**Key Aspects of York St John University’s Policies and Regulations**

**2024-25 Academic Year**

The University’s Terms and Conditions, Regulations and Code of Practice for Assessment can be found on our website:

* [Terms and Conditions](https://www.yorksj.ac.uk/media/content-assets/admissions/documents/Student-Terms-and-Conditions-2024-25.pdf)
* [Code of Practice](https://www.yorksj.ac.uk/policies-and-documents/code-of-practice-for-assessment/)
* [Academic Regulations](https://www.yorksj.ac.uk/policies-and-documents/regulations/)
* [Financial Regulations](https://www.yorksj.ac.uk/media/content-assets/finance/documents/student_financial_regulations_2024-25-(2).pdf)

This document is designed to highlight key parts of our policies, regulations and procedures as you embark on your journey at the University. All students are strongly advised to read the regulations in full, this document should not be read in isolation.

1. All formal communication to students will be done via their York St John email address; there is an expectation that all students will check their emails on a regular basis.
2. The University may have to make changes to programmes of study for a variety of reasons, including complying with changes in the law, complying with external regulatory body requirements or to improve course quality.
3. It is a student’s responsibility to ensure that all information provided to the University is true and accurate.
4. When you accept the offer of a place at YSJU you make a contractual obligation to pay the fees charged for your course. The University will try to accommodate the needs of our students wherever reasonable; but if you are facing difficulties, you must contact our Finance Team as soon as possible to discuss your circumstances. Failure to pay fees may result in enforced withdrawal from the University.
5. Tuition fees are reviewed annually and may be increased in line with inflation.
6. In order to support progression, if a student at Level 3, Level 4 or Level 5 meets certain criteria they will be permitted a third attempt for a failed module, up to 20 credits.
7. In certain circumstances, a student at Level 4 or Level 5 may be permitted to repeat the study for one or more failed modules as a part-time student the following year.
8. Students are expected to complete all assessments and to meet deadlines. If a student has personal circumstances which means they can’t complete assessments, then an exceptional circumstances claim should be submitted. The Exceptional Circumstances Policy can be found [here](https://www.yorksj.ac.uk/media/content-assets/registry/policies/full-code-of-practice-for-assessment/Code-of-Practice-for-Assessment-2024-25-V2.pdf).
9. The University supports our students to be engaged with relevant technology and use it in a socially responsible way – this includes Generative AI. The University expects students to adhere to published principles and [guidelines](https://www.yorksj.ac.uk/policies-and-documents/generative-artificial-intelligence/) on the use of AI.
10. Attendance and academic engagement is monitored at YSJ, students who fall below acceptable thresholds may be invited to a Support to Study meeting with their academic tutor. Information about student engagement and our Support to Study policy can be found in the Code of Practice (link above).
11. We recognise that some students do not achieve their full potential performance until their final level of study. Consequently, we award students on Bachelor’s degrees the better of two calculations. Level 4 marks are excluded from the calculation, level credit-weighted averages are calculated and rounded to the nearest integer, and two award mark calculations are made using different level-weightings:

* Equal weighting of the final two levels (levels 5 and 6)
* Double weighting of the final level (6) and single weighting of the second level (5)

Students are awarded the better of the two calculations to determine their degree classification. Only credits gained at the University are used in the calculation.

**If you require any additional information or guidance about our regulations or policies, please contact** [**support@yorksj.ac.uk**](mailto:support@yorksj.ac.uk)