

AMENDMENTS TO UNIVERSITY ORDINANCES & REGULATIONS FOR THE 2017/2018 EDITION (i.e. amendments approved by Senate during 2016/17)

ORDINANCES

Ordinance 6.5 (University Examiners and Examinations):

Delete 'three' and substitute 'four'

REGULATIONS

Replace current **Regulation 2.1 (e)** with the following:

(e) Pay such tuition fees as may be prescribed.

In **Regulation 2.8.2.b** delete 'a decision relating to the application of the Academic Misconduct Policy and Procedures' and substitute 'a decision of the Standing Academic Misconduct Panel relating to the application of the Academic Misconduct Policy and Procedures'.

Replace current **Regulation 3.1 (f)** with the following:

(f) Pay such tuition fees as may be prescribed.

In **Regulation 5.7**, under Powers of Boards of Studies, delete 'Special Cases Committee' and substitute 'Vice-Chancellor'.

In **Regulation 6.7.2(g)** delete 'decisions relating to the application of the Academic Misconduct Policy and Procedures' and substitute 'a decision of the Standing Academic Misconduct Panel relating to the application of the Academic Misconduct Policy and Procedures'.

Delete all of current **Regulation 8.3 (Payment of Fees)** and substitute the following new text:

8.3 Payment of Fees

(a) Tuition fees

Tuition fees comprise enrolment, tuition, initial examination and graduation. Tuition fees are due in advance at the beginning of each session. Details regarding methods of payment are included in the enrolment documentation for each year. Late payment fees may be payable in respect of any overdue payments or fees.

Failure to pay tuition fees, or reach an arrangement to pay which is acceptable to the Fees Office, may result in the case being reported to the Deputy Vice-Chancellor & Provost who, acting on behalf of University Council, may suspend the student from registration at the University until payment has been received.

The University may take legal action or employ agents to recover amounts due.

Any student whose financial circumstances prevent payment of these tuition fees should contact the Fees Office as soon as possible for advice.

(b) Accommodation fees and charges

Accommodation fees and charges are due in accordance with the University Tenancy Agreement. Details regarding methods of payment of fees are included in documentation provided at enrolment and in information on the Fees office website. Late payment fees may be payable in respect of any overdue payments or fees.

Failure to pay accommodation fees may result in termination of the University Tenancy Agreement which, for the avoidance of doubt, shall not of itself be regarded as an exclusion from the University.

The University may take legal action or employ agents to recover amounts due.

Any student whose financial circumstances prevent payment of these fees and charges should contact the Fees Office as soon as possible for advice.

(c) Other accounts

Other accounts invoiced which cover miscellaneous items are due in accordance with the terms identified on the invoice. The University may take legal action or employ agents to recover amounts due.

Any student whose financial circumstances prevent payment of these charges should contact the Fees Office as soon as possible for advice.

Delete all of current Regulation **11 (Regulations for use of computing facilities)** and substitute the following new text and revised title:

Regulation 11: Using University Information

1 Scope

1.1 The University aims to facilitate the flow of information, while protecting the confidentiality, availability and integrity of information and complying with legal and contractual requirements.

1.2 This Regulation applies to everyone who uses or processes University information including, but not restricted to, University staff and students, staff of University companies, associates, partners, contractors, consultants, visitors and guests.

1.3 This Regulation applies to information of any nature and in any format which is:

- created by the University;
- purchased by the University;
- made available to the University under licence;
- used or processed by the University for a third party;
- used or processed through University networks or systems.

1.4 For the avoidance of doubt, this Regulation applies to all information as described in clause 1.3 wherever it might be found physically or in digital format.

1.5 This regulation applies to all networks and systems provided by the University, including, but not limited to, all systems and networks to which you gain access by virtue of your association with the University; and to personal equipment interacting with University networks and/or systems.

2 Using and Processing Information

2.1 Everyone must abide by the law, University of York information policies, and the regulations of third parties whose information is used and processed for or by the University.

2.2 Users of information and information systems must be aware of, and fulfil their responsibilities under, the Government's Prevent Strategy.

2.3 Users of information and information systems must not:

- use or process personal data in a manner prohibited by Data Protection legislation;
- breach, or cause others to breach, copyright law;
- breach, or cause others to breach, licences or contracts for information or information systems provided to or by the University;
- breach, or cause others to breach, confidentiality;

- engage in activity that might lead to a breach of Information Security;
- cause disruption, mischief or harassment;
- knowingly misrepresent the University;
- run a business unconnected with the University using University systems without prior written permission from the Director of Information Services;
- access or disseminate offensive, obscene or indecent material except where this is a necessary part of a course of research or study conducted with prior written Ethics approval or in the course of an authorised investigation into misuse of information or information systems;
- create or transmit defamatory material.

3 Using Information Systems, Devices and Networks

3.1 Users must not share their University IT Accounts with anyone without prior written authorisation from IT Services.

3.2 Users must not disclose their University IT Account passwords to anyone.

3.3 Users must not obtain or use a University IT Account password for a University Account belonging to a third party.

3.4 Users must not use their University IT account to gain or facilitate deliberate unauthorised access to facilities or services accessible via the University network.

3.4 Users must not impersonate a third party or otherwise disguise their identity on University networks and systems.

3.5 Users may access University IT services for personal purposes. Personal use may be withdrawn if such use is deemed to be excessive.

3.6 Personal use must not hinder or interfere with contractual or professional duties, or with course or research obligations.

3.7 Personal use must not hinder or interfere with the use of University IT services by others.

4 Investigations and Breaches

4.1 When breaches of this Regulation are suspected the University will conduct an investigation to determine the nature and severity of the breach, to implement remedies and to suggest further courses of action as appropriate.

4.2 Breaches of this Regulation by University staff or students may be referred for further action following the University's [Disciplinary procedure and guidelines](#).

4.3 In addition to the Disciplinary procedure and guidelines procedure and

process described there, the University reserves the right to take action to mitigate the effect of the breach during or after any investigation. Action might include, but is not limited to:

- withdrawal of users' IT services for a specified period;
- blocking, disabling or confiscation of users' University equipment;
- blocking of users' private equipment;
- removal of offending material;
- the imposition of fines or cost recovery;
- legal action.

4.4 Information about suspected or actual breaches will be passed to law enforcement agencies as appropriate to the case.

4.5 Where a third party reports a suspected or actual breach of these Regulations the University will cooperate with third parties relevant to the breach, and may share data outside the University in the furtherance of the investigation, subject nevertheless to the rights of any data subjects concerned.

5 Control and monitoring

5.1 The Director of Information Services is responsible for the enforcement of this Regulation. The Director of Information Services may delegate this responsibility to other people he/she judges to be appropriate in the circumstances of each case.

5.2 The University monitors and records the use of its IT services and may access data during investigations as described in the [DRAFT University of York IT Regulations](#) and [IT Investigations and Data Access Policy](#).

5.4 University Officers, Heads of Departments and Section Heads are responsible for ensuring staff, students and associates comply with this Regulation.

5.5 Everyone is responsible for informing the Director of Information Services if they become aware of a breach of this Regulation.

APPENDIX 1 (Awards of the University)

Add the following in correct alphabetical order:

MPH	Master of Public Health
MSWSS	Master of Social Work and Social Science
