre-sessional English Courses these are designed for international students who have applied and/or are holding an offer with us or another institution for undergraduate, postgraduate or a PhD programme at a British University

In-sessional English Courses these provide an extensive, vibrant and innovative programme of free English language and study skills support for all students – both international and home who are already studying at the University but who would like to improve their use of Academic English.

Language Support for Refugees and Asylum Seekers these classes aim to build confidence when communicating in English. The focus is on improving knowledge of grammar and vocabulary and practising speaking, listening, reading and writing skills.

The English Language Centre is based in 1-7 Abercromby Square (Building no. 153: Ref D3 liverpool.ac.uk/maps). They can be contacted on **T: +44 (0)151 794 2722**, by email at **E: elc@liverpool.ac.uk** or by dropping into their Reception on the ground floor of 1-7 Abercromby Square. Further information can be found at liverpool.ac.uk/english-language-centre

Student Counselling and Mental Health

If you are experiencing distressing psychological or emotional problems which affect your studies or general wellbeing, Student Services offers a range of support that includes Wellbeing Counselling and the Mental Health Advisory Service.

To access any of these services please contact the Wellbeing Team by completing a quick triage form. This will connect you with the Student Advice and Guidance team and is the entry point to speak to the Wellbeing Practitioners, Psychological Therapists and the Mental Health Advisors.

The form is quick and easy to complete and will be reviewed by a Wellbeing Practitioner. Then you will be contacted with information on the support we feel is most appropriate for you. [Click here to complete the form.](#)

Our Student Wellbeing Practitioners provide confidential, non-judgmental support on campus, and remotely. Once you have submitted a form, we will contact you directly. We offer Mental Health Clinics, wellbeing activities and workshops and tailored support. You can feel confident to get in touch with the Wellbeing Team for advice on anything that is worrying you at any time during your studies.

What's the difference between the Wellbeing, Counselling and Mental Health service at University of Liverpool and how do I decide which I need?

Wellbeing Advisors provide confidential advice and guidance to students on welfare and pastoral issues, and also assist students to find appropriate support services, both within the University and through partnerships with external providers across the City.

The team has a wide range of experience drawn from a variety of settings and are able to provide advice on a broad range of personal and social issues. We also provide practical information, advice, and guidance on developing greater resilience to the different pressures we face in life.

Counselling is a confidential psychological therapy service where you can develop an increased understanding of yourself by exploring how you think, behave and feel about an issue.

It can help you find appropriate ways to make changes in your life. You can contact the Counselling Service for support with a variety of issues such as home and family relationships, depression, anxiety and panic attacks, trauma, bereavement and loss, sex, sexuality, relationship difficulties and loneliness.

The Mental Health Advisory service provide a confidential service for students experiencing complex and/or significant mental health difficulties during the course of their studies, these can be short or long term. Students may have mental health needs that require input from external mental health services, an early presentation or pre-existing diagnosed disorders, which can have an impact on day to day functioning and getting through studies. The service does this in collaboration with GPs and secondary mental health services as appropriate.

Childcare

The University's purpose-built nursery is located on campus and operated by Kids in Bloom. It provides flexible full and part-time provision for childcare for babies and pre-school children. Some term-time only places are also available for students. Holiday play schemes are also available for school age children. The nursery is popular, and we recommend that you apply for a place or join the waiting list as soon as possible.

The Children's Centre operates within an equal opportunities framework and offers students the freedom to study, knowing their children are in a safe, caring and stimulating environment. It is rated as Good by OFSTED. For more information about the nursery please visit kidsinbloom.co.uk/kib-university-of-liverpool

Certain home and EU students using childcare may be eligible to apply for assistance with childcare fees through their Local Authority or the NHS Grants Unit, who will pay up to 85% of the cost (up to a limit). Additional help may also be provided by the Hardship Fund. For more information, contact Support and Guidance **T: +44 (0)151 795 1000** or by email at **E: money@liverpool.ac.uk**

More information about other childcare provision in Liverpool can be found at <https://liverpool.gov.uk/children-and-families/early-years-and-childcare/nursery-and-childcare-providers/>

Careers and Employability

The Careers and Employability team are here to help you make the most of your time at university, and to keep you moving forward as you prepare for your graduate career.

Our support is focused on the three themes, helping you to Explore, Connect, and Apply – so that, no matter what stage you're at in your career thinking, we are with you every step of the way.

Peer-to-peer learning is at the heart of what we do. Our fully trained Career Coaches are students just like you. From our Career Studio in the centre of campus, they provide online and face to face support with all aspects of planning your career journey and applying for jobs.

Our faculty teams will also bring employability into your courses and onto your modules. We deliver a wide variety of experiential activities and sessions that are embedded in your curriculum and form an integral part of your course.

As a student, you will also have access to Handshake, our online careers platform, where you can access exclusive employer events, use our interactive careers resources, and search and apply for placements, internships, part-time jobs, and graduate vacancies.

Once you've set up your Handshake profile you will receive personalised job and event recommendations based on your interests. You can also connect to fellow students, employers, and graduates as part of the Liverpool Handshake community.

We look forward working with you as you plan and achieve your ambitions.

Further information can be found at liverpool.ac.uk/careers. You can email us at **E: careers@liverpool.ac.uk** or follow **@livunicareers** on YouTube, Instagram, TikTok, X and LinkedIn for the latest news, careers events and job opportunities.

Liverpool Guild of Students

We're Liverpool Guild of Students, your students' union. We are committed to improving and developing the lives of all University of Liverpool students from application to graduation. Sitting at the heart of campus we are ready to open the doors to all the possibilities to enrich your University experience.

Putting you at the heart of everything we do, at the Guild you can make friends for life, learn something new and boost your employability.

It's time to build your Guild Experience.

Your Home Away from Home

Sitting at the heart of campus, our building has something for everyone to enjoy – the perfect place to meet your friends, chill in between lectures and get your bearings on campus.

During term time we are open until late 7 days a week to fit around your studies; so, you can storm to victory in our Big Pub Quiz, start your day in our coffee shop, grab a drink in the Sphinx with your friends or treat yourself to a Uol hoodie. It's all ready and waiting for you.

We're kicking off your University Experience with your official Welcome Week events from the Big Quiz to a game of Bingo like no other and our free Welcome Party to start your week right. But we know that Welcome and settling into University life takes longer than a week but with our weekly events, Give it a Go programme and exciting opportunities we are on hand to help you get settled in. Stay up to date with our offers, events and the best vegan nuggets in the city on our social media channels.

Try Something New

From freshers to final years, we are here to provide a whole host of ways you can make friends, try something new and get one step closer to your dream graduate job; there really is something for everyone.

We create opportunities for you to explore your interests – whether you want to give back and volunteer, go green and make a difference to the environment, create change on campus find a part time job or meet like-minded students. We've got lots to offer and it's all ready and waiting, so let us help you make the most of your University years.

Meet our Societies

If you're looking to find friends for life and learn something new then look no further than joining a society! With over 200 societies to choose from, when we say there's a society for everyone we mean it!

From hosting amazing events and insightful info sessions to performing dazzling shows, society activities keep our building and online activity bustling, and are a great way of finding a community of students with similar interests. Ballroom to Book Soc and Student Media to Meditation, joining a society is the perfect way to meet likeminded people, boost your CV and is guaranteed fun – and even better they're all FREE to join.

Browse your Society A-Z to find your perfect society here: liverpoolguild.org/groups

Here to Help

Whilst we hope that student life goes smoothly, we are also on hand to offer help and support if and when you need it. You can access a wealth of extra support services and utilise our democratic structures to make the change you want to see on campus. If you ever need it, we offer free, confidential and independent advice on academic, financial and housing issues to all students. You can email **E: guidadvice@liv.ac.uk** to make an appointment, we're here to help.

Student Officers

Did you know we are led by four student officers who are elected by a campus-wide vote? Each year four students are elected to run campaigns, represent your views to the University and make change on campus and nationally, keeping students at heart of what we do.

Keep in touch

Get to know us better and start your Guild journey – follow us on social and visit our website.

@LiverpoolGuild www.liverpoolguild.org

Chapter Seven

Your programme of study

The regulations for your programme of study govern the general structure of your degree, the assessment conventions and requirements, the criteria for progression to the next level of your programme, and the rules for classification.

More detailed information about the modules you can take, the type and time of your learning sessions, the learning resources you will need to use, the assessments and the detailed assessment criteria will be available from your School/Institute or Department.

Please also make sure that you understand what is expected of you, particularly in terms of attendance and academic integrity. Your School/Institute or Department will provide you with more information about this but this handbook also provides useful information about the University's rules regarding student behaviour and academic conduct.

Over the years, changes are made to these regulations and codes of practice and it is essential that you refer to the correct framework for your cohort and your type of degree. The information in this section is relevant to those students starting their undergraduate degree programme in session 2024/25.

Code of Practice on Assessment

The Code of Practice on Assessment is an important document and applies institution-wide. It also reflects the external reference points that the University has to accord with such as the Quality Assurance Agency for Higher Education's UK Quality Code for Higher Education, the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ), and individual subject benchmark statements.

The Code and its appendices can be accessed at liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/ Appendices B, I and J are particularly relevant to the undergraduate programmes.

Programme structure

Note: students on clinical programmes should refer to their Programme Handbook.

The maximum registration period for a full-time student, including any interruptions of studies or repeated years of study, is normally three years more than the minimum length of the programme. So, on a three-year programme this would be six years and on a four-year programme it would be seven years from initial registration. If you enter directly into Year Two or Year Three of a programme, your maximum period of registration will be adjusted accordingly.

The undergraduate non-clinical Bachelor's degree programme consists of three levels of study. The Integrated Master's degree programme comprises four levels of study. Full-time Bachelor's students will normally take level 4 in their first year, level 5 in their second year and level 6 in their final year of study. Integrated Master's students will normally take level 4 in their first year, level 5 in their second year, level 6 in their third year of study and level 7 in their final year of study. Each level of study consists of modules which have a total value of 120 credits. One credit equates to a notional 10 study hours. This includes lectures, tutorials, practical sessions, private study, revision, and assessment/examinations.

Any request for a student to be permitted to register for more than 120 credits in a year of study must be submitted by the student's Faculty to the Chair of the University Academic Quality and Standards Committee as a recommendation for exceptional approval notwithstanding **Appendix B of the University's Code of Practice on Assessment**.

The modules that make up the programme are also assigned a level. Level, 4, 5, and 6, all carry a pass mark of 40%. Integrated Master's programmes will also have level 7 modules which carry a pass mark of 50%.

Level 7 modules may be offered in the final year of a Bachelor's programme, on an optional basis only, and will also carry a pass mark of 50%.

The level assigned to a module is an indicator of the relative demand, complexity and depth of learning required of a learner. The main external reference point for determining credit levels

is the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland, available at qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf

The programme requirements for credit levels are as follows:

- (i)** In a Foundation Year, (if included in a programme, and in Years One and Two of all undergraduate programmes the majority of credit in a year of study of a full-time degree should be at the same level as the year of study; that is, the majority of credit in Year One of a programme will usually be at level 4 and the majority in Year Two will be at level 5. In the combined degree programmes the modules in the minor subject components should be at the same level as the year of study ie 30 credits at level 4 in Year One and 30 credits at level 5 in Year Two, normally delivered as 15 credits per semester
- (ii)** In Year Three of a three-year Bachelor's programme, modules totalling at least 90 credits must be at level 6. In the combined degree programmes the modules in the minor subject component should be at level 6 in the final year normally delivered as 15 credits per semester
- (iii)** In Year Four of a four-year Bachelor's programme with a year abroad or a year in industry, modules totalling at least 90 credits must be at level 6

(iv) Over Years Three and Four of a four-year Integrated Master's programme, modules totalling at least 90 credits must be at level 6 and modules totalling at least 120 credits must be at level 7

(v) In Years Three and Four of a four-year Integrated Master's programme, it is permitted to have optional modules totalling up to 30 credits at level 7 that are additional to the 120 credits of level 7 modules that are required; ie it is permitted to have a maximum of 150 level 7 credits across Years Three and Four provided that 30 of these level 7 credits are optional

(vi) In Years Three or Four (depending when the year in industry or abroad is taken) and in Year Five of a five-year Integrated Master's programme, modules totalling at least 90 credits must be at level 6 and modules totalling at least 120 credits must be at level 7

(vii) In Years Three or Four (depending when the year in industry or abroad is taken) and in Year Five of a five-year Integrated Master's programme with a year abroad or in industry, it is permitted to have optional modules totalling up to 30 credits at level 7 that are additional to the 120 credits of level 7 modules that are required; ie it is permitted to have a maximum of 150 level 7 credits across Years Three or Four and Five provided that 30 of these level 7 credits are optional.

For full-time programmes your workload is normally divided equally between the two semesters in each year of study, ie modules totalling 60 credits in each semester. However, programmes may be designed with imbalances of up to 15 credits between semesters, eg 52.5 credits in Semester One and 67.5 credits in Semester Two.

In exceptional circumstances, individual students may be allowed to choose options in their programme which would result in an imbalance of up to 30 credits, eg 45 credits in Semester One and 75 credits in Semester Two, but this would require the specific permission of the relevant Programme Director.

If you choose such a pattern of study you should be aware that the uneven workload will not be regarded as an extenuating factor in the case of failure in assessments and consequent failure to progress to the next year of study.

Types of Modules:

Mandatory. A module is mandatory because competence is a pre-requisite for everything else; hence a pass in the module is essential. It is unusual for there to be more than 90 credits of mandatory modules per level of study. It should be noted that where a module is mandatory in one degree programme it may be possible to take it as an optional module in another programme.

Optional non-compensatable. A module is optional non-compensatable when it can be selected on an optional basis in some programmes but once selected must be passed in order for a student to progress or to be awarded a degree.

Required. A required module must be taken in a particular study year.

Pre-requisite. Module A is a prerequisite for Module B if A must have been taken before B can be taken.

Co-requisite. Module A is a co-requisite for module B if it must be taken along with module B.

Marking and moderation

For every assessment task which contributes to an award of the University or to determining whether a student may proceed to a subsequent stage of study, there are one or more internal examiner(s) appointed by the management team of the relevant Faculty. The internal examiner(s) are responsible for marking the assessment in relation to the stated criteria for the assessment, any agreed marking scheme and the qualitative marking descriptors and marks scale.

Moderation is the examination of a selection of pieces of work from an assessment task by an individual to verify or otherwise the level and consistency of the marks allocated by the marker(s), particularly at the borderlines.

Moderation of the marking of the internal examiner(s) must be undertaken in particular circumstances and according to certain rules. These are stipulated in **section 4 of the University's Code of Practice on Assessment** (liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/).

External examiners

External examiners are appointed for all programmes of study offered by the University. These examiners, usually senior academics or persons with specific professional expertise, are independent of the University.

They help the University to ensure that the standards of its awards are comparable with similar subjects and awards in other UK universities. They ensure that the assessment processes in Departments and Schools/Institutes are appropriate, fair, rigorous, fairly operated and are in line with institutional regulations and guidelines. Where relevant they ensure that accreditation requirements of any professional, statutory or regulatory body are met.

External examiners have the right to see all assessed work from the modules they examine, but where there are large numbers of students on a module they would normally see samples of work. The reports from the external examiners for your programme will be available for you to see.

On no account should you attempt to make contact directly with the external examiners. If you have any queries about their involvement in your degree programme or assessment you should seek advice from your Department or School/Institute.

Marks scale

Note: students on clinical programmes should refer to their Programme Handbook.

For non-clinical undergraduate degree programmes, marks awarded for individual modules are categorised as follows (this scale assumes rounding, if necessary, to the nearest whole number, with decimal places up to point four being rounded down and decimal places of point five or more being rounded up).

- 70 to 100: First class
- 60 to 69: Upper second class (2:1)
- 50 to 59: Lower second class (2:2)
- 40 to 49: 3rd class
- 35 to 39: Narrow fail (but compensation may be allowed on some programmes of study, in accordance with the University's rules)
- Less than 35: Fail.

The marks scale and marking descriptors are not applicable to unweighted pass/fail assessment components, as the learning outcomes of such assessment must be of a nature where they can be met or not, with no possible differentiation for achievement above the threshold.

Coursework submission

The University has adopted a policy for coursework submission whereby there is an expectation that items are submitted electronically, unless the task is not appropriate or the file format does not permit submission through an e-system purchased or supported by the University. You will be provided with guidance on the particular process of electronic submission to follow in your module or programme handbooks or assessment briefs.

You will be notified by your module tutors if electronic submission is not possible. However, whether the work is submitted electronically or in hard copy, as a single file or multiple documents packaged into one file, it is your responsibility to ensure that all parts of the assessment are submitted in full. In the event that University systems temporarily do not allow electronic submission, the submission time will be extended by an appropriate period. You will be notified as soon as possible with as much information as available about the period of suspension of electronic submission. You **must not** use alternative methods to submit your work, e.g. by emailing your tutors directly.

There may be instances when you are asked to submit both an electronic copy and a hard copy of your work, but this should only occur where graphic or mathematical formatting of text could be affected by online submission. In this situation the module coordinator/leader must ensure that instructions to students are clearly stated in module handbooks. In the case of such multiple submissions the time of submission shall be deemed to be that of the later of the online and hard copy submissions

The full policy on coursework submission forms **Appendix Q to the Code of Practice on Assessment** which can be accessed at liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/

Late submission of assessed work

The University has standard penalties for the late submission of assessed work. These are:

- 5% of the total marks available for the assessment will be deducted from the assessment mark for each working day after the submission date, up to a maximum of five working days (eg for work marked out of 100, five marks per day will be deducted; for work marked out of 20, one mark per day will be deducted); however, the mark will not be reduced below the pass mark for the assessment. Work assessed below the pass mark will not be penalised for late submission of up to five working days. A working day is defined as a day when the University is open and staff would normally be available for work and thus also able to be contacted by students.
- Work received more than five working days after the submission deadline will receive a mark of zero. In such circumstances, where a student is required to re-sit/re-take the assessment, the reassessment task must be different from the original assessment.

Re-submission of the original piece of work is not permissible, except in the case of project work or dissertations.

Full information about the penalties for late submission of assessed work, including information about circumstances where late submission may not be permitted, extenuating circumstances and School/Departmental responsibilities, are available in **section 6 of the University's Code of Practice on Assessment** (liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/).

Examination rules and behaviour

You must read the Regulations for the Conduct of Examinations and the Notes of Guidance for Examination Candidates before you undertake any summative examination at the University. The Regulations for the Conduct of Examinations form **Appendix D of the University's Code of Practice on Assessment** (liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/). The Notes of Guidance for Examination Candidates summarise the Regulations and provide other useful information about examinations, including formal class tests. Both the Regulations and the Notes for Guidance are available from liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/

The following is a summary of the key points:

- You **MUST** attend all exams unless prevented by illness or other extenuating circumstances
- You **CANNOT** enter an exam room more than 30 minutes after the start of an exam
- You **CANNOT** leave an exam less than 30 minutes before the end
- You **MUST** enter an exam room in silence and put any bags and coats in the designated Bag Zone
- You **MUST** arrive at the exam room at least 15 minutes before the exam is due to start in order to hear any announcements
- You **MUST** switch off any mobile phone, smart watch or similar electronic data storage or communication device and either leave it in the designated Bag Zone in the exam room or place it in a clear plastic bag under your seat before the start of the exam

- You **MUST NOT** have any unauthorised material with you at your exam desk or on your person whilst under exam conditions, including books, papers, manuscripts, calculator cases or a mobile phone or any other electronic storage device
- You **MUST NOT** take into an exam room any blank paper; all rough work **MUST** be done in the exam booklets which are provided
- You **MAY** take into an exam room any pens, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these **MUST** be placed in a clear plastic bag.
- You **MUST NOT** bring in any pencil case or box for these items
- You **MUST NOT** disturb other candidates
- You **MUST** follow any instructions given by an invigilator
- You **MUST NOT** communicate with any other candidate in an exam room or pass a calculator to any other candidate during an exam
- You **MUST NOT** impersonate another exam candidate or allow yourself to be impersonated
- You **MUST** put your student ID card or other photo identification on your exam desk
- You **MUST NOT** use scrap paper and **MUST** do all rough work in your answer book
- You **MUST NOT** leave the exam room until your exam answer book has been collected and you **MUST NOT** take out of the exam room any other item provided unless you are allowed to do so
- If you arrive late, you will not be allowed extra time. If you believe that there is good reason why you could not arrive on time, you should submit a claim for extenuating circumstances
- You **SHOULD** write legibly

- If you consider that your performance or attendance at an exam was affected by circumstances outside your control, you should submit an Extenuating Circumstances claim
- If you are taken ill during an exam or consider that something during the exam has affected your performance, you **MUST** inform an invigilator during the exam
- If you have a disability and need adjustments made to your exam arrangements, you **SHOULD** seek advice as early as possible before the exams from the Disability Support Team
- Any calculator used **MUST** comply with the requirements set out in **Appendix D of the University's Code of Practice on Assessment**
- You **MAY** take into an exam room a clear plastic bottle of water.
- You **MUST NOT** bring in any other type of bottle and no other drink or food, unless you have a declared medical condition and have been given permission to do so through your Support Plan or directly by the Examinations Team for temporary disabilities.

You should be aware that the University treats the upholding of its examination standards very seriously indeed. In particular, the University considers the introduction of unauthorised material (books, notes, manuscripts, mobile phone or other electronic data storage device) into an exam room and its environs to be an especially serious offence. In all reported cases of students accessing unauthorised material whilst under examination conditions, matters will be investigated under the Academic Misconduct Policy and Procedures which in most cases will result in the case being heard by the University's Board of Discipline. This is regardless of whether you use or copy the unauthorised material, intend to use or copy the material, or even whether you intended to have the material with you whilst under exam conditions.

In recent years, the Board of Discipline has considered a number of cases where students have been caught in possession of unauthorised material in an examination and, in many instances, the Board determined that the student concerned should be awarded a mark of zero for the examination in question and suspended the student from studies for up to twelve months. In the most serious cases, and for repeat offenders, the Board of Discipline has terminated students' studies.

For assessment undertaken online, a separate Annex to **Appendix D of the Code of Practice on Assessment** (Regulations for online assessments) can also be found here liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/

Calculators

Except when otherwise stated, you are not permitted to use a pre-programmable calculator in examinations. You can use any model of non- pre- programmable calculator but calculator cases will not be allowed in the examination, and you will be required to provide the make and model of the calculator on your examination script.

Disability and alternative examination arrangements

The University's policy and procedures for making adjustments to assessment arrangements for disabled students are contained in **Appendix K of the University's Code of Practice on Assessment** liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/

It is extremely important that you consult with Disability Advice and Guidance as far as possible in advance of starting work on assessments in order to allow time for the arrangements to be put in place. Disability Advice and Guidance can be contacted by email at **E: disteam@liverpool.ac.uk** or via regular drop-in sessions during term time. Further information including available drop-in sessions, can be found at liverpool.ac.uk/studentssupport/disability/

Timing of assessments and disclosure of results

The assessment of a module must be completed by the end of the semester in which the teaching of it is completed. Marks for coursework are disclosed to students as soon as practicable and the marks achieved in first semester examinations are disclosed as soon as they are available following the first semester examinations.

However, the disclosure of such marks is made on the understanding that they:

- (i) Will remain provisional until a final determination is made at the meeting of the final Board of Examiners held in the summer
- (ii) Are released at that stage for general guidance only
- (iii) May be subject to further amendment at the main meeting of the final Board of Examiners.

Progression requirements

Note: students on clinical programmes should refer to their Programme Handbook.

Non-clinical Bachelor's programmes

The criteria for completing each year of study, other than the final year, and for progression to the next year/level of study, require you to:

- (i) Pass (ie achieve 40%) all mandatory modules;
- and
- (ii) Pass (ie achieve 40%) in modules amounting to 90 credits; and
- (iii) Achieve at least 40% averaged across all modules and a minimum mark of 35% in all modules.

These criteria are compulsory for study Years 0, One and Two and for levels of study 4 and 5 in three-year and four-year (year in industry or abroad) Bachelor's degrees.

Students who fail to meet the requirements for progression to the next year of study following re-assessment may be allowed by the Board of Examiners to re-take the modules in the following academic session. Students who fail a year of study on two occasions shall normally be required by the Board of Examiners to terminate their studies.

Where a student has failed up to 15 credits from Year One at the re-sit/re-take opportunity and they have extenuating circumstances in respect of the re-assessment, and their overall average mark is at least 50%, the Board of Examiners may decide that the student be permitted to progress to Year Two of their studies, carrying the failed 15 credits which must subsequently be passed.

Integrated Master's programmes

To pass Year One and progress into Year Two of four-year and five-year Integrated Master's programmes you must:

- (i) Pass (ie achieve 40%) all mandatory modules;
- and
- (ii) Pass (ie achieve 40%) in modules amounting to 90 credits; and
- (iii) Achieve at least 40% averaged across all modules and a minimum mark of 35% in all modules.

To pass Year Two and progress into Year Three of a four-year Integrated Master's programme (or a five-year Integrated Master's programme with a year abroad or in industry) you must pass all mandatory modules, and modules totalling at least 90 credits, and obtain an overall average of at least 55% at the first attempt, (normally 60% for the MBiolSci and MPsycholSci programmes),, in modules totalling 120 credits and with a minimum mark of 35% in all modules. Students who do not achieve an overall average of 55%, or 60% for the MBiolSci or MPsycholSci, at the first attempt in Year Two will be allowed to transfer to an appropriate Bachelor's degree, provided that they meet the progression requirements for the Bachelor's programme.

To pass Year Three and progress to Year Four of a four-year Integrated Master's programme you must pass all mandatory modules, and modules totalling at least 90 credits, and obtain an overall average of at least 55%, at the first attempt (normally 60% for the MBiolSci and MPsycholSci programmes) in modules totalling 120 credits and for the MBiolSci and MPsycholSci a minimum mark of 35% in all modules. Students who do not achieve an overall average of 55%, or 60% for the MBiolSci or MPsycholSci, at the first attempt in Year Three will be considered for the award of a Bachelor's degree.

In some five-year Integrated Master's programmes, the year abroad or in industry may be completed in either Year Three or Four. Your programme handbook (or equivalent) should make this clear.

To pass Year Three and progress to Year Four a student must (For students spending Year Three in industry or abroad):

- i.** Complete the year in industry or year abroad successfully as detailed in the relevant programme specification; **and**
- ii.** Obtain a mark in assessed work of **55% at the first attempt.**

Students who do not achieve an overall average of 55% at the first attempt in Year Three will have the following options:

- To transfer into Year Three of an appropriate four-year Integrated Master's degree, in which case the year in industry or abroad will not be counted towards the final degree classification; or
- To transfer into Year Four of an appropriate four-year Bachelor's degree with a year in industry or abroad, provided they meet the progression requirements for the four-year Bachelor's programme; or
- To transfer into Year Three of a three-year Bachelor's degree; in which case the year in industry or abroad will not be counted towards the final degree classification.

For students proposing to spend Year Four in industry or abroad:

- i.** Pass all mandatory modules; and
- ii.** Pass modules totalling at least 90 credits; and
- iii.** Obtain an overall average of at least 55% at the first attempt in modules totalling 120 credits.

Students who do not achieve an overall average of 55% at the first attempt in Year Three will be considered for the award of a Bachelor's degree.

To pass Year Four and progress to Year Five a student must (For students who spent Year Three in industry or abroad):

- i.** Pass all mandatory modules; and Pass modules totalling at least 90 credits; and
- ii.** Obtain an overall average of at least 55% at the first attempt in modules totalling 120 credits.

Students who do not achieve an overall average of 55% at the first attempt in Year Four will be considered for the award of a four-year Bachelor's degree with a year in industry or a year abroad.

For students spending Year Four in industry or abroad:

- i.** Complete the year in industry or year abroad successfully as detailed in the relevant programme specification; and
- ii.** Obtain a mark in assessed work of 55% at the first attempt.

Students who do not achieve an overall average of 55% at the first attempt in Year Four will have the following options:

- To transfer into Year Four of an appropriate four-year Integrated Master's degree, in which case the year in industry or abroad will not be counted towards the final degree classification; or
- To be considered for the award of the appropriate four-year Bachelor's degree with a year in industry or abroad, provided they meet the requirements of the four-year Bachelor's programme; or
- To be considered for the award of a three-year Bachelor's degree; in which case the year in industry or abroad will not be counted towards the final degree classification.

Bachelor's programmes: Reassessment in Years 0, One and Two/levels 4 and 5

Note: students on clinical programmes should refer to their Programme Handbook.

The University's progression rules provide that a student may narrowly fail modules totalling 30 credits in study Years 0, One and Two and levels of study 4 and 5 and still progress to the next year of study, provided that all the other modules including all mandatory modules have been passed, that the marks in the failed modules are in the range 35-39%, and that the overall average mark for the modules taken (totalling 120 credits) is at least 40%.

Under normal circumstances, students in study Years 0, One and Two or levels of study 4 and 5 who fail assessments/examinations at the first attempt and who fail to meet the criteria for progression, will be given an opportunity for re-assessment in the following August/September.

There may be exceptions to this for assessments that would be impractical to repeat, eg laboratory practicals or fieldwork tasks.

Students who fail to meet the progression requirements must re-sit or re-take the appropriate assessments for all modules in which an overall mark of less than 40% was achieved, including any modules in which an overall mark of 35-39% was achieved. However, if a student is recorded as not having made satisfactory progress in their studies during the semester, the Board of Examiners has the right, in appropriate circumstances; to require a student to terminate their studies before the end of the year.

The learning outcomes assessed and the criteria used to assess achievement will be the same in any re-assessment as in the first assessment. The mode/type of re-assessment should therefore be the same as that used in the original assessment but the actual title or questions set should be different, except for projects, dissertations and skills-based assessments. If a different type of assessment has to be used, it must test the same learning outcomes adequately. It is not normally permissible for alternative assessment arrangements from those approved for the module to be made available for individual students.

Each Board of Studies has the discretion to determine whether students must achieve the pass mark in all components of a module or whether failure in a component can be compensated when the overall mark is a pass for the module. These details should be available to you in module or programme handbooks.

(i) Where compensation between components of the module assessment is not allowed, a student would have to re-sit all failed components in August/September

(ii) Where compensation between assessment components of a module is not allowed, students who re-sit a failed element will have the overall module mark capped at 40%

(not just the mark of the re-sat element) even if they have achieved high marks in the other elements and an overall pass mark at the first attempt. (this contrasts with the situation where compensation is allowed and, despite failing an element of the assessment, the student achieves a passing average which in Years Two and Three counts in full towards the degree classification.)

(iii) Where a student fails to meet the progression requirements and compensation between components is allowed, if a student fails (ie achieves less than 40%) in a component or components of the module assessment and does not gain an overall average of 40% or more in the module, the failed components must be re-sat in August/ September

(iv) Where compensation between components is allowed, if a student fails (ie achieves less than 40%) in a component or components of the module assessment but gains an overall average of 40% or more in the module, then the failed components may not be re-sat in August/September.

Only if a re-sit in the failed component(s) was not available would a student be allowed to re-sit another component in the module that was previously passed, on the basis that the student would need to re-sit that component in order to increase the mark and consequently pass in the module concerned overall. **Section 3 of Appendix B to the Code of Practice on Assessment** provides further details on this. liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/

Further reassessment in Years 0, One and Two/levels 4 and 5

Note: students on clinical programmes should refer to their Programme Handbook.

If a student fails to satisfy the progression requirements following re-assessment in August/ September, the following options are available to the Board of Examiners:

(i) Termination of studies

(ii) Permit a repeat year of study:

a) Re-sit of specific module components without attendance at lectures/classes. You would re-attempt only the failed assessment components.

If this included re-assessment of a research or independent study module you would be given formative written feedback on your first submission, clear guidance on the level of supervision you could expect for the resubmission, anticipating that you would not be required to attend on campus, eg for face-to-face meetings with your supervisor, and you would not be required to make a submission on a new topic

b) Re-take of specific modules or module components where the components require attendance eg for laboratory or continuous assessment. If you were re-taking a research or independent study module you would be given clear guidance on whether or not you would need to select a new topic

c) Re-take failed modules with attendance as a first attempt. This would only be allowed where there was clear evidence that your performance had been affected by ill-health or other just cause. If the re-assessment was of a research or independent study module you would be given clear guidance on whether or not you would need to select a new topic

d) Re-sit a research or independent study module with partial supervision. You would be given formative written feedback on your first submission, clear guidance on the level of supervision you could expect for the resubmission, anticipating that you would not be required to attend on campus, eg for face-to-face meetings with your supervisor, and you would not be required to make a submission on a new topic.

In the circumstances when modules are discontinued for the following session, students should re-sit all examinations/ assessments in the failed modules during the next session without attendance at lectures and classes. In those circumstances where a student is also required to attend for the purpose of re-taking another failed module, the student may be allowed, on academic grounds, to replace the discontinued module by a new module. In this case the mark for the new module would be capped for carry forward purposes.

Any student who is permitted to re-take failed assessments during the next session or repeat a year of study either in whole or in part, and who fails to reach the progression requirements in the following May, will normally be entitled to re-sit the failed module(s) once again in August/ September, unless specifically excluded by the Board of Examiners.

Except for reasons of ill-health or other extenuating circumstances (where special consideration may be given) students who fail to satisfy progression requirements following a repeat year of study, will not normally be permitted to continue with their studies at the University.

Integrated Master's programmes: Reassessment in Years One, Two and Three/ levels 4, 5 and 6

Four-year programmes

Students who fail to meet the requirements for progression from Year Three (level 6) to Year Four (level 7) and who have insufficient credits for a Bachelor's degree at the end of Year Three shall have the opportunity to be re-assessed at the next scheduled sitting.

Students who meet the requirements for progression from Year Three to Year Four will be given the opportunity to be re-assessed in failed Year Three modules once, during, but not beyond, Year Four, at the next scheduled sitting.

Students with insufficient credits for an Integrated Master's degree at the end of Year Four shall have the opportunity to be re-assessed in failed fourth year modules at the next scheduled sitting.

The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree classification, except where the second attempt is allowed under extenuating circumstances.

Five-year programmes

For students who spent Year Three in industry or abroad:

Students who fail to meet the requirements for progression from Year Four to Year Five and who have insufficient credits for a four-year Bachelor's degree with a year in industry or abroad at the end of Year Four shall have the opportunity to be re-assessed at the next scheduled sitting.

Students who meet the requirements for progression will be given the opportunity to be re-assessed in failed Year Four modules once, during but not beyond Year Five, at the next scheduled sitting. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree classification, except where the second attempt is allowed under extenuating circumstances.

Students with insufficient credits for a Master's degree at the end of Year Five shall have the opportunity to be re-assessed in failed fifth year modules at the next ordinary sitting. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree classification, except where the second attempt is allowed under extenuating circumstances.

For students who spend Year Four in industry or abroad:

Students who meet the requirements for progression will be given the opportunity to be re-assessed in failed Year Three modules once, during but not beyond Year Four, at the next scheduled sitting. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree, except where the second attempt is allowed under extenuating circumstances.

Students with insufficient credits for a Master's degree at the end of Year Five shall have the opportunity to be re-assessed in failed fifth year modules at the next ordinary sitting. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree classification, except where the second attempt is allowed under extenuating circumstances.

Extenuating Circumstances

In the case of modules which are assessed based on both coursework and a written examination and where compensation of marks between individual components of a module is allowed, students who, for example, obtain an overall pass in a module but with an examination mark recorded as zero as a result of absence from the examination in January or May on grounds of ill-health or other extenuating circumstances, may elect to sit the examination in August/September, in order to improve their mark.

It should be noted that this option is only for years of study in which the marks contribute to the final degree classification. The 'Policy on Extenuating Circumstances in Relation to Performance in Assessments and Examinations' and the 'Student Guidelines on Extenuating Circumstances in Relation to Performance in Assessment and Examinations' provide further details.

Appendix M of the Code of Practice on Assessment (liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/). More information on extenuating circumstances can also be found in the next chapter of this handbook.

Students in study Years 0, One and Two or at levels of study 4 and 5 who miss any examinations in January or May for reasons of certified ill-health or other extenuating circumstances and do not satisfy the progression criteria must take those examinations in August/September. Such students, having taken the required examinations in August/September, must satisfy the progression criteria in order to progress to their next year of study.

You should note that whenever an examination/assessment is reassessed, the mark achieved in the re-assessment always supersedes any earlier mark, even when the earlier mark is higher.

Marks for levels 4 and 5

Note: students on clinical programmes should refer to their Programme Handbook.

First attempt examinations

In study Years 0, One and Two and levels of study 4 and 5 the marks you achieve in the first attempt at the assessments/examinations will be used to calculate the overall average for progression purposes.

Any modules with marks in the range 35-39% which are compensated for by higher marks in other modules such that you meet the progression requirements for your programme, will be raised in your records to 40%.

Where these marks are obtained in Year Two or level of study 5, 40% will be the mark carried forward and used in the calculation of your degree classification.

Reassessments

Following any re-assessments, the marks for any components of a module which have been passed at the first attempt will be carried forward and used with the actual marks gained in the re-sits/re-take component(s) to calculate the overall module mark. This actual mark will be recorded but will be flagged in your records as having been obtained following a second or subsequent sitting of an examination or assessment, except:

(i) Where marks in the range 35-39% meet the criteria for compensation. In these circumstances, the marks will be raised to 40% in the student record system but will be flagged as having been achieved at a second attempt. Such marks achieved in Year Two or level of study 5 will count towards your degree classification as 40%; or

(ii) Where the Board of Examiners (or, where appropriate, the Faculty Progress Committee) has determined, as a result of a student's ill-health or other extenuating circumstances, that the re-assessment should be treated as a first attempt. In these circumstances the mark achieved in the re-assessment will not be flagged in your records.

For the purposes of determining progression, the actual marks achieved following re-assessments will be used to calculate the average mark, but for the purposes of arriving at the average mark for degree classification the marks achieved at re-assessment will be capped at 40%, except when the re-assessment is being treated as a first sit in cases of ill-health or other extenuating circumstances. Where a mark has been capped at 40% for carry forward/final assessment purposes and the profile of the student's marks is considered for degree classification, 40% will be the mark used for the profile.

You should note that whenever an examination/assessment is reassessed, the mark achieved in the re-assessment always supersedes any earlier mark, even when the earlier mark is higher.

Assessment of a Year in China, Year Abroad or a Year in Industry

The Year in China, and in some instances the year in industry or abroad, are assessed on a pass/fail basis.

Where periods of study abroad are an integral part of a degree programme, as indicated in the programme specification, the period spent abroad will normally be assessed and count towards final assessment/degree classification using the appropriate carry forward/weighting mechanisms.

Where periods of study abroad are undertaken which are not an integral part of the programme, eg where a student voluntarily undertakes such activity in addition to the requirements of their programme, no assessment of that activity will be made and no account of it will be taken when final assessments/degree classifications are made.

If, however, the student has negotiated, on an exceptional basis, that the work undertaken is regarded as equivalent to, and a replacement for, part of the programme, then the assessments of that work will count towards the final assessment/degree classification.

Where an industrial year/industrial placement is an integral part of the programme, as reflected in the degree title, its assessment will normally count towards final assessment/degree classification using the appropriate carry forward/weighting mechanisms.

Final year assessment and degree classification

Note: students on clinical programmes should refer to their Programme Handbook.

Three-year non-clinical Bachelor's programmes

The system is based on the use of an overall average of the weighted marks for Year Two and Year Three as the first indicator of the degree classification, with a system of profiling being employed in cases of students whose averages are at the borderline between classifications.

The system operates as follows:

Credit to be passed

If modules totalling 330 credits or more have been passed, i.e.: the module has been awarded a mark of 40% or above (this includes compensated marks of 40% gained in Years One and Two) and all mandatory modules have been passed, the candidate will be considered for the award of a classified honours degree. The credits passed must be at the appropriate level. If modules totalling more than 30 credits in Year Three have been failed, i.e.: awarded a mark of less than 40%, the candidate will not be eligible for the award of an honours degree but may be eligible for the award of a Pass (non-honours) degree (please

see below). Details can be found in **section 2 of Appendix I of the Code of Practice on Assessment** at liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/

Weighting

The marks for Year Two and Year Three are used to determine the degree classification, with a 30:70 Year Two/Year Three weighting applied.

Averaging

A mark is allocated for each module. Each mark is multiplied by the number of credits allocated to the module to which it relates. The resulting numbers for each module in the year of study are totalled together and divided by 120 (the total number of credits for a year of study), resulting in an average mark. This calculation is done for both Year Two and Year Three and an overall average calculated, weighted 30:70 between Year Two and Year Three.

The overall average for Year Two and Year Three is rounded to the nearest whole number (decimal places up to point four are rounded down, decimal places of point five or more are rounded up). The initial indication of degree classification is then reached as follows:

- 70 to 100: First class
- 60 to 69: Upper second class (2:1)
- 50 to 59: Lower second class (2:2)
- 40 to 49: 3rd class
- Less than 40: Pass degree.

Profiling

If you achieve 69%, 59%, 49% or 39% by averaging, i.e.: missing automatic classification by no more than 1% (after rounding), you will have your mark profile considered. For the purpose of determining the average mark for profiling, re-sit/re-take marks will be capped at 40% (or 50% for level 7 modules), unless the re-sit/re-take is being treated as a first attempt

in cases of ill-health or other extenuating circumstances determined by the Board of Examiners (or, where appropriate, the Faculty Progress Committee).

If you are profiled, you will be awarded the higher class if either:

- 120 credits of study in Years Two and Three are in a higher class than the overall average mark and of these at least 30 credits have been achieved in Year Three; or
- At least 60 credits of study in the final year have been achieved in the higher class.

(The first condition allows your performance in Year Two to count in your favour while requiring that there is some performance at the higher class in Year Three; the second recognises exit velocity.)

Failure of modules

If you meet the criteria set out above for the award of a classified honours degree but you have failed a module or modules in your final year, the Board of Examiners, before recommending the award of a classified honours degree, must satisfy itself that the overall learning outcomes of the programme of study have been achieved and that you have made a reasonable attempt at the assessments that were failed. For example, you had a mark of zero in a module due to non-attendance or failure to take the assessments, without extenuating circumstances, the Board of Examiners would be unlikely to recommend the award of an honours degree.

Pass (non-honours) degrees

Students who do not meet the criteria for a classified honours degree will be eligible for the award of a Pass (non-Honours) degree if they achieve the pass mark (40%) in modules totalling a minimum of 300 credits (irrespective of their overall average). The credits passed must be at the appropriate level and must not include Year 0 credits.

This therefore includes:

(i) Students who are not considered for a classified honours degree because they have not achieved the minimum 330 credits requirement

(ii) Students who have achieved the minimum 330 credits requirement for an honours degree but whose average mark is less than 40% and who are either not eligible for profiling or are not eligible for a classified honours degree following profiling; and

(iii) Students with a failed module or modules in Year Three who have *prima facie* met the criteria for the award of a classified honours degree but to whom the Board of Examiners has declined to award a classified honours degree on the basis that they have failed to achieve the overall learning outcomes of the programme or the Board is not satisfied that the student made a reasonable attempt at the failed assessments.

Final year re-assessments

Final year examinations/assessments may be **re-sat at the next ordinary sitting of the examinations/assessments for those modules** by students who fail modules on the following basis:

(i) Students who achieve the minimum 330 credits requirement for the award of a classified honours degree but whose average mark/module profile does not entitle them to a classified honours degree;

or

(ii) Students who achieve 300 credits but fewer than 330 credits and are only therefore eligible for the award of a pass degree; **or**

(iii) Students with a failed module or modules in Year Three who have *prima facie* met the criteria for the award of a classified honours degree but to whom the Board of Examiners has declined to award a classified honours degree on the basis that they have failed to achieve the overall

learning outcomes of the programme or the Board is not satisfied that the student made a reasonable attempt at the failed assessments will be able to opt either to accept a pass degree or to re-sit the examinations/assessments for the failed modules. The marks for the modules in which examinations/assessments have been reassessed will be capped at 40% (or 50% for level 7 modules) for the purpose of calculating the average for the degree classification. All credits passed must be at the appropriate level and must not include Year 0 credits.

Students who do not achieve enough credits for either an honours degree or a pass degree will be allowed re-assessment and, depending upon the results of the re-assessment, may be eligible for the award of either a classified honours degree or a pass degree. The marks for the modules in which examinations/assessments have been reassessed will be capped at 40% (or 50% for level 7 modules) for the purpose of calculating the average for the degree classification.

Where a student who, owing to ill-health or other extenuating circumstances, has not completed all assessments or whose performance in their assessments is considered by the Board of Examiners to have been affected by ill-health or other extenuating circumstances, the Board of Examiners will decide whether it has sufficient evidence of the student's achievement to determine the award. If the Board of Examiners considers that there is enough work (normally 60 credits) and that there is evidence that the programme's learning outcomes have been met, they will recommend the award to be made (including the class of the award, if appropriate) and that the student should be offered the option of either accepting that award or of re-taking/re-sitting the missed/affected assessments as a 'first attempt'.

Final year students with accepted extenuating circumstances may be offered reassessments for affected modules in the August/September period rather than having to wait until the next ordinary sitting.

Please see **Appendix I of the Code of Practice on Assessment** for the details of how to proceed if you are in this position liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/

Normally students will re-sit the failed modules without attendance, unless the Board of Examiners determines that there are special circumstances which suggest that they should be allowed to re-take with attendance. Students permitted re-assessment of research and independent study modules will be notified of the submission requirements and their entitlement to supervision.

Students may opt not to be re-assessed in all their failed final year modules but rather to re-sit/ re-take the requisite number which, if passed at an appropriate level, would result in the award of a degree. However, if you find yourself in this position you would be well advised to re-sit all final year failed modules, as reassessment marks are capped at 40% (or 50% for level 7 modules) and no further opportunity for re-assessment would be available.

In circumstances where there have been significant changes to a module or a module is not offered in every year, special examinations/ assessments will be set for students re-sitting the module following failure in their final year.

These examinations/assessments will take place either when the examinations/ assessments for the changed module take place or when the examinations/ assessments for the withdrawn module would have taken place.

Students who have the right to choose to re-sit modules must submit online the Final Year Resit Request Form (see liverpool.ac.uk/student-administration/exams/results/resits/) to the Student Life Team liverpool.ac.uk/student-administration/ before the designated deadline. Failure to submit the form will mean that you would graduate with the award that has been recommended.

Students who fail up to 30 credits in the final year but who still achieve an average which results in a classified honours degree being awarded will not be allowed to re-sit modules to gain a higher classification.

Professional/statutory body requirements

Some professional, statutory or regulatory bodies may not allow an accredited/ recognised degree to be awarded to students who do not pass their final year at the first attempt. In these circumstances, although students may be allowed re-assessment of failed final year modules and be awarded a classified degree, the relevant professional/statutory/regulatory body will be informed of the first attempt failure and that the student has not met the criteria for accreditation/ recognition.

Intercalated degrees

In the case of students intercalating from clinical degrees into the third year of a modular non-clinical degree, the classification of the intercalated degree will be based solely upon the marks obtained in the third year and no weighting will be attributed to the clinical degree.

The particular arrangements for the profiling of marks for students who miss automatic classification by no more than 1% are set out in **section 1.6 of Appendix I and section 2.8.3 of Appendix J of the Code of Practice on Assessment** (liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/). The title of the degree awarded will also reflect that it was intercalated.

Four-year non-clinical Bachelor's programmes with a Year Abroad or in Industry

Credit to be passed

If modules totalling 330 credits from Years One, Two and Four or more have been passed, ie the module has been awarded a mark of 40% or above (this includes compensated marks of 40% gained in Years One and Two) and all mandatory modules have been passed, you will be considered for the award of a classified honours degree. If modules totalling more than 30 credits in the final year have been failed, ie the module has been awarded a mark of less than 40%, you will not be eligible for the award of an honours degree but may be eligible for the award of a pass (non-honours) degree (please see below).

Weighting

Where the year abroad or in industry is an integral part of the programme specification, its assessment will count towards the final degree classification.

The marks for Years Two, Three and Four are used to determine the degree classification, normally with a 20:10:70 Year Two: Year Three: Year Four weighting applied.

Averaging

A mark is allocated for each module taken in Years Two and Four. Each mark is multiplied by the number of credits allocated to the module to which it relates. The resulting numbers for each module in the year of study are totalled together and divided by 120 (the total number of credits for a year of study), resulting in an average mark. This calculation is done for both Year Two and Year Four and the resulting marks are averaged with the mark awarded for the year in industry or abroad normally using the weighting 20:10:70 for Years Two, Three and Four to arrive at an overall average.

The overall average for Years Two, Three and Four is rounded to the nearest whole number (decimal places up to point four are rounded down, decimal places of point five or more are rounded up). The initial indication of degree classification is then reached as follows:

- 70 to 100: First class
- 60 to 69: Upper second class (2:1)
- 50 to 59: Lower second class (2:2)
- 40 to 49: 3rd class
- Less than 40: Pass degree.

Profiling

If you achieve 69%, 59%, 49% or 39% by averaging, i.e.: missing automatic classification by no more than 1% (after rounding), you will have your mark profile considered.

If you are profiled, you will be awarded the higher class provided that:

- At least 120 credits of study in Years Two and Four are in a higher class than the overall average mark and of these at least 30 credits have been achieved in Year Four; or
- At least 60 credits of study in the final year are in the higher class; or
- At least 30 credits of study in the final year are in the higher class and the overall average for the year abroad or in industry is also in the higher class.

The first condition allows your performance in Year Two to count in your favour while requiring that there is some performance at the higher class in Year Four; the second condition recognises exit velocity; and the third condition allows performance in the year abroad or in industry to count, whilst also requiring performance in the higher class in the final year.

Failure of modules

If you meet the criteria set out above for the award of a classified honours degree but you have failed a module or modules

in your final year, the Board of Examiners, before recommending the award of a classified honours degree, must satisfy itself that the overall learning outcomes of the programme of study have been achieved and that you have made a reasonable attempt at the assessments that were failed. For example, you had a mark of zero in a module due to non-attendance or failure to take the assessments, without extenuating circumstances, the Board of Examiners would be unlikely to recommend the award of an honours degree.

Pass (non-honours) degrees

Students who do not meet the criteria for a classified honours degree will be eligible for the award of a Pass (non-honours) degree if they achieve the pass mark (40% or above) in modules totalling a minimum of 300 credits from Years One, Two and Four (irrespective of their overall average). The credits passed must be at the appropriate level and must not include Year 0 credits.

This therefore includes:

- (i) Students who are not considered for a classified honours degree because they have not achieved the minimum 330 credits from Years One, Two and Four
- (ii) Students who have achieved the minimum 330 credits from Years One, Two and Four for an honours degree but whose average mark is less than 40% and who are either not eligible for profiling or are not eligible for a classified honours degree following profiling; and
- (iii) Students with a failed module or modules in Year Four who have prima facie met the criteria for the award of a classified honours degree but to whom the Board of Examiners has declined to award a classified honours degree on the basis that they have failed to achieve the overall learning outcomes of the programme or the Board is not satisfied that the student made a reasonable attempt at the failed assessments.

Final year re-assessments

The same rules relating to the re-sitting and re-taking of failed final year assessments apply to four-year Bachelor's programmes as to three-year Bachelor's programmes (please see above).

Four-year integrated Master's programmes

Re-assessments

Students who fail to meet the requirements for progression from Year Three to Year Four and who have insufficient credits for a Bachelor's degree at the end of Year Three will have the opportunity to be re-assessed at the next scheduled sitting.

Students who meet the requirements for progression from Year Three to Year Four will be given the opportunity to be re-assessed in failed Year Three modules once, during, but not beyond, Year Four, at the next sitting.

Students with insufficient credits for an Integrated Master's degree at the end of Year Four will have the opportunity to be re-assessed in failed fourth year modules at the next scheduled sitting.

The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree classification, except where the second attempt is allowed under extenuating circumstances.

Degree transfers

You will normally have the opportunity to transfer from a Bachelor's programme to an Integrated Master's programme; or from an Integrated Master's programme to a Bachelor's programme, at the end of Year One and Year Two.

You will normally have the option to exit at the end of Years One, Two and Three.

If you opt to exit at the end of Year Three after the final Board of Examiners meeting, you will be considered for the award at the final Board of Examiners meeting in the following year.

Credit to be passed

Programmes contain a minimum of 120 level 7 credits to be taken during Year Three and Year Four. Programmes may contain additional level 7 credit, up to a maximum of 30 credits that may be taken over Years Three and Four; these must be optional and in addition to the 120 level 7 credits that are required.

Upon completion of the programme, you will be eligible for the award of a classified Integrated Master's degree, if you have passed modules totalling 450 credits or more (including compensated marks of 40% gained in Years One and Two) and you have passed all mandatory modules. If you have failed modules worth more than 30 credits, you will not be eligible for the award of a Master's degree, but may be eligible for the award of a Bachelor's degree (see below).

Awards available

If you fail to satisfy the requirements for an Integrated Master's degree having progressed to Year Four, you may be considered to have met the academic criteria for the award of a Bachelor's degree. Classification of the Bachelor's degree will be based upon the marks achieved in Years Two and Three.

To be eligible for the award of a classified Bachelor's degree, you must have passed modules totalling 330 credits or more, ie the modules have been awarded a mark of 40% or above (including compensated marks of 40% gained in Years One and Two) and must have passed all mandatory modules. The credits passed must be at the appropriate level.

If you have failed modules worth more than 30 credits in Year Three, ie the modules have been awarded a mark of less than 40%, you will not be eligible for the award of a classified Bachelor's honours degree, but may be eligible for the award of a Pass (non-honours) degree.

Students who do not meet the criteria for a classified Bachelor's honours degree will be eligible for the award of a pass (non-honours) degree if they achieve the pass mark (40% or above) in modules totalling a minimum of 300 credits (irrespective of their overall average).

This therefore includes:

(i) Students who are not considered for a classified honours degree because they have not achieved the minimum 330 credits requirement

(i) Students who have achieved the minimum 330 credits requirement for an honours degree but whose average mark is less than 40% and who are either not eligible for profiling or are not eligible for a classified honours degree following profiling; and

(ii) Students with a failed module or modules in Year Three who have prima facie met the criteria for the award of a classified honours degree but to whom the Board of Examiners has declined to award a classified honours degree on the basis that they have failed to achieve the overall learning outcomes of the programme or the Board is not satisfied that the student made a reasonable attempt at the failed assessments.

Professional/statutory body requirements

The requirements for professional/statutory body accreditation must be made clear to you by your Department/School when you commence your programme of study.

Where the University's academic requirements differ from those of relevant professional/statutory bodies for programmes that carry professional accreditation, the more stringent rules will apply for the purposes of making the award. Where a student meets the criteria for the academic award, but fails to meet the criteria for professional accreditation, the University will inform the relevant professional/statutory body.

Weighting

The marks achieved in Years Two, Three and Four are weighted in the calculation of the overall average mark as follows:

- MBioSci programmes – 20:40:40
- MChem (all four years at Liverpool) – 20:40:40 MChem (with Year Three spent in industry) – 20:20:60
- MEng programmes – 20:40:40 MEng – 20:40:40
- MEng (all four years at Liverpool) – 20:40:40 MEng (with a year in North America) – 20:20:60 MMarBio programmes – 20:40:40
- MMath – 20:40:40
- MSci programmes – 20:40:40 MPhys programmes – 20:40:40 MPlan – 20:30:50
- MPsychSci – 20:40:40

With the exception of the MChem with a year in industry and the MEng with a year in North America, if, your, overall average, misses a higher classification by no more than 1% (after rounding), your marks profile will be considered. For the purpose of determining the average mark for profiling, re-assessment marks will be capped at 40% (or 50% for level 7 modules), unless the reassessment is being treated as a first examination in cases of ill-health or other extenuating circumstances determined by the Board of Examiners (or, where appropriate, the Faculty Progress Committee).

You will be awarded the higher class if you have obtained:

- (i)** At least 60 credits at level 7 in the higher class; and either
- (ii)** At least 180 credits over Years Two, Three and Four in the higher class; or
- (iii)** At least 120 credits over Years Three and Four in the higher class.

For the MChem with a year in industry and the MEng with a year in North America, if your overall average result is such that you miss the higher classification by no more than 1% (after rounding) your marks profile will be considered. You will be awarded the higher class if you have obtained:

- (i)** At least 60 credits at level 7 in the higher class; and either
- (ii)** At least 120 credits of study over Years Two and Four in the higher class; or
- (iii)** An overall average for the year abroad or in industry in the higher class.

Failure of modules

If you meet the criteria set out above for the award of a classified honours degree but you have failed a module or modules in your final year, the Board of Examiners, before recommending the award of a classified honours degree, must satisfy itself that the overall learning outcomes of the programme of study have been achieved and that you have made a reasonable attempt at the assessments that were failed. For example, you had a mark of zero in a module due to non-attendance or failure to take the assessments, without extenuating circumstances, the Board of Examiners would be unlikely to recommend the award of an honours degree.

Final year students with accepted extenuating circumstances may be offered reassessments for affected modules in the August/September period rather than having to wait for the next ordinary sitting.

Aegrotat degrees

In rare circumstances a Board of Examiners may award an aegrotat degree if it is considered that a student's ongoing ill-health would preclude them from re-sitting or re-taking any missed or affected assessments or where an exit award has been offered, and the student is out of time for further re-assessment attempts, but it is deemed that the student was unable to complete the degree owing to ill-health. The option to award an aegrotat degree is at the sole discretion of the Board of Examiners. Aegrotat degrees will only be available for students in their final year of study on non-clinical undergraduate degree programmes, or for students in the third or fourth year of Integrated Masters' degrees for consideration for a Bachelor's award. Students on clinical degree programmes cannot be awarded an aegrotat degree but may be eligible for an exit award of a classified or aegrotat non-clinical Bachelor of Science degree in accordance with the provisions of the framework for non-clinical first-degree programmes. Details of these awards can be found in **section 3 of Appendix I and sections 1.8, 2.9 and 3.9 of Appendix J of the Code of Practice on Assessment** (liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/).

Exit qualifications

The Certificate and the Diploma in Higher Education are offered as exit qualifications for students registered for non-clinical undergraduate degrees who successfully complete Year One or Year Two respectively, but who either leave the University before completing a subsequent year of study or leave the University as a result of failure in a subsequent year of study. The Certificate will be awarded on the basis of successful completion of Year One. The Diploma will be awarded on the basis of successful completion of Years One and Two.

The Certificate or Diploma will be issued automatically to students who leave the University before they qualify for the award of a degree, but who have nevertheless satisfied the Board of Examiners in Year One or Years One and Two.

Research ethics

Research projects involving human participants, their tissues or their data must be carried out safely, with informed and voluntary consent and with due respect to confidentiality and privacy.

The University requires that all research projects which involve human participants, human tissues or personal data (eg interviews, questionnaires, observations etc) should receive formal ethical approval before they commence. Studies requiring ethical review must not commence without ethical approval from the University Committee on Research Ethics. Applications for research ethics approval can be made through the University's online system for ethics applications.

Further information about the research ethics process can be found on the University's research ethics webpages liverpool.ac.uk/research-integrity/research-ethics/

Research integrity

All research projects undertaken under the auspices of the University should observe a commitment to good research conduct.

Information on research integrity can also be found on the University's research integrity webpages liverpool.ac.uk/research-integrity/



Chapter Eight

Additional Support and Guidance

Attendance

Students who attend regularly are generally more successful in their studies. The monitoring of student attendance is a supportive, not a punitive measure. You are permitted to proceed with your approved programme of study if you maintain acceptable progress as evidenced by your regular attendance, satisfactory results in assessments and the proper completion of any other work given to you.

The University has a legal duty for the majority of its students to monitor attendance at teaching activities and to act on non-attendance. The University is required to report attendance to the UK student loan agencies and to UK and overseas based external sponsors.

International students who require a student visa to study in the UK, should be aware that the University is obliged to monitor and report to the UK Home Office any international student who fails to attend regularly and within normal expected attendance levels within the University.

Where a visa-holding student's studies are terminated by the Progress Panel the student's change of circumstances will be reported to UKVI and the University will withdraw its sponsorship of the student. The student will then be required to leave the UK. Your attendance will be monitored and reviewed in line with the Student Attendance policy for academic year 2024/25. If you fail to maintain satisfactory levels of attendance in line with this policy you will receive notifications to take appropriate action.

In more serious cases, students who fail to attend classes may be referred to Progress Panels acting on behalf of Boards of Examiners and they can have their studies terminated. Further information about progress and attendance can be found in the 'Guide on the Progress of Students on Taught Programmes of Study' which can be found at liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_E_cop_assess.pdf

The Student Attendance policy for academic year 2024/25 also includes what to do to report any absences.

Students should be aware that, in all cases, fee liability continues to accrue, even where students are not attending regularly, unless arrangements are made to change your registration status.

Further information about changing your registration status is given later in this chapter.

Extenuating circumstances

Students sometimes perform more poorly in assessments (whether examinations or other types of assessments) than their previous performance or achievements would have predicted. Sometimes this poor performance can be attributed, or partially attributed, to particular circumstances beyond the control of the student.

These circumstances are described as 'extenuating circumstances' if they are accepted in extension of the poorer than expected performance.

When a Board of Examiners accepts that there have been extenuating circumstances, it will usually not regard the student's poorer than expected performance at its face value in making decisions about the student's progress in studies or final degree classification.

Where circumstances are accepted in mitigation of poorer than expected performance students may be allowed (where practicable) to re-take the assessment as if it were a first attempt.

Extenuating circumstances may, for example, include:

- Illness affecting the student:
- Bereavement
- Serious illness affecting a close family member
- Unforeseeable or unpreventable events.

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify extenuating circumstances.

Guidance on what evidence may be accepted is available in **Annex 1 to Appendix M of the Code of Practice on Assessment at Code of Practice on Assessment - Academic Quality and Standards Division - University of Liverpool**

If extenuating circumstances affect your studies then it is your responsibility to report all circumstances which you wish to be taken into consideration to the nominated person in your School/Institute Department.

You should report such extenuating circumstances as soon as possible (normally within five working days) after the events under consideration occur, and no later than one week before the meeting of the Board of Examiners at which the assessment concerned will be considered.

If you are unable to attend an examination or assessment which counts towards the final mark of a module owing to illness or other unavoidable circumstances, you must inform your School/ Institute or Department, preferably in writing or by email, before the examination or assessment deadline, in order for the absence to be regarded as authorised.

Provided that acceptable evidence of 'good cause' for such absence (eg a medical note) is presented for consideration by the Extenuating Circumstances Committee in accordance with the procedures set out in the Extenuating Circumstances Policy, you would be granted a right to re-sit as a first attempt (unless the examination missed was not a 'first attempt' examination).

Only in exceptional circumstances, where a Board of Examiners, on the advice of the Extenuating Circumstances Committee, judges that it was not feasible for a student to have provided prior notification, will a student who is absent from an examination or fails to submit an assessment without informing their School/Institute/ Department in advance, be granted a 'first attempt' re-sit.

Boards of Examiners may determine that a student who is absent from an examination or fails to submit an assessment without good cause (even when they have informed their School/Institute/Department in advance) should not be granted a re-sit attempt without repeating the year of study.

Students are encouraged to speak to their Academic Adviser before submitting a claim for extenuating circumstances and, in all cases, students who wish to submit a claim must do so using the official form supplied by their School/ Institute or Department, which is also available online.

Further information regarding extenuating circumstances, including links to student guidance, the full University Policy, and the official application form, can be found at [**Code of Practice on Assessment - Academic Quality and Standards Division - University of Liverpool**](#)

Academic integrity

Academic integrity is concerned with the ethical code that applies to the standards by which the academic community operates. It represents the values of honesty, fairness and respect for others. While this encompasses the expectation that you will not cheat in assessments or deliberately try to mislead examiners and assessors, it is just as important to emphasise the positive role that academic integrity plays in your intellectual and professional development and in your successful transition to graduate employment and future careers.

Students who embrace academic integrity understand that they must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration, and to present their own findings, conclusions or data based on appropriate and ethical practice.

There are conventions of academic practice, such as established referencing and citation protocols, which both display and ensure academic integrity.

The acquisition of relevant study skills such as effective note-taking, the ability to critically evaluate other writers' theories and concepts, and presentation skills, will help you to understand these conventions.

Failure to adhere to these conventions can result in poor academic practice or, if there is a clear intention to deceive examiners and assessors, to unfair and/or dishonest academic practice.

The following definitions of academic misconduct are contained within the University's Code of Practice on Assessment and apply to all types of work submitted by students, including, for example, written work, diagrams, designs, charts, musical compositions, computer programmes and pictures.

Plagiarism occurs when a student misrepresents the work or ideas of any other person (including another student) or of any institution, as his/her own work.

Examples of forms of plagiarism include:

- The verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement and citation of the source
- The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, or using software applications to paraphrase another's work without appropriate and correctly presented acknowledgement and citation of the source(s)

- The manual or machine translation of the work of any other person (including another student), or any institution originally developed in a language other than English, without appropriate and correctly presented acknowledgement and citation of the original source. Where GAI has been used to translate work, citation for both the original work and the GAI application should be provided.
- Failure to reference appropriately or to adequately identify the source of material used
- Unacknowledged quotation of phrases from another's work
- The deliberate and detailed presentation of another's concept as one's own.

Collusion occurs when, unless with official approval (eg in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately

submitted by each in an identical, or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised cooperation between a student and another person in the preparation and production of work which is presented as the student's own.

Copying occurs when a student consciously presents as their own work material copied directly from a fellow student or other person without their knowledge. It includes the passing off of another's intellectual property, not in the public domain, as one's own. It differs from collusion in that the originator of the copied work is not aware of or party to the copying. Copying of work from published sources would be dealt with as plagiarism.

Submission of commissioned or procured coursework is a dishonest practice which occurs when a student presents as their own work coursework assessment tasks

(or parts thereof) which have been intentionally procured (by financial or other inducement means) for this purpose. The definition includes the practice of requesting another party to prepare all or part of a course assignment (with or without payment) on the student's behalf.

The definition also includes proofreading activities whereby a third party exceeds the acceptable practice of identifying errors or inconsistencies in a course assignment by actually amending the student's existing content. Unacceptable proofreading practice would include amending or adding to content, rewriting any content, and checking or correcting facts, data, equations, etc.

Dishonest use of data includes embellishment or fabrication of data whereby a proportion of the total data is altered, enhanced or exaggerated in order to emphasise data which has been obtained by legitimate means. It also includes falsification of data whereby; a student creates and presents an extensive amount or significant piece of data in order to conceal a paucity of legitimate data or they wholly fabricate a set of data in the absence of legitimate data.

Research misconduct is failure to obtain relevant approval to conduct research for a project or dissertation and/or failure to follow any protocols or procedures contained in the ethical approval process that has been given for an undergraduate or taught postgraduate research project or dissertation.

Students found to have committed academic misconduct are liable to be severely penalised. They may be given a mark of zero for the assessment concerned, for the module concerned or, in the most serious cases, may even be required to suspend or terminate their studies.

The University's Policy on Academic Integrity, and the Guidelines for Students and Staff, forms **Appendix L to the University's Code of Practice on Assessment** which can be found at **Code of Practice on Assessment – Academic Quality and Standards Division – University of Liverpool**

Non-payment of programme fees

Students self-funding all or part of their programme fee must familiarise themselves with the available payment plans before the start of each academic session. Payment of tuition fees can either be made in full or in instalment plans, dependent upon level of study and fee status classification. Instalment payments must be received by the advised instalment due date.

This information can be viewed at **www.liverpool.ac.uk/feespayment**

Please note that these payments must be made manually by either of our payment portals- online with a debit/credit card or via CIBC International Student Pay portal, which facilitates bank wires.

Home UG students can make an application for a tuition fee loan via the Student Loans Company- if approved, the tuition fee will be paid to the University at different points throughout the year.

Home PGT and PGR students can make an application for a student loan- Postgraduate or Doctoral loan- if approved, the loan will be paid to the student directly, who then must make arrangements to pay the University.

Students who are sponsored should provide their funding letter/financial guarantee to the Fees office at **E: feesenq@liverpool.ac.uk**

Where by 3 February 2025 (or by 3 June 2025 for those whose programmes start in January 2025) a student fails to make the necessary programme fee payment(s) in accordance with their relevant published payment plan, the University will seek to restrict their access to a range of services.

This will include access to Library services and the removal of their MWS account (and hence access to all University IT facilities including Outlook). This will also prevent students from submitting assessed coursework through the CANVAS E-Learning environment.

Access will also be restricted to the Graduate Document Portal, and to the facility to request secure, verified and digitally signed documents such as transcripts and official student status confirmations.

After 3 February 2025 (or after 3 June 2025 for those whose programmes start in January 2025), where a student fails to make the necessary programme fee payment(s) in accordance with the remainder of their relevant published payment plan, the University will notify the student in writing and give them 5 working days' notice to settle the outstanding account balance. Where the student fails to make good their outstanding balance within 5 working days, the University will seek to apply sanctions as prescribed.

Under normal circumstances, students in debt to the University for programme fees at the end of a given academic year will be prevented from registering for a new academic year until such time that all outstanding debts have been paid.

Students in debt to the University for programme fees one calendar month before the date of the award of a degree, diploma or certificate will be deemed ineligible to be presented for such an award.

Further details, including the Payment Policy 2023/24: Student Programme Fees, Accommodation Fees, Fines and Charges, can be found at **liverpool.ac.uk/feespayment/policies/**

The University is keen to support students who are finding it difficult to pay their outstanding fees, and alternative arrangements can sometimes be made under certain circumstances. To discuss your case with a member of the team, you should contact us by phone on **T: +44(0)151 794 6777** or by email at **E: feesenq@liverpool.ac.uk**

Home students experiencing financial hardship should contact the Money Advice and Guidance Team by phone on **T: +44(0)151 795 1000** or by email at **E: money@liverpool.ac.uk**

International students experiencing difficulties should contact the International Advice and Guidance Team at **E: iagteam@liverpool.ac.uk**

Changes to your registration

Interruption to your Studies and withdrawal

Circumstances, often relating to ill-health, but also relating to other personal reasons, occasionally lead a student to consider withdrawing from their studies or interrupting their studies for a period of time. Such action may also be appropriate if it becomes clear that you have insufficient financial means to complete the year of study. Interrupting your studies on the grounds of ill-health, financial difficulties or other personal reasons suspend your fee liability and your requirement to undertake assessments. This allows you to take time out of your studies in order that you can regain your health or sort out other problems without financial or academic penalty before you return and restart your studies.

In the first instance you should discuss your circumstances with your Academic Adviser or seek advice from your School Student Support Office. Where students do interrupt this is frequently with a view to returning in the next academic session. In all cases of withdrawal or interruption there are financial consequences arising from such decisions and it is therefore essential that you ensure that the University receives formal notice of such action. Schools have appropriate forms which you must complete. These are also available online at **liverpool.ac.uk/student-administration/managing-my-studies/**

Failure to inform the University of your withdrawal or interruption of studies by completing the correct form will mean that your registration remains active and your programme fee liability will continue to accrue. Fees will not be refunded in the event of you failing to complete the proper form, even if you claim you did not attend during the period for which you are charged.

All requests for an interruption of studies must be approved by your School/ Department and will not normally be granted retrospectively.

If you do interrupt your studies, it is important that you contact your School/ Department one month prior to your expected return date to confirm that you will be returning to study. This will enable your School/Department to ensure that your record is prepared and ready for you to register. You will be reminded to do this by letter.

Students on clinical programmes should refer to their Programme Handbook for information regarding any additional requirements that need to be met before returning to study.

All students should familiarise themselves with the Programme Fees Refund Policy which describes how the University will recalculate your programme fee liability in the event of you withdrawing from or interrupting your studies.

This can be found in the Payment Policy 2024/25: Student Programme Fees, Accommodation Fees, Fines and Charges available at liverpool.ac.uk/feespayment/policies. Those in receipt of bursaries and/or scholarships should also consult the Scholarship and Bursary Regulations 2024/25 (liverpool.ac.uk/student-administration/fees-and-finance/scholarship-bursary-regulations) for details on how your funding will be affected by your withdrawal/suspension

As well as completing the official withdrawal or suspension form, you will also need to take care of the arrangements to leave your accommodation. If you are in a University Hall of Residence, your contract is for a specified number of weeks. Similarly, if you are in the private sector, you will have probably signed a contract to remain for a certain length of time. There is no automatic right to be released from a residence contract.

Programme transfers

If you decide that your programme of study is unsuitable for your needs and you wish to consider transferring to another programme in the University, you should first discuss your wish with your Academic Adviser or Programme Director in your current School. If having done this you still wish to seek a transfer, you should then contact the Admissions Tutor for the School in which you wish to study (via the School Student Support Office).

If your transfer is acceptable to the Admissions Tutor, you should submit a transfer form, either from your School or online (liverpool.ac.uk/student-administration/managing-my-studies/), and complete this. The form must be signed as approved by the School that you wish to transfer to before the process can continue.

Implications of registration changes

If you are a home student sponsored by the Student Loans Company (SLC), you should be aware that the University is required to inform the SLC of any changes to your registration, which might affect your entitlement to loans and grants. So, if you interrupt your studies, transfer to another programme, or you withdraw from your programme, the University will inform the SLC of these changes.

Further advice on the financial implications of withdrawing from, or interrupting study, can be sought from Money Advice and Guidance based in the Student Services Centre. The team can be contacted on **T: +44 (0)151 795 1000**, or by email at **E: money@liverpool.ac.uk**

International students (studying on a Student Route visa) should be aware that, as your immigration sponsor, the University is required by law to inform the UK Home Office of any changes to your registration. In the case of both withdrawal and interruption of studies, your current visa will be curtailed (cancelled) and you will need to leave the UK immediately.

If you are interrupting your studies, you will need to leave the UK for the entire period of your interruption. You will also need to request a new Confirmation of Acceptance for Studies (CAS) from the University three months before you wish to return to your studies to apply for and be issued with a new Student Route visa.

You will only be able to make this application from outside of the UK. Further information on how to request a new CAS can be found at liverpool.ac.uk/student-support/international/. In the case of transferring to another programme within the University, you may need to apply for a new Student Route visa before you are allowed to transfer. Your visa application may need to be made from outside of the UK.

Students considering transferring, withdrawing or interrupting their studies, must seek advice from the International Advice and Guidance first.

Advice regarding all visa issues can be sought from International Advice and Guidance, based in the Student Services Centre. Instructions about making an appointment with the team and contact details are available at liverpool.ac.uk/student-support/international/

Jury service

From time to time students are called for jury service. Jurors are selected at random by Her Majesty's Courts Service from the electoral register and everyone on the electoral register between the ages of 18 to 70 may be selected.

Where jury service is likely to interfere with your study or assessment, you may seek deferral of the service. The Jury Central Summoning Bureau evaluates any requests for deferral, which is usually for no more than 12 months. A letter can be obtained from the Director of Student Life to assist you in any request for a deferral. To do this you should complete the jury summons, including section 3, and email the completed form to Student Administration Team. Contact details can be found at liverpool.ac.uk/student-administration/



When a jury summons is received by Student Life the Director of Student Life will write on your behalf to Her Majesty's Courts Service enclosing the summons and explaining that it would be detrimental to your studies to experience disruption due to undertaking jury service.

It should be noted that the University can only make a request for deferral; the decision to allow a deferral rests with Her Majesty's Courts Service.

Her Majesty's Courts Service will reply directly to you. Where no reply is received in a reasonable time, you should contact Her Majesty's Courts Service to enquire about the progress of your application for deferral.

The University cannot request an excusal on behalf of a student. Excusal requests should be sent directly by a student to the Summoning Bureau.

Academic Misconduct

The University takes academic misconduct very seriously and expects all students to conduct themselves in accordance with the ethical values of an academic community.



The University seeks to ensure that the arrangements for managing academic misconduct are appropriate to the high academic standard of its teaching, that the exam experience for all students is fair and consistent, and that opportunities for cheating or other academic misconduct are minimised.

Examination offences that if proven would be a breach of these procedures that are technical/could not result in unfair advantage (at first offence) are:

- Mobile phone still being on but not on the student's person;
- Mobile phone off but on the student's person/not stored correctly but the student realises and hands it in;
- Unauthorised material in the exam room unrelated to the exam in question;
- Communicating with others in the exam room before or after the exam, which does not cause disruption to other students in the same venue;
- Removal of any examination script, any part of an examination script, blank examination; stationery or rough notes or work from the examination room except by a person with designated authority to do so;
- Other offences similar to the above.



Examination offences that if proven would be a breach of these procedures that could result in an unfair advantage are:

- Unauthorised material in the examination room related to the exam in question;
- Possession in the examination room of any device, such as a mobile phone, smart watch, or other method of communication or information storage that is not completely switched off and is on the student's person;
- Failure to comply with an invigilator's instructions;
- Communicating, or attempting to communicate, in any way with anyone other than the invigilators during the examination;
- Any other conduct which is likely to give the student an unfair advantage;
- Causing any disruption which might impact other students in the examination
- Other offences similar to the above.

The offences listed above can be typically dealt with via Chairs Action without the need for a full hearing. This will be discussed with the student at the time of the offence to agree the most appropriate course of action.

The Authority under Chairs Action enables them to issue a reminder of the regulations; a verbal reprimand or written guidance which will act as a warning not to repeat the offence or for more serious offences a reduction in the mark for the assessment, mark of zero for the exam in which the misconduct occurred with a right to resit with a capped mark or no right to resit.

A full hearing will be required for more severe cases of academic misconduct or if a student denies the allegation. Full Board of Discipline hearings will typically be used for examination offences that if proven would be a breach of these procedures that could result in an unfair advantage and/or are a repeated offence that has already been dealt with at the previous level, for example:

- Allegations that have been denied by the student
- A repeat offence of something that has previously been dealt with by Board of Discipline – Chair's Action;
- Being party to any arrangement whereby a person other than the student fraudulently represents or intends to represent, the student at an examination
- Any other conduct which is likely to give the student an unfair advantage.

The authority of the Board of Discipline Panel allows them to issue any of the above sanctions that are contained within Chairs Action in addition to; - a mark of zero for the module in which the misconduct occurred with a right to resit with a capped mark (if permitted to do so by their academic profile), a mark of zero for the module in which the misconduct occurred with no right of resit, a delay to graduation, suspension of studies, a delay to the conferment of award, termination of studies

The full Academic Misconduct Policy can be found at in the **Code of Practice on Assessment Appendix D Annex 4 at Code of Practice on Assessment – Academic Quality and Standards Division – University of Liverpool.**

Non-Academic Misconduct

As a student you are required at all times (including during non-term time) to behave as responsible members of the University community, and to represent and uphold the good name of the University allowing all students and staff to study and work in a safe environment. This also applies, for example, to students whilst on University activities such as placements and field trips, when representing the University at events and both while on and off University premises, including behaviour taking place within University-managed and private accommodation. The University places great emphasis on the good behaviour of its students and has a Student Conduct Policy.

For this purpose, the University has developed some rules regulating the conduct of students and the following provides a substantive but not exhaustive list of activities which the University regards as misconduct. More precise definitions and indicative sanctions for misconduct breaches are detailed in Appendix B – Student Conduct Breaches and Indicative Sanctions:

- Any breach of University Ordinances, Regulations, Codes of Practice or Policies.
- Obstruction or interference with the functions, duties or legitimate activities of any student or members of staff of the University, or any visitor to the University.
- Violent, indecent, disorderly, threatening or intimidating behaviour or language (whether expressed orally, in writing or electronically including blogs, social networking websites and other electronic means).
- Actions or behaviours that the University defines as sexual misconduct under Appendix B to this Policy.

- Conduct which damages, or has the potential to damage, the University's relationship or reputation with its local communities or other bodies or organisations.
- Distribution or publication of a poster, notice, sign, or any electronic publication including audio-visual material, social media post, blog, or webpage, which is, intimidating, threatening, indecent or illegal.
- Disclosure of another person's legitimate speech or activity that would place any person at risk of harm.
- Any behaviour which could constitute discrimination or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion (including antisemitism), nationality disability or age of any student or member of staff of the University, honorary staff, recognised teacher, or any visitor to the University.
- Fraud, deceit, deception, or dishonesty in relation to the University, its staff, students, or visitors.
- Bribery or attempted bribery including but not limited to offering or giving money, gifts or any other advantage to any student or employee of the University, honorary staff, recognised teacher, or any visitor to the University with the intention of inducing that person to perform their role improperly or of rewarding that person for performing their role improperly.
- Misrepresentation or falsification of pre-entry qualifications, previous study, work experience, or personal statement which emerges post-admission to a programme of study.
- Failure to declare a relevant, unspent criminal conviction during the admissions process.
- Offences which are spent under the provision of the Rehabilitation of Offenders Act 1974 should also be declared as they may affect the right to practise for students following programmes leading to a professional qualification
- Failure to inform the University, whilst registered on a programme of study, of a police investigation, an arrest, conviction, caution or reprimand or charged with any criminal offences including local/ community resolution dealt with by the Police. This includes motoring offences (you do not need to declare parking or speeding offences which were subject to fixed penalties). Conviction includes being put on probation or being given an absolute or conditional discharge or being bound over or being given a formal caution.
- Theft, misappropriation, unauthorised use or misuse of University property, or the property of its students, staff or visitors whilst on University premises or engaged in University business.
- Falsification of student attendance records, using either manual or electronic systems. Including either using an attendance code while not in attendance or sharing an attendance code with a fellow student not in attendance.
- Misuse of computers or the communications network, including the unauthorised use of the University logo or name, or any breach of the University's policies on the use of its information systems, including social media.
- Intentional or reckless damage or defacement to University property or the property of students, staff or visitors whilst on University premises or engaged in University business.
- Any anti-social behaviour including noise nuisance and behaviour that is likely to cause nuisance and annoyance to students, staff, contractors and visitors.
- Action which may cause injury or jeopardise the safety of others whilst on University premises or engaged in University business.
- Unauthorised possession or use on University premises or whilst engaged in University business of any firearm or dangerous weapon.
- Unauthorised or inappropriate use, whilst on University premises or whilst engaged in University business, of sporting equipment, or similar.
- Unauthorised entry into another student's room within their accommodation.
- Unauthorised use or occupation of University premises.
- Any breach of a University Tenancy Agreement or Student Licence.
- Failure to provide proof of identity when requested to do so by a member of staff of the University.
- The possession, sale, supply or the misuse of any controlled drug.
- Failure to comply with any penalties or sanctions imposed because of the University's Disciplinary or risk assessment procedures or contempt of those procedures.
- Any conduct which may be discreditable to the University or may bring the University into disrepute
- Failure to comply with the Freedom of Speech Policy and Procedure.

The University has three stages for managing alleged student misconduct:

- Informal Resolution
- Local Disciplinary Action
- University Disciplinary Action.

Informal resolution

Informal Resolution is for very minor incidents, such as poor levels of housekeeping, low-level anti-social behaviour, excessive noise levels, smoking in unauthorised areas and very minor damage to property in University residences and discourteous behaviour in study environments. Those with authority to act under Informal Resolution action, such as within Halls of Residence the Hall Wardens/Managers and within Schools the Dean and Head of Operations, can issue verbal reprimands and written guidance.

There is no right of appeal against sanctions given within informal resolution, although a responding student could, if they wished the matter to be considered further, request that the matter is reviewed using the Procedures for Local Disciplinary Action.

Local Disciplinary Action

Local Disciplinary Action is generally used for misconduct breaches that are generally contained incidents and/or persistent minor incidents of misconduct.

Designated staff have the authority to act under the Student Contact Policy in relation to informal Resolution and Local Disciplinary Action. These are Heads of Department, Deans of Academic Schools and Institutes, Directors of Professional Services, Head of Accommodation, Hall Managers and Wardens, as well as organisations or individuals acting on behalf of the University for the purpose of student discipline under a specific institutional agreement.

Their authority under local disciplinary action enables them:

- A formal written warning or a final written warning (for a repeated offence)
- A requirement, in the event of nonaccidental or wilful damage to or loss of property, that such damage or loss be made good, either in whole or in part, limited to a total value of £1500
- Withdrawal of access to specific University services or facilities or specific University premises (particularly any services, facilities or premises abused by the responding student) for a period not exceeding one month
- Requirement to remove material published either in hard copy or electronically which is- deemed to be inappropriate
- Requirement to undertake training or be re-trained in a relevant subject are (i.e. safe laboratory practice)
- Such other penalty as may be deemed appropriate, provided that the sanction is both proportionate and relevant to the breach.

The Student Conduct Policy sets out the right of appeal by students against decisions taken under Local Disciplinary Action.

University Disciplinary Procedures

Should you commit a particularly serious instance of misconduct (e.g. have an allegation of sexual misconduct made against you), your case will be considered and investigated by the University and you will have the opportunity of contributing to the consideration of your case and the collection of evidence by the University's Investigating Officer, who has the ultimate responsibility of deciding whether or not there is a sufficient case for consideration by the University Disciplinary Panel, or whether or not the case should be referred for Local Disciplinary Action by an appropriate University Officer.

In such cases you will be informed regarding the alleged breach of the Student Conduct Policy being made against you and the final decision with regard to how the case is to be considered.

You should be aware that the University Disciplinary Panel has very significant powers to deal with cases of misconduct. For example, if it is satisfied that a charge has been proved and that a breach of the Student Conduct Policy has occurred, it may impose a fine or other appropriate sanction, including requiring a student to attend a workshop or course, it may suspend a student from the University for a specified period, or it may expel a student from the University. In the event of loss or damage to property, the Panel may also require that such loss or damage be made good, either in whole or in part.

The Student Conduct Policy sets out the right of appeal by reporting and responding students against decisions taken under University Disciplinary Procedures.

The full Student Conduct Policy can be found at [Conduct and discipline – Student Administration – University of Liverpool.](#)

Information on how to report concerns about another student's conduct can be found at [Conduct and discipline – Student Administration – University of Liverpool.](#)

Criminal offences

The University has a duty of care to its staff and students and it therefore needs to be informed of any alleged criminal activity by its staff or students. Whilst a registered student at the University you are required to declare to the University if you are a subject of police investigation or if you are reconvicted, cautioned, reprimanded or charged with any criminal offences including local/community resolution dealt with by the Police. This requirement applies to all students including distance learners and to investigations, charges and convictions under any country's law.

Further details regarding Police and criminal investigations can be found in section 13 of the Student Conduct Policy.

Students should declare any Police investigation, arrest or conviction as outlined above by completing a Criminal Offences Declaration Form and sending this to the Student Conduct Team via email ([**E: studentconduct@liverpool.ac.uk**](mailto:studentconduct@liverpool.ac.uk)) You are responsible for updating the Student Conduct Team via email of any changes in your circumstances or the circumstances of the case.

Students need not declare parking or speeding offences which are subject to fixed penalties.

Students on some professional programmes may also be required by their respective Schools to report annually on any current criminal records. This requirement is in addition to the University's requirement to report such matters to the Student Conduct Team.

[Conduct and discipline – Student Administration – University of Liverpool.](#)

Fitness to Practise

The University offers a number of clinical programmes which, on graduation, permit those who have taken such programmes:

- The right to practise as members of a particular profession, with a right to membership of appropriate professional bodies on receiving that degree; or
- A requirement to register with an appropriate regulatory body if they wish to practise after graduation; or
- A right to be accepted into a profession upon confirmation from the University that they are fit to practise.

By awarding degrees and thus granting students the permissions described, the University has a very clear responsibility to properly handle any conduct, behaviour or other matters that could bear on a student's suitability for fitness to practise or dealing with patients which comes to light during the student's programme.

On account of this responsibility, the University operates a Fitness to Practise Procedure.

The Fitness to Practise Policy and Procedures apply to students on programmes in the Faculty of Health and Life Sciences with professional/statutory body regulation that necessitates Fitness to Practise processes or on a Year 0 programme within the University with expectations of entry into a Year 1 programme governed by these processes.

The following are circumstances in which the Fitness to Practise Procedure may be applied:

- Health problems leading to serious concerns that a student may not be fit to practise
- Misconduct, integrity and behavioural concerns, including professional conduct
- Criminal offences.

Suspension from studies

If any matters have been raised which are deemed to constitute reasonable grounds for believing that there may be undesirable consequences if the student is permitted to remain in the University or in external placements, the Executive Pro-Vice-Chancellor may suspend the student during investigations or hearings into their fitness to practise.

Fitness to Practise Procedures

Where a case is referred to the Fitness to Practise Procedures, the Executive Pro-Vice-Chancellor shall determine, or shall ask a senior member of academic or clinical staff to consider, whether there is a valid case to be investigated.

If a valid case is considered to have been made, the Executive Pro-Vice-Chancellor shall appoint a senior member of academic or clinical staff as an Investigating Officer to conduct a formal investigation. Where there are concerns about a student's suitability for professional practice on grounds of health, the Executive Pro-Vice-Chancellor may require the student to be assessed by the University's Occupational Health Physician

At the end of the formal investigation, the Investigating Officer may conclude:

- (i) That there is no case to be taken forward, in which case the student will be informed that no further action will be taken
- (ii) That there is a case for matters to be dealt with by other means to be determined by the Executive Pro-Vice-Chancellor, which could include specific undertakings or conditions, but that there is no immediate need for a Fitness to Practise Panel hearing
- (iii) That there is a case for the matter to be referred for further consideration by a Fitness to Practise Panel.

Where the matter is referred for consideration by a Fitness to Practise Panel, the Panel has the power to decide:

- That the student is fit to practice, with or without conditions; or
- That the student is not fit to practice either temporarily or permanently.

Students have a right of appeal to the Professional Appeals Board against the decision of a Fitness to Practise Panel.

Further information, including the full Fitness to Practise Procedures, can be found at [Fitness to Practise Procedures – Student Administration – University of Liverpool](#).

Assessment Appeals

The University is implementing a new assessment appeals procedure for the academic year 2024/2025. However, this will not be operational until the first Undergraduate Assessment Boards in February/March 2025. Students wishing to appeal following the September 2024 resit Board of Examiners or following the Postgraduate Taught Board of Examiners in November 2024, should access the 2023/2024 procedure.

The relevant procedures can be found under Appendix F of the [Code of Practice on Assessment – Academic Quality and Standards Division – University of Liverpool](#).

Further information including appeals forms can be found at: [Assessment appeals Assessment appeals- Student Administration – University of Liverpool](#).

Advice on all appeals procedures can be obtained from the Student Conduct, Complaints and Compliance team based in Student Administration and Support (**E: appeals@liverpool.ac.uk**).

Students are also encouraged to book an advisory appointment with the Guild of Students' Academic Adviser by calling **T: +44 (0)151 794 4211** or by visiting the Guild reception.

More information is also available at [Advice @Liverpool Guild of Students](#)

The Assessment Appeals Procedure is available for use by students on undergraduate and taught postgraduate programmes of study.

An assessment appeal is a challenge to, or a request for reconsideration of a decision made by the University on student assessments and awards, this includes assessment marks, module marks the non-award of a degree, diploma or certificate, the classification mark of the award, or, the making of an alternative exit award.

Under this procedure students can appeal Provisional Semester One results and the formal decisions made by the Board of Examiners, Extenuating Circumstances Committees, Clinical Assessment Panels and Academic Integrity Committees.

Students can only appeal heard where there are clear grounds, as prescribed in the Assessment Appeals Procedure and must appeal within the specified deadlines.

Students cannot appeal on any grounds which:

- Concerns a degree that has been conferred
- Disputes the academic judgement of the Board of Examiners, including those which simply constitute an expression of dissatisfaction with the decision that has been taken;
- Have already been considered or re-considered by the Board of Examiners and/or Extenuating Circumstances Committee;
- Constitute a matter which could have been resolved under the Student Complaints Policy and Procedure at the appropriate time.

Where a student submits an appeal, they will not be permitted to attend graduation or graduate until either the appeal is concluded or withdrawn.

Students who wish to appeal against the decision of the Board of Examiners to terminate their studies (other than for breaches of the Academic Integrity Policy) or to deem them withdrawn prior to the normal expected date of completion of their programme, should refer to the 'Guide on the Progress of Students on Taught Programmes of Study' (Appendix E of the Code of Practice on Assessment) which describe the University's Progress Procedures. This can be found at **Code of Practice on Assessment – Academic Quality and Standards Division – University of Liverpool**.

Complaints

The Student Charter, published at the front of this handbook, sets out the general entitlements and responsibilities of students. If you believe you have a legitimate complaint, you should refer in the first instance to the Student Charter to clarify what is reasonable for you to expect from the University in the relevant area, and whether you have discharged your corresponding liabilities, if applicable.

If you do not know who is responsible for a particular area or how to contact them, your School Support Office or the Guild of Students will help you.

If, having consulted the Student Charter, you wish to proceed with a complaint, you may invoke the Student Complaints Policy and Procedure. The Student Complaints Policy and Procedure sets out how students may seek to have their complaints addressed. It should be recognised that the vast majority of student complaints can be handled fairly, amicably and to the satisfaction of all concerned on an informal basis.

There are two stages contained within the Student Complaints Policy and Procedure (Formal Complaint and Review) to allow escalation should a student consider that such an issue or concern has not or cannot be resolved informally.

The Student Complaints Policy and Procedure does not cover the following matters for which separate procedures exist:

Appeals against academic assessment and progress decisions (see **Assessment appeals Assessment appeals – Student Administration – University of Liverpool** and **Progression Progression requirements and degree classification – Student Administration – University of Liverpool**)

Disciplinary issues (see **Conduct and discipline – Student Administration – University of Liverpool**)

Complaints relating to the Guild of Students (visit the Guild reception for advice).

The Student Complaints Policy and Procedure can be found at **Student complaints – Student Administration – University of Liverpool**



Information in this
handbook can be made
available in alternative
formats on request.

Please contact
T: +44 (0)151 794 6758/6759

THE ORIGINAL

REDBRICK