GRADUATE SCHOOL
CODE OF PRACTICE
2017/18
Welcome to the Graduate School and congratulations! You are joining the College of Science and Engineering Graduate School, a community of world-leading researchers. Our research students make a vital contribution to the University’s research culture and to its international reputation and we look forward to learning about your contribution.

Both you and your supervisory team have a requirement to carry out your post-graduate research activity to a required code of best practice. This document complements a University-wide PGR Code of Practice (glasgow.ac.uk/services/postgraduateresearch/pgrcodeofpractice/), which you should also familiarise yourself with. For clarification of some matters, it may also be necessary to consult the University Calendar (we can advise on this as required).

It is also important that you are fully aware of your responsibilities as a student. Please ensure that you read the responsibilities detailed on pages 8 and 9 during your time at Glasgow.

The Graduate School (level 3, Boyd Orr Building) exists due to the University’s commitment to providing you with the support you need to complete your research studies and to allow you to make the most of your time at the University. The Graduate School has responsibility for your overall experience here at the University and, more specifically, for the following:

• Prospective and current student communications
• College-managed scholarships
• Induction
• Student mobility
• Supervisor training
• The Graduate School training programme
• Regulations pertaining to research students in the College
• Collaborative PhD arrangements
• Progression monitoring
• Examination

We aim to improve our provision continually and to learn from our colleagues in other Graduate Schools, the wider University sector and, most importantly, from our students, so please provide us with feedback about your experience at the University of Glasgow.

I hope you enjoy your time as a research student at the University of Glasgow and that it provides you with the necessary skills and knowledge to achieve excellence in your chosen path.

Professor Susan Waldron
Dean of Graduate Studies
1. CONTACTS

1.1 The Graduate School
Dean of Graduate Studies
Professor Susan Waldron
susan.waldron@glasgow.ac.uk
Graduate School Manager
Heather Lambie
heather.lambie@glasgow.ac.uk
Office Manager
Fiona Lees
fiona.lees@glasgow.ac.uk

SOCIAL MEDIA
Information about training etc will be made via Twitter first so please follow us to receive updates.

The College of Science and Engineering Graduate School
UofGSciEngGrads

1.2 School Contacts
The Graduate School Board has a PG convener from each School. The PG conveners are as follows (please contact the School administrative team in the first instance regarding all queries):

<table>
<thead>
<tr>
<th>School</th>
<th>Convener</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Dr Andy Sutherland</td>
<td><a href="mailto:andy.sutherland@glasgow.ac.uk">andy.sutherland@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Roy Thomas</td>
<td><a href="mailto:roy.thomas@glasgow.ac.uk">roy.thomas@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Computing Science</td>
<td>Dr Simon Rogers</td>
<td><a href="mailto:simon.rogers@glasgow.ac.uk">simon.rogers@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Anastasia Fliatoura</td>
<td><a href="mailto:anastasia.fliatoura@glasgow.ac.uk">anastasia.fliatoura@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Dr Tony Kelly</td>
<td><a href="mailto:anthony.kelly@glasgow.ac.uk">anthony.kelly@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Elaine McNamara</td>
<td><a href="mailto:eng-pgradoffice@glasgow.ac.uk">eng-pgradoffice@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Geographical and Earth Sciences</td>
<td>Professor Deborah Dixon</td>
<td><a href="mailto:deborah.dixon@glasgow.ac.uk">deborah.dixon@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Leenah Khan</td>
<td><a href="mailto:leenah.khan@glasgow.ac.uk">leenah.khan@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>Dr Duncan Lee</td>
<td><a href="mailto:duncan.lee@glasgow.ac.uk">duncan.lee@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Jean Jackson</td>
<td><a href="mailto:jean.jackson@glasgow.ac.uk">jean.jackson@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Physics and Astronomy</td>
<td>Dr Stefan Hild</td>
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</tr>
<tr>
<td></td>
<td>Valerie Flood</td>
<td><a href="mailto:valerie.flood@glasgow.ac.uk">valerie.flood@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Psychology</td>
<td>Dr Esther Papies</td>
<td><a href="mailto:esther.papies@glasgow.ac.uk">esther.papies@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Lynda Young</td>
<td><a href="mailto:lydna.young@glasgow.ac.uk">lydna.young@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>SUERC</td>
<td>Dr Derek Fabel</td>
<td><a href="mailto:derek.fabel@glasgow.ac.uk">derek.fabel@glasgow.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Tracey Mark</td>
<td><a href="mailto:tracey.mark@glasgow.ac.uk">tracey.mark@glasgow.ac.uk</a></td>
</tr>
</tbody>
</table>

1.3 PGR Student Representatives

<table>
<thead>
<tr>
<th>School</th>
<th>Representative</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Emily Cross</td>
<td><a href="mailto:e.cross.1@research.gla.ac.uk">e.cross.1@research.gla.ac.uk</a></td>
</tr>
<tr>
<td>Computing Science</td>
<td>Frances Cooper</td>
<td><a href="mailto:f.cooper.1@research.gla.ac.uk">f.cooper.1@research.gla.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Adnan Zahid</td>
<td><a href="mailto:21645882@student.gla.ac.uk">21645882@student.gla.ac.uk</a></td>
</tr>
<tr>
<td>Geographical and Earth Sciences</td>
<td>Maurits Moretto</td>
<td><a href="mailto:m.moretto.1@research.gla.ac.uk">m.moretto.1@research.gla.ac.uk</a></td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>Jamie Quinn</td>
<td><a href="mailto:j.quinn.1@research.gla.ac.uk">j.quinn.1@research.gla.ac.uk</a></td>
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<tr>
<td>Physics and Astronomy</td>
<td>Peter Dupej</td>
<td><a href="mailto:p.dupej.1@research.gla.ac.uk">p.dupej.1@research.gla.ac.uk</a></td>
</tr>
<tr>
<td>Psychology</td>
<td>Leon Franzen</td>
<td><a href="mailto:f.franzen.1@research.gla.ac.uk">f.franzen.1@research.gla.ac.uk</a></td>
</tr>
<tr>
<td>SUERC</td>
<td>Melissa Nikkhah-Eshghi</td>
<td><a href="mailto:m.nikkah-esghii.1@research.gla.ac.uk">m.nikkah-esghii.1@research.gla.ac.uk</a></td>
</tr>
</tbody>
</table>
2. REGISTRATION

Students must register on My Campus at the beginning of every academic year regardless of when they commenced their studies. Registration is dependent on satisfactory progress in the previous year. Those in receipt of a University scholarship fees/stipend will have these awarded in My Campus as ‘financial aid’. Externally-funded students should upload a copy of their sponsorship letter at registration.

The table shows the minimum and maximum periods of study in months for PGR degrees in the College:

<table>
<thead>
<tr>
<th>Degree</th>
<th>FT min</th>
<th>FT max</th>
<th>PT min</th>
<th>PT max</th>
</tr>
</thead>
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<td>48</td>
<td>72</td>
<td>96</td>
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<tr>
<td>EngD</td>
<td>48</td>
<td>60</td>
<td>96*</td>
<td>96*</td>
</tr>
<tr>
<td>MSc(Res)</td>
<td>24</td>
<td>36</td>
<td>36</td>
<td>48</td>
</tr>
<tr>
<td>MPhil</td>
<td>24</td>
<td>36</td>
<td>36</td>
<td>48</td>
</tr>
</tbody>
</table>

* Part-time study is only available at EngD level in Optics and Photonics

3. INDUCTION

The Graduate School induction for new students is held in October and February each year. Attendance is compulsory and students should make every attempt to attend the first session after they start. Students are also expected to attend a School induction in order that they are fully aware of administrative, health and safety procedures etc. within their School.

4. SUPERVISION

Each PGR student is allocated a principal and a second supervisor, both of whom are responsible for the student’s research and progress. It may be appropriate that a student also has an additional supervisor. The supervisor’s responsibilities are detailed in section 19.

The role of the principal supervisor is to have primary responsibility for the academic supervision of the student. A second supervisor may have a different role depending on the discipline and structure of the research group. They may contribute to the technical programme of research, support cross-disciplinary research or be primarily engaged in pastoral support and mentoring. Where the second supervisor fulfils a mentoring role and has little technical input, the student will be embedded in a research setting, from which they receive frequent, approximately monthly, peer-feedback on their research progress.

5. ATTENDANCE

Your School is responsible for organising your workspace and for monitoring attendance as part of the regular meetings you have with your supervisor. Ideally you should meet with your supervisor at least once a month as a minimum. Many lab-based subjects will involve far greater interaction with your supervisory team.

It should be noted that if you are an international student, non-attendance at any scheduled meeting or contact points will require action and could ultimately lead the withdrawal of visa sponsorship.
6. PROGRESSION

All research students, whether full or part-time, must carry out an annual progress review in all years following first registration until they become ‘thesis pending’ (see section 11).

The purpose of the annual progress review – which normally takes place in May/June each year - is to:

- Determine whether a research student should progress to the following year of research study and gauge the feasibility of completion within the timescale allotted
- Provide an opportunity for the research student to present aspects of their work and achievements for the session
- Provide an opportunity for the student to raise any issues about their research experience
- Provide feedback to the research student on their research, personal development and performance
- Set clear goals for the coming year’s study
- Support supervisors and students to maintain and develop a dynamic research community.

Students are required to submit a progress form along with written work of up to 4000 words which includes: an overview of the field in which the work is being undertaken; a critical survey of related published work; an account of work undertaken during the project; an evaluation of the results of that work, a bibliography; a GANTT chart which details the work to be carried out over the following year. The written submission should be discussed with the supervisory team prior to submission. The student’s training needs analysis form should be submitted with the report.

A review meeting (or mini viva) is then held with a panel who have not been involved in the formal technical supervision of your research. In disciplines where academic staff supervise many students, exceptionally a supervisor fulfilling a mentoring role may be asked to participate in the interview in a technical capacity, but will not be involved in the decision made by the committee as to whether the student should progress. This second supervisor involvement must be agreed by the Dean of Graduate Studies.

This meeting is organised by the student’s School. The panel then complete an outcome form and return this to your School Administrator for submission to the Graduate School.
7. TRANSFERABLE SKILLS TRAINING

The University has a comprehensive training programme which is responsive to the needs of its postgraduate researchers. As a doctoral researcher, you should take advantage of these training opportunities which will be of benefit to both your PhD studies and your career. Research is not about the work you undertake only in your lab or in your fieldwork, but about wider engagement and progression. You should discuss your training requirements with your supervisor at the start of, and throughout, your PhD studies. Courses you have attended and the skills training activities you have undertaken should be recorded in your Training Needs Assessment form. You will be required to submit this as part of your Annual Progress Review and it will be reviewed by the assessment panel.

You are expected to manage your own engagement in the training programme and should engage in at least 8 credits of training in your first year and at least 6 in your second year. All training is optional for third year students.

The compulsory elements of the training programme are as follows: Research Integrity, Data Management, and Equality and Diversity online training. Some Schools also require compulsory attendance at specified courses. For example, all first year PhD students undertaking fieldwork in the School of Geographical and Earth Sciences are required to attend the Emergency First Aid course and all Psychology students are required to undertake the research ethics course.

Details of the training opportunities are provided in a training brochure available as a hard copy from the College Office or on the Graduate School webpages

[Link](glasgow.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/doctoralresearchtraining)

8. CHANGES TO REGISTRATION

8.1 Suspensions/Leave of Absence

There are exceptional circumstances under which a student may require a period of leave of absence from their studies. For example, you may be undertaking work aligned with your studies (including an internship), suffering ill-health of over 2 weeks, taking maternity/paternity leave, etc. Requests are submitted by email to the Graduate School for approval following approval from the PG convener in your School and authorisation from your supervisor. Please note that if you are an international student you are not normally eligible for suspensions due to visa restrictions. Applications are dealt with on a case-by-case basis and are subject to the student having made satisfactory progress.

Students must also obtain approval for suspending study from any relevant sponsor/funder (Research Council funded students should approach the Graduate School regarding contacting the funder). It should be noted that many funders will not grant retrospective requests for a suspension.

During a period of suspension the student shall maintain regular contact with their supervisor and the Graduate School, providing updated information (e.g. medical certificates) on his/her status and intended return date. The student and the Graduate School may agree what constitutes ‘regular contact’. However, it would be expected that students would not remain out of contact for more than 3 months at a time unless otherwise agreed. It is also expected that students would not pass the end-date of their agreed period of suspension without contacting the Graduate School. Students should notify the Graduate School as soon as practicable, before the end of the agreed period of suspension, if they wish to request an additional period of suspension. The end date of a student’s research period will be amended according to any period of suspension granted.

A single period of suspension cannot extend beyond 12 months. Beyond this original 12 month period, a second period of suspension (also only up to 12 months) will only be
9. ANNUAL LEAVE

Doctoral researchers are entitled to a maximum of eight weeks’ annual leave, including public holidays. The following should be noted:

- Annual leave must be taken in accordance with the student’s funder or employer’s regulations and in line with any visa requirements or restrictions with which the student must comply. Annual leave should be applied for via My Campus.
- Funder, visa or employer terms and conditions overrule University Policy with regard to periods of leave. By accepting a studentship/employment/visa, the student is agreeing to specific terms and conditions if they differ from University policy.
- Students wishing to request annual leave must always refer to their funder/employer/visa terms and conditions in the first instance and contact their Graduate School Office if further clarification is required.
- Students subject to visa restrictions must inform the Graduate School office or their School Postgraduate Administrator of the dates of absence once a period of annual leave is agreed with the supervisor.
- Students should be aware that they may experience workload requirements which make taking annual leave impractical at certain times. Students should discuss their leave requirements with their Supervisor prior to organising leave.
- Should the situation arise where a period of annual leave cannot be agreed with between the student and supervisor, the student should contact their School Convener. Should the situation remain unresolved the issue should be brought to the attention of the Dean of Graduate Studies via the Graduate School office.
- Should a supervisor believe the student is taking annual leave well in excess of the maximum entitlement, this should be brought to the attention of the Graduate School office or the School Postgraduate Administrator, or can be addressed during the annual progress review.

8.2 Extension to submission deadline

Where there are extenuating circumstances and it is considered the submission date is not achievable and likely to exceed the maximum periods of study noted above, students may, not later than 3 months prior to the planned submission date, apply for an extension. The extension may include a period of suspension as per 9.1. Extensions to your study must be formally approved by the respective PG convener and the Graduate School. You should submit a letter explaining the reason for your request (including relevant documentation in cases where ill-health is the reason for the extension), a letter/email from your supervisor confirming they support the request and a GANTT chart for the period of work to be undertaken until submission. Requests should be submitted to scieng-gradschool@glasgow.ac.uk

Extensions are not normally granted for a period in excess of 12 months.

8.3 Research at External Organisations (Research Furth Study)

The University encourages its students to engage in periods of study off-campus, particularly to work in international institutions with experts in their field. For full information about how to apply for a period of research ‘furth’ – which simply means research outside of the University – please go to the PGR Website: glasgow.ac.uk/services/postgraduate/research/mobilityandcollaborationopportunities/researchfurthofglasgow

8.4 Withdrawal

In the event that you are unable to continue with your studies, you should inform the Graduate School as soon as possible. Students in receipt of a stipend will be required to repay any overpayments resulting from late notice.
10. WRITING-UP

All research students pay £240 as they enter their writing-up or ‘thesis pending’ period of study (this occurs after their funding has ceased) and then receive a 50% refund if they submit within six months. A thesis pending report should be submitted in order that the Graduate School can update your status.

Students will only be charged one thesis pending fee unless it is considered that they need continued support from their supervisor which is above what would reasonably be expected for a writing-up student (this will be decided on a case by case basis but will likely only affect students who are considerably behind in their studies).

If the thesis pending fee has been paid and students submit within six months they should contact the Graduate School to arrange the refund.

11. SUBMISSION

The Graduate School expects students to submit the ‘Notice of Intention to Submit a Thesis for a Higher Degree by Research’ no later than three months in advance of their completion date. A late submission fee is payable by those who fail to submit their thesis within the prescribed timescale, as detailed in the University Calendar. Full thesis submission guidelines can be found at: glasgow.ac.uk/media/media_167493_en.pdf

Students should submit three softbound copies of the thesis and an electronic (PDF) copy to the Graduate School.

12. EXAMINATION

Further to submission of the intention to submit form, a committee of examiners is nominated by your School and approved by the Graduate School Board (or delegate). The committee comprises a convener, an internal and an external examiner (two external examiners can be appointed if additional expertise is required, for example, in an interdisciplinary field or for University employees).

The convener is responsible for arranging the date of the oral examination which should be no later than 3 months after the date on which the thesis was submitted (and ideally around six weeks after submission). The date should be convenient for the examination committee, the candidate and at least one of the Supervisors who might be required to answer questions concerning the project. The Graduate School should be informed of the date of the oral examination (it should be noted that not all Masters of Research degrees lead to an oral examination and this depends on the recommendations of the examiner).

Further information about the examination regulations is available at: glasgow.ac.uk/media/media_238056_en.pdf

13. STUDENT FEEDBACK

The University values feedback from the doctoral researcher community about the support and services it provides. Feedback can be provided via your School student representative or convener or directly to the Graduate School. Furthermore, the Graduate School Research Student Liaison Group meets regularly and includes representation from the College’s seven Schools (see contacts) with whom we are working closely to develop the Graduate School and to ensure that our students’ ideas, feedback and needs are taken into account at all times.

14. HELP AND ADVICE

If a student has concerns about any aspect of their studies they should discuss these with their supervisor or any member of the research team. If this is not appropriate, the Graduate School should be consulted in order that any issues can be brought to the attention of the Graduate School Board. Whenever difficulties arise, it is essential that prompt resolution is sought.

In matters relating to registration, status, funding, training, etc guidance may always be sought from the Graduate School. Problems of a personal nature can be discussed with Student Services who operate a counselling and advice service: glasgow.ac.uk/services/counselling/
15. APPEALS
Before any appeal is made, students should familiarise themselves with the detail of the regulations in the University Calendar: glasgow.ac.uk/media/media_167493_en.pdf.

The possible grounds for appeal are detailed fully in the calendar. In any appeal, students may seek assistance from their principal or second supervisor and/or from the Students’ Representative Council (SRC).

16. COMPLAINTS
If you have a complaint please raise it with a member of staff in the area concerned. We aim to provide a response to the complaint within five working days. This is Stage 1.

If you are not satisfied with the response provided at Stage 1 you may take the complaint to Stage 2 of the procedure. Similarly, if your complaint is complex, you may choose to go straight to Stage 2. At this stage the University will undertake a detailed investigation of the complaint, aiming to provide a final response within 20 working days.

You can raise a Stage 2 complaint in the following ways:

EMAIL
complaints@glasgow.ac.uk

TELEPHONE
0141 330 2506

POST
The Senate Office
The University of Glasgow
Glasgow G12 8QQ

IN PERSON
The Senate Office
Gilbert Scott Building

Complaints do not have to be made in writing but you are encouraged to submit the completed Complaint Form (glasgow.ac.uk/services/senateoffice/studentcodes/students/complaints/#tabs=1) whether it is at Stage 1 or Stage 2. This will help to clarify the nature of the complaint and the remedy that you are seeking.

You should also remember that the SRC Advice Centre is available to provide advice and assistance if you are considering making a complaint. (Tel: 0141 339 8541; e-mail: advice@src.gla.ac.uk).
17. CODE OF POLICY AND PROCEDURES FOR INVESTIGATING ALLEGATIONS OF MISCONDUCT IN RESEARCH

The Code and Procedure for dealing with allegations of misconduct in research can be found on the website. This document also highlights the standards of behaviour in professional research and should be consulted by students. It is applicable to all those carrying outreach research for the University, including all students and visiting researchers.

18. RESPONSIBILITIES

18.1 The University is responsible for:
- providing information on the comprehensive range of student support services including accommodation, careers, counselling, disability, health, and registry;
- providing research space equipped with appropriate facilities for the programme of research;
- providing an up-to-date library of textbooks and other reference materials, and access to e-journals;
- maintaining accurate and confidential records of all students;
- considering appeals from students against decisions taken by the College;
- considering complaints from students;
- considering allegations of disciplinary offences involving students.

18.2 The College and Graduate School are responsible for:
- oversight of the admissions of PGR students (in conjunction with the Recruitment & International Office);
- administering the student lifecycle (registration, induction, progression and examination);
- appointing a Board of Examiners at the end of the Research;
- considering appeals from students;
- reporting outcome of examinations to the Registry.

18.3 The School is responsible for:
- designating the principal and second supervisor for each PGR student;
- making available laboratory and other resources needed to deliver each PGR programme;
- where a PGR programme is delivered jointly with other School(s), ensuring that the administration of the programme is coordinated with the other School(s);
- convening staff–student liaison committee meetings;
- providing names and contact details of administrators;
- providing information on demonstration activities, skills courses, Health & Safety, absence reporting; appeals and complaints procedures; plagiarism policy; IT facilities;
- considering minor and first allegations of plagiarism and falsification of results.

18.4 The Principal Supervisor is responsible for:
- the overall direction of the programme and coordinating the work of the student;
- ensuring that the student receives all necessary information about the programme;
- ensuring that the student has reasonable access to all necessary facilities;
- monitoring students’ progress;
- ensuring that all resources needed for the project are in place;
- meeting the student appropriately throughout the project – this varies depending on the topic, the stage of PhD development and the student, but as a general guide monthly would be the minimum requirement;
- arranging for a substitute supervisor during any prolonged absences;
- guiding the direction of the project;
- monitoring progress against the work plan;
- directing the student on matters where the student has obligations (such as research integrity, ethical issues, health and safety);
- advising the student on matters where the student has freedom of action;
- reading and commenting on draft chapters of the thesis (provided that these are provided in good time before the project deadline);
- participating in the assessment of the project;
- advising the student on his/her choice of training courses (where appropriate);
- advising the student on re-assessment (if required for progression);
• approving students’ choices of training or transferable skills courses (where appropriate);
• conducting a preliminary investigation into any allegation of plagiarism or falsification of results, then (if necessary) reporting the allegation to the Head of School;
• writing the annual monitoring report.

18.5 The Second Supervisor is responsible for:
• providing expertise as is necessary for the student to complete their study. Normally a co-supervisor will have an important role when a PhD crosses two disciplines and it is felt that the supervisory team requires additional expertise;
• advising the student on matters relating to their academic and pastoral welfare, as well as arranging any required mentoring. The second supervisor may have a particular role to play when the student is in dispute with his first supervisor, and in this respect, should act impartially in all matters.

18.6 Students are responsible for:
• registering for the programme at the beginning of each academic year;
• registering for the courses that comprise the PGR training programme at appropriate points within the year;
• updating any change in personal circumstance on MyCampus;
• reporting any absence due to health or personal problems;
• submitting all progression assessment by the due dates;
• arranging and attending meetings with his/her Supervisor, listening to advice and following explicit direction (as appropriate);
• taking full responsibility for the conduct and integrity of the research project including all background work, practical work, theoretical work, evaluation, and preparation of the thesis;
• submitting the thesis by the due date;
• managing his/her own time as necessary throughout the Research stage and project stage;
• treating all staff and all other students with due respect and courtesy;
• acting at all times in accordance with the University’s academic regulations, code of discipline, health and safety regulations, etc.