

FOR STAFF USE ONLY

STUDENT I.D NUMBER:

1. Introduction

This Agreement sets out the basis of the relationship between the University and its students. It is intended to provide a framework through which the University and its students can work together to create a positive environment for learning and academic achievement.

Further details are set out in the documents listed in Section 8.

2. Agreement

2.1 The standard enrolment conditions for students at the University are set out below. These conditions comprise part of the Agreement between you and the University about your programme of study or research ("your programme"). The other parts of the Agreement are:

- 2.1.1 any documents referred to in these conditions;
- 2.1.2 any document setting out the University's offer to you (whether the offer is made directly by the University or indirectly by UCAS or another authorised agency);
- 2.1.3 the enrolment form.

2.2 The Agreement between you and the University starts when you tell the University in writing that you accept the unconditional offer of a place on your programme. (If the University makes the offer to you directly, you should write to the University; if the offer is made through UCAS or another agency, your acceptance is made in accordance with its procedures.)

2.3 If the Agreement between you and the University is inconsistent with any other document prepared by or on behalf of the University, the Agreement will prevail. The Agreement comprises the entire understanding between you and the University about your programme and replaces any other undertakings or representations.

3. Criminal Convictions

3.1 When you apply to the University, you must disclose any unspent criminal convictions. The University will consider whether such convictions are compatible with membership of the University and, in particular, with a place on your programme. For some programmes such as teaching, medicine, social work, courses involving children and vulnerable adults and law disclosure of spent convictions may also be required.

4. The University's obligations

4.1 The University will provide you with the tuition and learning support associated with your programme, subject to these conditions, with reasonable care and skill. The University will make all reasonable efforts to deliver your programme as described in the University's prospectus for the appropriate academic year.

4.2 However, the University must manage its resources efficiently and shall be entitled:

- 4.2.1 alter the timetable, location, number of classes and method of delivery of your programme, provided such alterations are reasonable;
- 4.2.2 to make reasonable variations to the content and syllabus of your programme;
- 4.2.3 to discontinue your programme (for example, because a key member of staff is unwell or leaves the University);
- 4.2.4 not to provide your programme, or to combine it with others, if the University reasonably considers this to be necessary (for example, because too few students apply to join the programme for it to be viable).

4.3 In the unlikely event that the University discontinues or does not provide your programme or changes it significantly before it begins:

- 4.3.1 the University will tell you at the earliest possible opportunity;
- 4.3.2 you will be entitled to withdraw your application by telling the University in writing;
- 4.3.3 the University will make an appropriate refund of tuition fees and deposits you have paid.

4.4 The University will make available to you such learning support facilities and other services as it considers appropriate, but may vary what it provides from time to time (for example, the University may think it desirable to change the way it provides Library or IT support).

5. Your obligations

5.1 You must comply with your obligations under these conditions and, in accordance with any reasonable instructions issued to you from time to time by or on behalf of the University, you are required to:

- 5.1.1 attend compulsory lectures, courses, tutorials, examinations and other activities, which form part of your programme, subject to absence for medical or other, agreed reasons;
- 5.1.2 submit by required deadlines course work and other assignments required for your programme, subject to exceptional circumstances such as illness;
- 5.1.3 reach the level of academic attainment required for your programme by the assessment board;
- 5.1.4 behave appropriately whilst on the University's premises;
- 5.1.5 be adequately prepared for any activity which you are required to undertake as part of your programme outside the University, at all times conducting yourself in a proper manner;
- 5.1.6 comply with any professional standards applicable to your programme;
- 5.1.7 abide by any special conditions relating to your programme set out in the prospectus, or otherwise notified to you by the University; for some programmes comply with health screening requirements, for example for aids, hepatitis or animal allergy;
- 5.1.8 provide the University with an emergency contact name and details, which the University may use at its discretion;
- 5.1.9 notify the University of any changes to the information, which you have submitted on application or enrolment; for example, if you change your address.

6. Fees and Payment

6.1 It is your responsibility to make sure your tuition fees and all other expenses relating to your programme are paid. The tuition fees will be as stated in fee regulations supplied to you and as reviewed and revised. You are bound by the University's regulations on the payment of fees, fines, refunds in the event of termination of your studies and the consequences of non-payment, as amended from time to time. These are set out in the Student Handbook and on the University's website.

6.2 These fees and expenses do not include any fees payable for residential accommodation provided to you by the University or by any third party, nor do they include examination fees, travelling expenses or other course costs. If relevant, these will be the subject of separate agreements between you and the University.

7. Academic rules and regulations

7.1 You must comply with all relevant regulations relating to your programme, as amended from time to time. These are available in the Student Handbook, in Programme Handbooks and on the University's website. They include the following:

- 7.1.1 relevant statutes and regulations, as set out in the University Charter;
- 7.1.2 rules on academic progress and the consequences of poor academic performance;
- 7.1.3 regulations on suspension or extension of studies;
- 7.1.4 examination regulations;
- 7.1.5 health and safety regulations relating to your programme;
- 7.1.6 codes of practice on research conduct and misconduct;
- 7.1.7 the University's intellectual property policy;
- 7.1.8 any relevant third party requirements – for example, those of the National Health Service (NHS);
- 7.1.9 regulations on fitness to practice and professional standards and ethics;
- 7.1.10 regulations on placements and electives undertaken outside the University;
- 7.1.11 all codes, rules and regulations of any other relevant organisation or university, if attendance there is required as part of your programme.

8. Other University Rules and Regulations
- 8.1 You must comply with all other relevant policies, procedures and of the University, as amended from time to time. These are set out in the Student Handbook and on the University's website. They include the following:
- 8.1.1 health and safety regulations;
 - 8.1.2 student disciplinary regulations and code of conduct, (which include the University's right to suspend or exclude a student).
 - 8.1.3 rules on the use of the library and IT facilities;
 - 8.1.4 regulations on equal opportunities, discrimination, bullying and harassment and dignity at work and study;
 - 8.1.5 data protection information for students and data protection guidelines;
 - 8.1.6 provisions relating to confidential information;
 - 8.1.7 regulations on freedom of speech;
 - 8.1.8 regulations concerning students with mental health problems;
 - 8.1.9 public interest disclosure policy (whistle blowing);
 - 8.1.10 grievance and complaints procedures;
 - 8.1.11 code of practice on the Students' Union, complying with relevant Education Acts;
 - 8.1.12 use of student ID/library/swipe cards/electronic access facilities (where available);
 - 8.1.13 regulations concerning conduct in University residences; rules on car parking on University premises.

9. Insurance

- 9.1 You should insure your personal belongings before coming to the University, unless this insurance is already provided in your hall of residence. In certain circumstances, you may also be required to take out other types of insurance – for example, health insurance while on overseas placement.

10. University's liabilities

- 10.1 The University cannot accept responsibility, and expressly excludes liability, for:
- 10.1.1 any loss or damage to your property, including damage to any motor vehicle or cycle, while on University premises, unless caused by the negligence of the University or its employees;
 - 10.1.2 death or any personal injury suffered by you, unless caused by the negligence of the University or its employees.
- 10.2 Although the University will try to ensure that computer equipment and software available for your use has reasonable security and anti-virus facilities and protections, you use such computer equipment and any software provided by the University at your own risk. The University shall not be liable for loss or damage suffered by you as a result of the use of any computer equipment or software provided or made available by the University, including any contamination of software or loss of files.

11. Termination of Agreement

- 11.1 This Agreement will end automatically, subject to your rights of internal appeal, if your studies with the University are terminated as a result of:
- 11.1.1 action taken against you in accordance with the University's disciplinary or fitness to practice procedures;
 - 11.1.2 a decision of the assessment board, based on your academic performance;
 - 11.1.3 non-payment of fees, in accordance with the University's regulations on payment of fees.
- 11.2 If you are expelled or dismissed from any university or other organisation which you are required to attend or be a member of as part of your programme, the University may end this Agreement immediately by written notice to you.
- 11.3 In addition, the University may end this Agreement by written notice to you in the following circumstances:
- 11.3.1 if, between accepting an offer and starting your programme, there is a change in your circumstances which, in the reasonable opinion of the University, makes it inappropriate for you to study on your programme;
 - 11.3.2 if the University becomes aware of information about you which it did not know before (for example, unspent criminal convictions) which, in the reasonable opinion of the University, makes it inappropriate for you to study on your programme;
 - 11.3.3 if, in the reasonable opinion of the University, you have failed to provide the University with all relevant information, or have supplied false or misleading information, relating to your application.

12. Requirements on termination of this Agreement

- 12.1 If at any time this Agreement terminates:
- 12.1.1 the University shall be entitled to refuse to enrol you on your programme (if, at the date of termination, you have not already enrolled);
 - 12.1.2 the University shall be entitled to require you to stop studying on your programme and to leave the University immediately (if, at the date of termination, you have enrolled);
 - 12.1.3 you are required to return to the School office the Student Identification Card / Unique Card issued to you on enrolment, together with all property owned by the University;
 - 12.1.4 you must pay all outstanding fees immediately; any contract you have for University accommodation will terminate in accordance with its written provisions.
- 12.2 Any action taken by the University under the above provisions will not restrict its ability to take any other action against you to which it may be entitled. Provided the action taken to terminate the Agreement is in accordance with these conditions or the University's procedures, the University will not be liable for any loss or damage which you may suffer as a result.
13. Notices
- 13.1 Any notice made under this Agreement shall be in writing. Letters will be addressed to you at your term time or home address as appropriate, at the last address you gave to you the University using MyRegistry..
14. General
- 14.1 If any provision of these terms and conditions is or becomes illegal, invalid, void or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions.
- 14.2 Neither you nor the University shall be liable to each other for any failure or delay in performing obligations, if the failure or delay is due to any cause beyond that party's reasonable control, for example fire, flood or industrial dispute.
15. Third parties
- 15.1 The parties to this Agreement do not intend that any of its terms will be enforceable by any person not a party to it, by virtue of the Contracts (Rights of Third Parties) Act 1999.
16. Law and Jurisdiction
- 16.1 This Agreement shall be governed by and construed in all respects in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales.

Further information on the processing of your personal and sensitive data.

"Processing" includes obtaining, recording, keeping or disclosing information or data and carrying out operations using the information or data. Sensitive personal data includes information including your ethnic origin; your physical or mental health or condition and the commission or alleged commission of any offence by you.

The University will treat all personal data as confidential and will not use or process it other than for legitimate purposes connected with your education (which are set out in the Student Handbook available on the University's website or from your School office). Steps will be taken to ensure that the information is accurate, kept up to date and not be kept for longer than is necessary. Measures will also be taken to safeguard against unauthorised or unlawful processing and accidental loss or destruction or damage to the data.

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This information forms your HESA record, which does not include your contact details.

Your contact details may be passed to survey contractors to carry out the National Student Survey and surveys of student finances, on behalf of the education organisations listed below. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. If you do not want to take part in these surveys, please let us know.

Subject to certain exceptions you are entitled to have access to your personal data held by the University. The University may charge you a fee (subject to the statutory maximum) for supplying you with your personal data. If you wish access, please write to the University Secretary.