

# Hereford College of Arts

## Terms and Conditions

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### College Regulations

College regulations are the subject of regular review and are approved by the Academic Board and the Board of Governors.

1. It is a condition of enrolment that students accept all regulations at the College and agree to abide by them. The student shall be the subject of the disciplinary procedures of the College (available upon request) where the student is in breach of, or is believed by the College to be in breach of, any of these regulations.
2. The College shall use its reasonable endeavours to provide the student with an educational service, which shall include a course of classes and tutorials designed to prepare the student for the appropriate examinations and qualifications.
3. Where the number of students studying on the course falls below a level which, in the reasonable opinion of the College is necessary for the course to continue, the College reserves the right to cancel (subject to the provisions below), suspend the course, or merge the course with another course or to deal with it in any other way which the College believes to be appropriate.
4. The College shall not be bound to offer the student any particular number of classes nor to deliver the course by any particular method or by any particular tutor and (in the interests of promoting general efficiency of provision of education and training) shall be entitled at any time to alter the timetable of the student, to increase or decrease the number of classes relating to the course and to alter the methods by which the course is delivered.
5. The College will use all reasonable endeavours to deliver the course in accordance with the descriptions set out in the prospectus, but reserves the right to make variations to the contents or methods of delivery of the course, or to discontinue, merge or combine courses, if such action is reasonably considered to be necessary. If the College discontinues any course, it will use its reasonable endeavours to provide a suitable alternative course.

The College cannot accept responsibility, and expressly excludes liability, for damage to students' property (including vehicles and bicycles parked on College Campus) howsoever arising or for the non-return of work submitted for assessment or for the consequences of any modification or cancellation of courses as defined above or for infection of students' equipment caused by computer viruses.

6. Students are expected to behave at all times in a manner which does not adversely affect in any way the legitimate use of the College or its facilities by any other person, which does not cause damage to College property or injury to other students or staff of the College, which does not prejudice the effective provision of the course by the College and which does not bring the College into disrepute.

7. Students who are permitted to borrow equipment and books must exercise the utmost care over such property. Students must return all College equipment, including library material, in good condition on the date specified or required. All damage and losses must be made good by the borrower. The College reserves the right to withhold final diplomas/certificates if all such material is not returned or paid for by the completion of a student's studies.

### On-Site Regulations

1. Students will be held responsible for any damage they cause to the College environment, the fabric, equipment or property of the College or to any premises to which they may be taken as part of their studies or to any transport owned or hired by the College, and will be liable to be charged with the repair or replacement costs arising thereafter.
2. All College buildings and annexes are designated 'No Smoking' areas. Students may not bring alcohol, drugs (other than those which are medically prescribed and for which an appropriate certificate can be produced), and other dangerous or unauthorised substances on to College premises. For further details please refer to the College Substance Misuse Policy.
3. The College regrets that in order to comply with Health and Safety legislation, young children may only come into the College when accompanied by an adult, and will be required to remain in a designated safe area for the duration of their stay.
4. No equipment belonging to the College may be taken out of the building without the written permission of the relevant Curriculum/Caretaker or, in exceptional circumstances, the College's Estates Manager.
5. No private telephone calls can be accepted by the College except in an emergency.
6. Students shall not place any advertisement on the College premises (other than designated notice-boards) without the specific written permission of the College.
7. Students shall not engage in gambling on the College premises.

8. The College does not permit the bringing of skateboards, footballs, and similar items on to College premises, or grounds. The College reserves the right to confiscate any such items.

9. With the exception of guide dogs, no pets or other animals may be brought on to the College site.

### **Course Regulations**

Course regulations are the subject of regular review and are approved by the Academic Board and the Board of Governors.

1. Admission on to any programme, course or class is at the discretion of the College authorities and the continuation of studentship is dependent on regular, punctual attendance and sustained academic progress. Unsatisfactory attendance or unsatisfactory academic progress may result in the suspension of a student's registration and consequent exclusion from the College. A student has the right of appeal against suspension or dismissal and appeals are subject to an approved College appeals procedure. The Principal's decision is final as to whether or not a student may be enrolled for any course or class.

2. All students must register on arrival at classes, at both morning and afternoon sessions, with the appropriate tutor. Attendance at all classes, tutorials, lectures, seminars and critiques is mandatory. Students must make sure that their course tutor or Curriculum is aware of their whereabouts at all times. Term dates are issued to students in advance of the academic year. Students are not entitled to be absent during the specified academic year without prior approval in writing from their Curriculum/Course Leader. Applications for special leave of absence must be made in writing and addressed to the College's Registrar.

3. The College regrets that due to its small size and consequent pressure on facilities, no part-time students can be accommodated on site other than when they are formally timetabled for study and authorised by the relevant Curriculum/Course Leader. Access to specific workshops should be negotiated with the College's Estates Manager.

4. Any student absent from College without due authorisation or good reason will be liable to have his or her absence notified to the appropriate authorities, whether parents, the local authority in the case of students in receipt of awards, or the relevant examining body.

5. All courses and programmes of study offered by the College demand adherence to deadlines in respect of handing-in dates, attendance at tutorials and critiques, and the production of work which satisfactorily responds to specified standards of quality. Failure to meet such requirements on the part of a student will hinder academic progress and may render a student liable to failure or even dismissal; (see also Regulation 1).

6. Students are expected to attend all educational visits or special lectures which are specifically arranged as part of their studies.

7. Where any activity which forms part of the College curriculum involves travelling for which public transport is not available or appropriate, the College will make all transport arrangements sufficient for the students and staff involved. Other than where prior permission is given by a Curriculum/Course Leader, students must use such arrangements as are made by the College. The College will not be liable for any damage or injury caused or sustained by students from the use of unauthorised transport.

8. The student shall be deemed by the College to have withdrawn from the course in circumstances where:

- The student is absent from classes and tutorials for a continuous period of more than four weeks without the consent of the College.
- The student's pattern of attendance is such that the College is unable to continue to secure any external funding for that student.

9. Where the student is deemed to have withdrawn from the course under the above circumstances or is required to withdraw under the provisions of Regulation 8 above, the student shall not be entitled to any refund of the fees already paid for the course and shall pay any outstanding fees then due forthwith.

10. Students wishing to withdraw from their studies must give advance notice to their Curriculum/Course Leader who will advise them on the correct procedure for such withdrawal.

### **Marketing**

From time to time the College will reserve the right to collect images of work and/or the production of work generated by students in the course of their studies, including film/video materials. These images will be used for promotional purposes, for example: The prospectus, website and course literature. Where at all possible, credit will be given to individual students.

If students are involved with any extra-curricular, promotional activity that is linked to the College name - for example, external exhibitions, shows, events, web links, use of the college logo and contact details - please contact the Marketing Manager at an early stage for permission. The Marketing Manager may also be able to provide some general advice and support to any external initiatives that students may be involved with.

Please contact: Kate La Barre (Marketing Manager)  
Tel 01432 262128 or email [k.labarre@hca.ac.uk](mailto:k.labarre@hca.ac.uk)