

# **PRINCIPAL CONDITIONS OF REGISTRATION AND EXPLANATORY NOTES**

**Academic session 2017/2018**

## STUDENT'S DECLARATION

All students are required to read the statements listed below and complete the declaration at registration to confirm that they have read, understood and agree with the University of Greenwich ('the university') to abide by the undertakings, terms and conditions contained in this document. Definitions of the terms in italics are contained in Appendix A.

If you object to completing the Student Declaration because of one of the conditions set below, please make your objection in writing to the University Secretary, University of Greenwich, Greenwich Campus, Old Royal Naval College, Park Row, London, SE10 9LS.

The Principal Conditions of Registration and associated policies and procedures are prepared in advance of the academic year to which they relate and every effort has been made to ensure that the information contained in them is fair and accurate at the time of publication. However, this information is subject to change over time.

The university will take reasonable steps to provide the courses and services as described, however, the university cannot guarantee the provision of any course or facility. Some circumstances, such as staff changes, resource limitations and other factors over which the University has no control, such as industrial action or a change in the law or the level of demand for a particular programme or module (please note that this list is non-exhaustive), may result in the University having to withdraw or change aspects of the programmes, modules and/or student services detailed in the information you have been provided with by the University. This could include, but not necessarily be limited to, programme of study/module content, staffing, location where the programme of study/module is taught or the manner of teaching delivery, and the facilities provided to deliver or support the programme. Where circumstances demand an unavoidable change or where it is necessary for the University to discontinue a programme of study the University will take all reasonable steps to minimise the effect and all proposed changes will be notified to those students who may be affected at the earliest opportunity via the University of Greenwich Student email system.

### 1. REGISTRATION

- 1.1** I shall retain details of completing the university's registration process for the whole of the *academic session* and note that the identification number shown is my unique student ID number which will be quoted on all university documents. I understand that I am required to register each *academic year* that my *programme of study* runs and that my registration should be completed within two weeks of the start of my *programme of study*. I further understand that the university is entitled to terminate my registration if I fail to complete the process in full, which includes tuition fee payment; verifying my identity and previously attained qualification documents as well as Disclosure and Barring Service (previously known as Criminal Records Bureau) and medical health clearance where required, if applicable.
- 1.2** I understand that if I have accepted an 'Offer of Place' at the university and I subsequently wish to change the conditions of this offer, for example change the *programme or programme title* for a research student *or mode of study*, that this would in fact constitute a new application and the university reserves the right to refuse such new application.
- 1.3** I shall at the scheduled place and time, produce my current valid passport and original education qualifications and register for my *Greenwich Gateway Card* which will include an up to date photograph in the correct format.
- 1.4** I understand that I am required to carry my *Greenwich Gateway Card* at all times and to produce it upon request. I also understand that a charge will be levied for a replacement *Greenwich Gateway Card*.
- 1.5** If I am supported by Student Finance England, its regional equivalent or another *approved sponsor*, I shall provide full details and verification at registration. If I am not so supported, I

understand that I am responsible for the payment of my own *fees*, which I shall pay annually at registration.

- 1.6** If I am supported by Student Finance England or its regional equivalent and registering on a programme of study requiring DBS and Occupational Health clearance, I am aware that the university reports students as registered on successful completion of the basic process, not including DBS and Occupational Health clearance. This is to avoid delaying access to funding. I further understand that once registered, should I become unable to satisfy the requirements of the DBS or Occupational Health Clearance and, through the appropriate procedures, I am required to leave the programme of study, that I will incur a fee liability in accordance with the [Charging and Refund Policy](#).
- 1.7** If I am eligible for student financial support from Student Finance England or its regional equivalent, I understand that registering to this programme of study will affect my future entitlement to funding.
- 1.8** If I am in receipt of a grant or bursary, or of any payment via the university, I shall, when collecting it, produce my *Greenwich Gateway Card*.
- 1.9** If I complete my registration late, including DBS and Occupational Health clearance, I am aware that I may incur a late registration charge of £50 to cover additional administration costs and charges.

## **2 TUITION FEES PAYABLE**

- 2.1** For taught awards, including Masters by Research, I have checked and agree with the amount set out as due within the university's registration process, which I confirm reflects the *fees* due for the number of *courses/credits* I am studying. I understand that the university reserves the right to charge for any additional *courses/credits* and/or to amend fee charges where these have been incorrectly applied. I understand that should I make accepted alterations to my *programme of study* or my *mode of study* this may affect the rate of tuition *fees* that I am charged which will be payable to the university.

For postgraduate research awards, including Professional Doctorates (EdD), I have checked and agree with the amount set out as due within the university's registration process, which I confirm reflects the fees due for the relevant year of study, as per the [Postgraduate Research Tuition Fee Charging and Refund Policy](#). I understand that the university reserves the right to charge for any additional courses/credits and/or to amend fee charges where these have been incorrectly applied. I understand that should I make accepted alterations to my programme of study or my mode of study this may affect the rate of tuition fees that I am charged which will be payable to the university.

- 2.2** Annual fee rate increases for students commencing programmes of study in 2017/18 from the 1<sup>st</sup> August 2017 and for those students who began programmes before the 1<sup>st</sup> August 2017 will come under the following policy for the increase of fees in subsequent years of their programme of study with us, this will include students who need to repeat periods of study where there is a fee due. Please note that students starting programmes from the 1<sup>st</sup> August 2018 will pay the published fee for new entrants to the 2018/19 Academic year and will come under a different set of arrangements to those advised below.
- 2.2.1** I understand that for **undergraduate home and EU students** assessed as paying fees at the home rate, that tuition *fees* are subject to an annual fee setting exercise and that they will rise annually in line with the RPI- X (Retail Price Index excluding mortgage interest payments) subject to the maximum regulated fee rates set by the UK Government. This does not apply to students studying in the Medway School of Pharmacy who should refer to section 2.2.5 below.

A significant number of our undergraduate programmes of study for home/EU fee payers only are charged at the current maximum allowed fee rate of £9,250 and thus there will be no increase for continuing students if this maximum rate continues at this level. We would only consider an increase to the fee rate for continuing students in subsequent years if the government were to make changes to increase the maximum variable fee rate above the current £9250\* and whether this was needed to reflect the increased cost of delivering the course in subsequent years.

\*.

**2.2.2** I understand that for **Home and EU Postgraduate Research students** assessed as paying fees at the home rate undertaking an MPhil, PHD or an MA/MSc by research, that tuition fees are subject to an annual fee setting exercise and that they will rise annually in line with the fees as set annually by the Research Councils UK as available from their [website](#) and that I am bound by the rules as set out in [Postgraduate Research Degrees Tuition Fee Charging and Refund Policy](#) For students undertaking an MSc Research (Science) or an MSc Research (Psychology) that these fees are set in accordance with the fee setting advice below for Home assessed students on Postgraduate Taught programmes. We would only consider an increase to the fee rate for continuing students to reflect the increased cost of delivering the course in subsequent years. This does not apply to students studying in the Medway School of Pharmacy who should refer to section 2.2.5 below.

**2.2.3** I understand that for **Home and EU Postgraduate Taught students and students undertaking an MSc Research (Science) or an MSc Research (Psychology)** assessed as paying fees at the home rate, that tuition *fees* are subject to an annual fee setting exercise and will rise annually by no more than RPI- X + 3% (Retail Price Index excluding mortgage interest payments +3%). We would only consider an increase to the fee rate for continuing students to reflect the increased cost of delivering the course in subsequent years. This does not apply to students studying in the Medway School of Pharmacy who should refer to section 2.2.5 below.

**2.2.4** I understand that if I am a student assessed as paying fees at the **international rate**, that tuition *fees* are subject to an annual fee setting exercise and will rise annually by no more than RPI- X + 3% (Retail Price Index excluding mortgage interest payments +3%). We would only consider an increase to the fee rate for continuing students to reflect the increased cost of delivering the course in subsequent years. This does not apply to students studying in the Medway School of Pharmacy who should refer to section 2.2.5 below.

**2.2.5** I understand that for **Undergraduate and Postgraduate students studying in the Medway School of Pharmacy**, tuition *fees* are subject to an annual fee setting exercise and that they will rise annually by no more than RPI +3% (Retail Price Index +3%), except where fees are regulated by the Government or applicable Research Council. Fees will then be increased by an amount up to that permitted.

A significant number of our undergraduate programmes of study for home/EU fee payers only are charged at the current maximum allowed fee rate of £9,250 and thus there will be no increase for continuing students if this maximum rate continues at this level. We would only consider an increase to the fee rate for continuing students in subsequent years if the government were to make changes to increase the maximum variable fee rate above the current £9250 and whether this was needed to reflect the increased cost of delivering the course in subsequent years.

I also understand that should I need to repeat *courses* that are subject to the academic decisions made about my study, I may be required to pay repeat tuition *fees*.

**2.3** ELQ: Studying for Equivalent or Lower Level Qualifications. I am aware of, and understand, the Government's Higher Education Funding policy for students who are considered to be studying Equivalent or Lower Level Qualifications (ELQs). I understand that if I am an ELQ student this may affect the level of tuition fee that I am charged in this *academic year* and future years, which will be higher than the current standard rates. Further information is available [on the university website](#).

- 2.4** There is normally no additional fee charged for the assessment and award of credit for Accreditation/Recognition of Prior Learning. However the university does not discount the normal tuition fees payable for the programme of study where APL is granted. Students who are sponsored by NHS/Health sector may come under different arrangements and should check this with their University Faculty. Further information for all students is available on the university website under [Recognition of Prior Learning](#).

### **3 DATA PROTECTION**

- 3.1** The university, as a data controller, complies with its obligations under the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR) (which comes into force on 25<sup>th</sup> May 2018) as set out in its [Data Protection Policy](#) and [Data Protection Codes of Practice](#), which are available on the university website and which set out the university's policies on and use of personal data in more detail.
- 3.2** I understand that the university collects, stores and processes personal information (including "personal data" and "sensitive personal data" as defined in the DPA) about its students for the purpose of administering and managing their educational programme and qualifications, and all other services provided by the university, or incidental to the university's operations and status as a Higher Education provider. The types of personal information collected by the university include:
- 3.2.1** Contact information and other personal information submitted at application, registration or during my relationship with the university, including images for ID and capturing passport information for verification via an external provider (TrustID)
- 3.2.2** If provided, equal opportunity information used by the university to monitor and implement its equality scheme and strategy;
- 3.2.3** Emergency contact information which will be used only for emergency purposes relating to the immediate health or safety interests of students and staff. I should inform the individual or individuals that I name, that I have disclosed their details to the university;
- 3.2.4** Information generated about me by the university such as academic marks or financial information;
- 3.2.5** Information provided or gathered for specific services including accommodation provision, library services, welfare and pastoral services, computing facilities;
- 3.2.6** Information in connection with communications I send the university, for example to submit a query or complaint; or where there is disciplinary data held about me.
- 3.2.7** If on an apprenticeship programme of study, contractual information and National Insurance number;
- 3.2.8** Some of the information which is gathered may be used for the purpose of "learning analytics", allowing the university to understand and improve educational processes, and improve support for students. Some new data may be collected about my learning activities, and consent may be obtained if necessary for this.
- 3.3** I understand that I am responsible for keeping the university informed of any changes in my personal information.
- 3.4** I understand that I am responsible for the upkeep and security of any password which has been issued to me by the university for the use of its systems, and for any password of my own choosing.
- 3.5** I understand that I may not make recordings during any university lecture, presentation, seminar, workshop, tutorial etc., except for the sole purpose of supporting my own private study, or unless I have special educational or disability needs. In each case I will seek permission from the

presenter before making the recording, and in any event will not distribute the recording in any way to others.

- 3.6** I understand and consent to the fact that the university keeps a record of its past students electronically in perpetuity. The purpose for keeping the records is as an archive of graduates and students who have attended the university.
- 3.7** I understand that the university has a statutory requirement to share some personal information with certain bodies, for example the following: UK Funding Councils and bodies and their agents; the Higher Education Statistics Agency (HESA); UK Visas and Immigration (UKVI); local authorities regarding electoral registration and social security administration; public health bodies. The university may also share personal information with the police or other appropriate investigative authorities with statutory powers, for the purposes of the prevention or detection of crime, or for taxation reasons, to the extent that it judges it to be necessary and proportionate.
- 3.8** I understand that the university may also share some personal information with other bodies on request on an ad hoc basis, for example other educational establishments, sponsor organisations or employers, professional bodies, and in particular where this is of benefit to me. Consent will be sought from me if necessary.
- 3.9** I understand that if I am registered on an apprenticeship programme of study, the university will share my personal data with the Education and Skills Funding Agency, the employer, and any organisation contracted to provide assessment activities in providing the apprenticeship. The university will also share information on my academic progress with my employer, as required by the Education and Skills Funding Agency.
- 3.10** I understand that the university works in partnership with certain bodies and may share information with them to the extent that they require such information. These bodies include: the University of Greenwich Students' Union for membership purposes; the University's partner colleges including Canterbury Christ Church University and the University of Kent; John Smith's and other bodies who are providing bursaries for certain groups of students; the Higher Education Funding Council for England (HEFCE), or agents working on its behalf in respect of the National Survey of Students. The university or its agent will contact students who have completed as part of the Destinations of Leavers from Higher Education (DLHE) survey. All data collected will be forwarded to the Higher Education Statistics Agency (HESA). For further information, refer to its [Data Collection statement](#). I may also be contacted about a longitudinal survey at a later date, but am able to opt out of this and these surveys are voluntary. I understand that further information about these types of bodies, is available on Student & Academic Services [Shared student data](#) web pages.
- 3.11** I understand that the university conducts a range of surveys of students for the purposes informing the university about the experience of students and improving the experience for present and future students. The university may attach information that it holds about me to my survey responses (for example, but not limited to, gender, age, domicile, fee status, ethnicity, disability, information about the programme that I am studying). The purpose of this is for the University to be able to analyse the results with reference to students like me without asking the information in the questionnaire. In some cases, this information is shared with bodies with which the university works in partnership, such as the Higher Education Academy, iGraduate and Electric Paper Ltd. Some surveys are carried out by a contractor on behalf of the university. The results from surveys will be presented in a summary form so that no individual respondent can be identified. By taking part in surveys, I agree to my data being used in this way. Participation in such surveys is voluntary.
- 3.12** I understand that the university's Alumni office may contact me after I leave the university, either itself or via an agent, for the purposes of keeping in touch and to make me aware of any events, news or information which I might be interested in, or for philanthropic support on behalf of the university's charitable mission. I can opt out of this service if I wish.

#### 4 CHANGE IN PERSONAL DATA

- 4.1 I understand that the information given during the university's registration process will be used in many areas of my university experience, including details that will appear on my award certificate.
- 4.2 I agree that I will update my address and any other details I have provided during the university's registration process as and when they change via the student portal. If I am unable to do this then I shall inform the relevant *Student Centre*.
- 4.3 I understand that a change of name must be supported by documentary evidence e.g. marriage certificate, deed poll and that this evidence will be scanned and stored in my student record
- 4.4 I understand that the university will not be liable for any out of date information or incorrect information that I have provided and that I will be responsible for any consequences (such as the cost of re-issuing documents or certificates, if the university is able to do so) of not keeping my information correct and up to date.

#### 5 FULL-TIME STUDENTS

- 5.1 I understand that undergraduate *full-time Students* are normally expected to take 120 *credits* within an *academic session*.
- 5.2 I understand that if I take more than the prescribed *courses*, only those *courses* included in my *programme of study* will be used for formal assessment and progression purposes and contribute to my *final award*.
- 5.3 I understand and accept that *fees* in respect of any *courses/credits* which are additional to the *programme of study* agreed between myself and the *programme leader* for a named award will be funded by me and payable to the university, and will form part of an additional programme of study, that will require a separate registration process to be completed.
- 5.4 I understand that I am required to keep my *faculty* informed if I undertake additional studies or work that may impact on my ability to study.
- 5.5 I confirm that for postgraduate research awards, including Professional Doctorates (EdD), that I have checked and agree with the amount set out as due within the university's registration process, which reflects the fees due for the relevant year of study, as per the [Postgraduate Research Tuition Fee Charging and Refund Policy](#)

#### 6 PART-TIME STUDENTS

- 6.1 I understand that the *fees* charged are based on the number of *credits* a *part-time student* studies in the *academic session*.
- 6.2 I understand that as a *part-time student* having started a first degree programme on or after 1 Sept 2012, I cannot study more than the authorised number of *courses/credits* (maximum 90 *credits*) in one *academic year* for the duration of the *programme*.
- 6.3 I understand that students studying for more than 90 *credits* will be expected to pay the appropriate full-time fee as designated by the university, although there may be exceptions for students studying on foundation degrees, professional and postgraduate *programmes*. Such exceptions must be agreed with the *faculty* and any additional tuition *fees* paid to the university.
- 6.4 I confirm that for postgraduate research awards, including Professional Doctorates (EdD), that I have checked and agree with the amount set out as due within the university's registration process, which reflects the fees due for the relevant year of study, as per the [Postgraduate Research Tuition Fee Charging and Refund Policy](#)

## 7 CHANGING COURSES

- 7.1** I understand that I am not entitled to change my *courses* after the start of the academic year unless there are exceptional circumstances authorised at Faculty level.
- 7.1.1** As a new first year or a direct entrant to subsequent years of the programme, I understand I must choose my options as part of the registration process.
- 7.1.2** As a student who needs to choose options in continuing years, I will be invited to choose those options in March/April preceding the following *academic year*. These options will be confirmed when I next register (see 7.1.1)
- 7.2** In exceptional circumstances, I may be able to change my option *courses* during the registration period. These circumstances are:
- Childcare arrangements/carer responsibilities
  - Work commitments (not applicable to *full-time students*)
- 7.3** I understand that I am liable to pay for any increase in tuition *fees* resulting from an increase in the number of *courses/credits* being studied.
- 7.4** If you are a student on a Tier 4 visa and you transfer to a different programme of study before completing your current programme this could affect your ability to make a further visa application in the UK.  
NB: Not applicable to Postgraduate Research Students who should refer to [Postgraduate Research Student's and Supervisor's Handbook](#)

## 8 CONDUCT

- 8.1** I agree to comply at all times with such university rules, regulations and policies, procedures and codes of practice as are in force from time to time including, but not limited to, those concerning conduct, attendance, academic attainment, cheating and plagiarism, research misconduct, discipline, equal opportunities, harassment and bullying, health and safety, university accommodation, fee payment and payment of debt.
- 8.2** I recognise that the university has a zero tolerance policy for any sexual harassment or violence by any student on a programme of study.
- 8.3** I agree to abide by decisions resulting from any disciplinary process under the university's procedures and agree to comply with any suspension, exclusion or other restriction or sanction resulting from any disciplinary action under the university's procedures. The university's [Student Disciplinary Procedures](#) and [Fitness to Practise Procedure](#) are available on the university website.
- 8.4** I understand that the university's [corporate policies](#), as are in force from time to time, are available on the university's website. I agree to familiarise myself with and comply with such rules, regulations and policies at all times. Copies in other formats are also available upon request from the Student Wellbeing Team.

## 9 GREENWICH GATEWAY CARD

- 9.1** I understand that I will be provided with a *Greenwich Gateway Card*, once I have completed the university's registration process (Part 1: Online Registration and Part 2: Registration Checks).
- 9.2** I understand the card will expire at the end of my studies at University: After completion of my *programme of study*, my *Greenwich Gateway Card* will be deactivated within 90 days (i.e. access to the university buildings and resources will be removed).



- 9.3** I understand that I must display this card at all times and have it with me to access University Buildings and services and be able to produce this at the request of a member of staff of the university.
- 9.4** I understand that if I lose my *Greenwich Gateway Card* there will be a charge for a replacement card.
- 9.5** I understand that if I withdraw from my programme of study, my *Greenwich Gateway Card* will be deactivated (i.e. access to the university buildings and resources will be removed).

## **10 PROFESSIONAL STATUS & OTHER REQUIREMENTS**

- 10.1** I am aware that it is the university's policy not to check if students have criminal convictions, with the exception of students studying qualifications, attending placements, or carrying out voluntary work which brings them in to contact with children and/or vulnerable adults, or as required by law or a professional body. Examples are students on teacher training, pharmacy and nursing *programmes of study*. Such students must receive clearance from the Disclosure and Barring Service (DBS) before being able to proceed with all elements of study.
- 10.2** I understand that I must have commenced the DBS application process before I complete part 2 face to face registration, and at the latest by the end of week one of term one in my first year. If I have not complied with this, a Professional Requirement hold will be placed on my record meaning that I will not be able to use the library, or access my courses on Moodle.
- 10.3** I agree to provide all such information as is necessary for the university to process a request for clearance from the DBS, as and when required. If any of my circumstances change that are relevant to such clearance from the DBS I will inform my *faculty* immediately and understand that such checks may need to be repeated.
- 10.4** I understand that if I do not receive such clearance, or my clearance is revoked on any subsequent check, my student status at the university and my registration on my *programme of study* may be terminated. I also note that in such circumstances I will be charged for the period I have been registered for as per the [Charging and Refund Policy](#) of the university (available on the university website).
- 10.5** I understand that the Faculty may require me to undertake a further DBS if I have had an interruption to my programme of study
- 10.6** I understand that if I wish to use the qualification for which I am studying to obtain professional status then it is my responsibility to ensure that I meet the requirements of the professional body including those relating to criminal records. I also note that should my circumstances change, I must notify my *faculty*, immediately
- 10.7** I further understand that if at any point during my studies I fail to meet the requirements of the professional body it may result in my student status at the university and my registration on my *programme of study* being terminated, following the appropriate procedure. I also note that in such circumstances I will be charged for the period I have been registered for as per the [Charging and Refund Policy](#) of the university (available on the university website).
- 10.8** I understand that for entry to specific programmes of study which include Teacher Training, Health Programmes, Youth and Community Work, Paramedic Early Years and MPharm that have a recognised Professional Status there is a requirement to be physically and mentally fit to enter the profession, and that it is my responsibility to ensure that I meet the requirements set by the applicable profession. I understand that if I fail to commence the Occupational Health clearance process by the end of the first week of term, a Professional Requirement hold will be placed on my record which will mean that I will not be able to use the library, or access my courses on Moodle.

## 11 FRAUD

- 11.1** I understand that if the university has reason to believe that I, or any person acting on my behalf, has provided false information, omitted relevant information, made any misrepresentation and/or provided counterfeit or forged documents relating to my place at the university, including but not limited to those in respect of an application for a place at the university, tuition fees assessment, Fees Assistance Award, university bursaries and scholarships or other such funds administered by the university or a Student Support provider, NHS bursary, the university will take whatever steps it considers necessary to establish the authenticity of that information and/or documentation which I have submitted in support of my application and on-going relationship with the university.
- 11.2** I accept that if the university suspects that fraud may have taken place it is entitled to share information with appropriate outside agencies as defined in its [Data Protection Policy](#), its [Data Protection Codes of Practice](#) (as available on the university website) or as required or permitted by law. If the university concludes that a fraud has taken place it is entitled to cancel my application, withdraw any offer of a place and to terminate my student status and registration on my *programme of study* following the appropriate procedure. I also note that in such circumstances I will be charged for the tuition I have received as per the [Charging and Refund Policy](#) or the [Postgraduate Research Degrees Tuition Fee Charging and Refund Policy](#) of the university (available on the university website).
- 11.3** At the request of the university I shall provide such further information or documentation as may be requested in relation to my application or my student status.

## 12 PLAGIARISM and RESEARCH MISCONDUCT

- 12.1** I understand that the university takes the offence of plagiarism extremely seriously, as set out in the [Regulations Governing Suspected Plagiarism and Examination Offences](#) (as available on the university website, page 78 of the document).
- 12.2** I understand that the university may take measures to ensure that plagiarism is detected and dealt with, by for instance providing information to outside agencies for monitoring purposes, and undertaking any investigation and/or disciplinary action the university deems appropriate.
- 12.3** I understand that the university takes offences relating to research misconduct extremely seriously, as set out in the Regulations Governing Suspected Research Misconduct in the [Academic Regulations for Research Awards](#) (as available on the university website)
- 12.4** I understand that the university may take measures to ensure that research misconduct is detected and dealt with, by for instance providing information to outside agencies for monitoring purposes, and undertaking any investigation and/or disciplinary action the university deems appropriate.

## 13 PARTNER COLLEGE STUDENTS (including LLS, ITT, SCITT and NHS)

- 13.1** *Partner college* students following university validated *programmes* taught at the *colleges* are required to conform to the university's registration process.
- 13.2** Students based at the *colleges* shall be subject to the disciplinary regulations of the *colleges*. However, it is the university's academic rules and regulations (which are available on the university website) which apply to all academic matters. (The university's *guidelines* on cheating and plagiarism apply to all assessments within a *programme of study* validated by the university).
- 13.3** College students visiting University of Greenwich premises must carry their *Greenwich Gateway card*.

## 14 STUDENT COMMUNICATIONS

- 14.1** I note that the university will channel all formal student communications through my University of Greenwich student email account which could include information about tuition but is not limited to *fees*, registration, examinations and notification of formal results. I confirm that I will read my email account on a regular basis and am responsible for taking any actions required by me as communicated by such means. I note that my University of Greenwich student email account will be terminated three months after I leave the university.
- 14.2** I understand that important announcements and information will be broadcast on the university Student Portal. I will check the university Student Portal on a regular basis to keep myself informed on university matters.

## 15 INTERNATIONAL STUDENTS

- 15.1** I understand that the classification for payment of International student tuition *fees* will be determined in accordance with The Education (Fees and Awards) (England) Regulations 2007, the Student Fees (Qualifying Courses and Persons) (England) Regulations 2007 and their subsequent amendments or replacement regulations.
- 15.2** I understand that it is my responsibility to ensure that I have obtained all necessary immigration clearances to complete my studies at the university and am in receipt of an appropriate visa for the purposes of full-time study on a *programme*.
- 15.3** I understand that I am required to provide evidence of any visa application during my studies and the outcome of any visa application within 10 working days of the outcome.
- 15.4** I understand that the university will be forced to withdraw me if I am unable to provide evidence of a visa or valid leave in the UK, when asked for.
- 15.5** I understand that if I am refused the necessary immigration clearance to complete my studies, the university has the right to terminate my registration as a student on a *programme of study*. I also note that in such circumstances I will be charged for the period I have been registered for as per the [Charging and Refund Policy](#) or the [Postgraduate Research Tuition Fees Charging and Refund Policy](#) (available on the university website).
- 15.6** To enable the university to meet the compliance requirements as a Tier 4 Sponsor, in accordance with immigration regulations, I understand that the university will retain copies of the following documents, for all non-EEA nationals: passport, visa and/or ID card; record of my contact details. For Tier 4 students, qualifications are also required.
- 15.7** I understand the university is required to monitor the attendance of students with a Tier 4 visa and is expected to report to the UKVI if:
- 15.7.1** I fail to complete the university's registration process in time;
- 15.7.2** I am absent from the university without consent;
- 15.7.3** My circumstances change; I change *programme* or the period of study becomes shorter or longer;
- 15.7.4** The university is no longer my sponsor;
- 15.7.5** It has evidence that I am breaking the terms of my visa;
- 15.7.6** I interrupt or withdraw from my *programme of study*; or
- 15.7.7** The university interrupts or withdraws me from my *programme of study*.

## 16 WITHDRAWAL / INTERRUPTION OF STUDY

- 16.1** I understand that I am required to abide by the university's [Policy and Procedures on Withdrawal/Interruption of Study](#) (available on the university website) for taught awards and the [Postgraduate Research Student's and Supervisor's Handbook](#) for postgraduate research awards, should the situation arise.
- 16.2** I understand that if I am not maintaining sufficient attendance to achieve satisfactory academic progress without notifying my *faculty/college* the university reserves the right to withdraw my student registration on a *programme of study* and the *Greenwich Gateway Card*, following the appropriate procedure.
- I also note that in such circumstances I will be charged for the period I have been registered for as per the [Charging and Refund Policy](#) of the university (available on the university website) for taught awards and the [Postgraduate Research Tuition Fees Charging and Refund Policy](#) for postgraduate research awards.
- 16.3** I understand that, should I interrupt and subsequently resume study, the current rate of tuition fees applicable at the point of resumption will be applied to new and repeated *courses*.
- 16.4** I understand that if my attendance does not meet the requirements set down in the [Attendance Monitoring Regulations for Tier 4 students](#) (available on the university website), then the university is required to withdraw me from my programme of study. This supersedes academic regulations.

## 17 HEALTH & SAFETY

- 17.1** I understand that the university provides a safe and healthy working environment for staff and students and ensures, so far as is reasonably practicable, that the university's activities do not adversely affect the health and safety of visitors and contractors. I am aware that the university [Health and Safety Policy](#) is available on the university website and agree to familiarise myself with and follow its requirements and procedures from time to time in force. I understand that key health and safety requirements and arrangements relevant to my programme of study will be covered in induction sessions.
- 17.2** In particular, I agree:
- 17.2.1** to take care that my actions do not put myself or other people at risk;
- 17.2.2** to follow all health and safety instructions/rules;
- 17.2.3** to report any faults or shortcomings in health and safety arrangements that I become aware of to my Academic Supervisor;
- 17.2.4** not to damage or deliberately misuse any equipment provided for the health and safety of members of the university, contractors and visitors; or
- 17.2.5** to provide and keep up to date on *Bannerweb* an emergency contact number which the university can contact should specific circumstances arise.

## 18 EQUALITY, DIVERSITY AND INCLUSION

- 18.1** I understand that the university values the diversity of its staff and students and I will agree to act in accordance with the equal opportunities statement and the university equality scheme and strategy. I understand I have a responsibility as part of the university community to promote equality of opportunity, to help eliminate unlawful discrimination and to promote good relations between different groups.

- 18.2** I understand that the university monitors the implementation of its equality scheme and strategy and that providing the necessary equal opportunities information at registration, while not compulsory, will help this monitoring take place. This will also benefit policy development and action planning.

## **19 DISABLED STUDENTS**

- 19.1** I understand that for the university to provide appropriate reasonable adjustments and guidance, I have a responsibility to declare at registration any disabilities, specific learning difficulties, mental health or long term medical conditions, which I have.
- 19.2** I understand that any disability information is held and monitored by the Student Wellbeing service. If necessary, this information will be shared with relevant University staff to enable them to provide advice, support and guidance.
- 19.3** I understand that if I have difficulties leaving a building unassisted in an emergency I will need to have a Personal Emergency Evacuation Plan (PEEP) drawn up at the start of my *programme of study* and at the start of each new *academic year*, so that suitable arrangements can be made for me. I understand that it is my responsibility to initiate the PEEP process by notifying the Student Wellbeing service.
- 19.4** I understand that I am also expected to cooperate with the university on the implementation and the review of arrangements, to report any problems which may arise and to provide information on changes to circumstances or my disability so that arrangements can be revised if necessary.

## **20 STUDENTS' UNION**

- 20.1** I note that although most students choose to join the *Students' Union*, membership is not compulsory. Membership of the *Students' Union* is automatic, unless I opt out by following the [Students' Union procedure](#) (available on the Students' Union website).
- 20.2** I am aware that if I have a complaint against the *Students' Union*, which cannot be resolved by using the *Students' Union* Complaints Procedures, as described in the *Students' Union* Byelaws, I may refer the matter to the University Secretary.
- 20.3** I am aware that I can access a variety of services through the *Students' Union* including independent advice & representation, volunteering and social opportunities. Those services are detailed on the [SUUG website](#) and, for Medway based students, the [GK Unions website](#).
- 20.4** I am aware that the university has a [Code of Practice](#) (available on the university website) regarding the operation of the *Students' Union*, with particular reference to the requirements of the Education Act 1994.

## **21 STUDENTS' CHARTER AND STUDENT COMPLAINTS PROCEDURE**

- 21.1** I note that the university has a [Students' Charter](#) and a [Student Complaints Procedures](#) (available on the university website) which I must adhere to and follow.
- 21.2** Should the situation arise, I understand that any dispute howsoever arising between the university and myself will be settled in accordance with English law, exclusively in the English courts.

## 22 NON- PAYMENT OF TUITION FEES AND TUITION FEE DEBT

- 22.1** I understand and accept that if I am in tuition fee debt to the university I will be subject to the university's [Policy and Procedures for the Non-payment of Tuition Fees](#) (available on the university website).
- 22.2** I understand and accept that the university has the right to withhold my transcript or certificate and that I may be excluded from attending an awards ceremony until such time as the debt is cleared.
- 22.3** I understand that tuition fee debt to the University is defined as an outstanding payment owed to the University in respect of tuition *fees* and includes (but is not restricted to): an outstanding prior year tuition fee payment, non-payment of tuition *fees* for the current year ; failure to make a tuition fee payment by a due date as agreed by the University; where payments have been made for tuition and they are subsequently not honoured or are reclaimed; where a sponsor fails to make payment or where payments made are insufficient to cover the *fees* due or where payments are subsequently withdrawn by the sponsor; where students have not provided sufficient documentation to their student support, loan provider or the University in order for their tuition fee support to be paid to and/or accepted by the University.
- 22.4** I understand that if I am in debt to the university I cannot register until acceptable arrangements are made for this debt to be cleared in full.

## 23 FORCE MAJEURE

- 23.1** The University, shall not be in breach of its obligations to students, including the University's assessment regulations, or liable for any failure or delay in performance of any obligations, arising from or attributable to acts, events, omissions or accidents which are unforeseeable, unavoidable or beyond its reasonable control ("a Force Majeure Event").

## 24 INTELLECTUAL PROPERTY

- 24.1** I understand that the university seeks to ensure that students, researchers and staff directly involved in the creation of Intellectual Property are properly rewarded in the event of successful commercial exploitation.
- 24.1.1** I understand and agree that: the ownership of all equipment, results and Intellectual Property which are produced as a result of a student's study or research with the university and which are not the subject of the university's prior agreement with a student's employer or a third party shall be and hereby are licensed to the university in perpetuity on a non-exclusive, worldwide, royalty free basis for use as the university reasonably sees fit, including the granting of sublicenses, in pursuit of its administrative, promotional, teaching and research activities. No royalties or other payment shall be made in consideration for the granting of a licence save as provided for in the university's [Intellectual Property Policy](#) (available on the university website).
- 24.1.2** I may be required for certain activities to assign my interest in any Intellectual Property to the university, which assignment will be executed by an agreement in writing between me and the university. I hereby expressly agree, as a condition of my registration, to abide by, and be bound by the university's [Intellectual Property Policy](#) and to any amendments thereof approved by the University Court. I understand that different terms may apply in certain circumstances (e.g. to staff) to those set out in this condition 24 and that in the event of conflict between this condition 24 and the [Intellectual Property Policy](#), the latter shall prevail.

## 25 LEARNING RESOURCES

- 25.1** I agree that I will make use of the Library and Computing facilities, resources and services in accordance with the policies and regulations available on the [Information and Library Services](#) pages on the University website.
- 25.2** I understand that I shall require a *Greenwich Gateway Card* to gain access to library and computing facilities and to the university's buildings.

## 26 COPYRIGHT

- 26.1** I agree to use all photocopying and other reproduction facilities within the law, to follow any copyright restrictions on materials, and follow the guidance provided in the notices displayed by the relevant machines.

## 27 FREEDOM OF INFORMATION

- 27.1** I understand that the university, as a public authority, complies with the Freedom of Information Act 2000 (FOIA), aiming to improve public understanding of its operation, decision making and expenditure, by promoting a culture of openness and accountability.
- 27.2** I understand that the university has an [Information & Records Management Policy](#) (available on the university website), which sets out its obligation towards properly managed record keeping, in terms of the records held, where they are kept, and what they contain.
- 27.3** I understand that the university has a [FOI Publication Scheme](#) (available on the university website), which sets out the information that is published by the university and is available for all to look at.

## 28 QUESTIONS

- 28.1** If you have any questions regarding these Principal Conditions of Registration please contact a member of the university staff at the *student centre*.

Further information about the university, its policies, rules and practices are available at [www.gre.ac.uk](http://www.gre.ac.uk)

## **APPENDIX A - Glossary of Terms**

### **Academic Year / Session**

This refers to a particular year of study and normally will comprise of three terms. Details of term dates can be found on the university website.

### **Accreditation of Prior Learning (APL)**

The Accreditation of Prior Learning (APL) is a process for assessing prior learning from which a credit-value is derived (whether certificated (APCL) or experiential learning (APEL)). This credit can be counted towards the completion of a University of Greenwich award.

### **Approved Sponsor**

An approved sponsor is permitted to pay tuition fees on behalf of a student. The university will accept letters from approved sponsors such as Student Finance England or regional equivalent, the NHS, government departments or employers as a form of guarantee that fees will be paid. Letters of sponsorship from individuals (i.e. parents, relatives, friends etc.) are not acceptable. Please note students are ultimately responsible for any fee payment not made by the approved sponsor.

### **Bannerweb**

The university facility by which students can use the internet to view certain parts of their student record.

### **Courses**

A module of study. These are the basic components of your programme. Each course has its own self-contained learning outcomes, teaching programme and assessment criteria. A course has an intended difficulty (level) and a value depending on the programme of the student (credit).

### **Credits**

Each course is defined in terms of the number of credits obtained by a student who successfully achieves the learning outcomes through the assessment task(s).

### **Disclosure and Barring Service (DBS)**

All those who work with children or vulnerable adults are required to undertake a disclosure through the Disclosure and Barring Service (DBS)

### **Faculty**

A department or group of departments in the university specialising in one or several fields of study.

### **Fees**

The tuition fees charged for courses/programmes, as specified on the university website, which is updated annually.



**Final Award**

The final outcome of your study, as conferred by the Progression and Award Board (PAB).

**Fitness to Practise Procedure**

To ensure that students are fit to practise in the relevant profession and that they meet or are likely to meet the requirements of the relevant professional body.

**Full-time Student**

A student who is studying a normal workload of 120 credits within an academic session.

**Greenwich Gateway Card**

The Greenwich Gateway Card will be issued to students as part of the registration process and operate until the end of their academic studies at the university (unless a replacement card is required). The card will be used for ID purposes, access to university buildings, printing and copying on campus and book borrowing. It should be carried at all times on campus and presented to staff members on request.

**Guidelines**

Information relating to policies and procedures within the university.

**Intellectual Property**

Any patents, rights to inventions, copyright and related rights, trademarks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database rights, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

**Mode of study**

The mode of study of a student describes the student's attendance on a programme of study. It can be full-time, part-time, distance-learning or sandwich. Each programme of study is validated for certain modes of study.

**Named Award**

The title and type of award for which you are studying.

**Partner College**

A partner college is a UK institution of further education which has through a signed Memorandum of Agreement confirmed to work in collaboration with the University to deliver higher education programmes of study which lead to a University of Greenwich award.

**Part-time Student**

A student who is studying a maximum workload of 90 credits within an academic session.

**Programme Leader**

The academic staff member responsible for managing the programme.

**Programme / Programme of Study**

A programme or programme of study is the curriculum followed by an individual student to meet the requirements of a named award, i.e. a collection of validated courses which leads to a named award or awards. The programme of study should satisfy the requirements set out in the Programme Regulations.

(Note – PGR students may follow an approved programme of research)

**Student Centre**

There is a student centre on each campus offering students access to guidance, information and advice on all aspects of student administration, welfare and support.

**Students' Charter**

A charter explains the standards of service that users can expect from a specified organisation or institution. It also indicates the role that users should play in meeting expectations to ensure that standards are met. The university's Students' Charter clarifies what students can expect of the university and the expectations that the university has of its students.

**Student Complaints Procedure**

The Student Complaints Procedure outlines the processes and procedures for dealing with complaints.

**Student Disciplinary Procedures**

The Student Disciplinary Procedure outlines the processes and procedures for dealing with incidents of student misconduct.

**Students' Union**

The Students' Union as an organisation shall represent its members as students of the University of Greenwich, locally and nationally, organise services and activities to meet their needs and provide opportunities for their involvement and personal development.

## **APPENDIX B - Useful university website addresses**

**Most student regulations are available at**

<http://www2.gre.ac.uk/current-students/regs>

**Academic Appeals Regulations**

<http://www2.gre.ac.uk/current-students/regs/?a=636810#page=91>

**Academic Regulations for Research Awards**

<http://www2.gre.ac.uk/current-students/regs/?a=637599>

**Accreditation/Recognition of Prior Learning**

<http://www2.gre.ac.uk/study/apply/rpl>

**Attendance Monitoring Regulations for Tier 4 students**

<http://www2.gre.ac.uk/current-students/support/isas/visas-and-immigration/attendance-monitoring>

**Charging and Refund Policy**

<https://docs.gre.ac.uk/rep/sas/charging-and-refund-policy>

**Data Protection Codes of Practice**

<http://www2.gre.ac.uk/about/governance/information-compliance/policy>

**Data Protection Policy**

<http://www.gre.ac.uk/current-students/regs/?a=1433507>

**Equal Opportunities Statement**

<http://www.gre.ac.uk/governance/policy/equal-opportunities-statement>

**Equivalent or Lower Level Qualifications**

<http://www2.gre.ac.uk/current-students/student-finance/elq>

**Freedom of Information Act 2000**

<http://www2.gre.ac.uk/about/governance/information-compliance/making-requests-for-information/freedom-of-information>

**Health and Safety Policy**

<http://www.gre.ac.uk/governance/policy/safety/policy>

**Information & Library Services**

<http://www.gre.ac.uk/offices/ils/ipolicies>

**Information and Records Management Policy**

[http://www2.gre.ac.uk/\\_data/assets/pdf\\_file/0004/1229881/Information-and-records-management-policy.pdf](http://www2.gre.ac.uk/_data/assets/pdf_file/0004/1229881/Information-and-records-management-policy.pdf)

**Intellectual Property Policy**

<http://www.gre.ac.uk/governance/policy/ip/policy>

**Policy and Procedures for the non-payment of Tuition Fees**

<http://www2.gre.ac.uk/current-students/regs/?a=1180982>

**Policy and Procedures on Withdrawal/Interruption of Study**

<http://www.gre.ac.uk/students/interrupt>

**Postgraduate Research Tuition Fee Charging and Refund Policy**

<https://docs.gre.ac.uk/rep/sas/charging-and-refund-policy>

**Regulations Governing Suspected Plagiarism and Examination Offences**

<http://www2.gre.ac.uk/current-students/regs/?a=636810#page=78>

**Research Councils UK**

<http://www.rcuk.ac.uk/>

**Research Student's and Supervisor's Handbook**

<http://www.gre.ac.uk/current-students/regs/?a=1424619>

**Shared student data**

<http://www2.gre.ac.uk/current-students/reg/docs/shared-student-data>

**Student Complaints Procedure**

<http://www.gre.ac.uk/?a=635153>

**Student Disciplinary Procedures**

<http://www2.gre.ac.uk/current-students/regs/?a=637539>

**Students' Charter**

<http://www.gre.ac.uk/?a=637536>

**Students' Union**

<http://www.suug.co.uk>

<http://www.gkunions.co.uk>

**Students' Union Code of Practice**

<http://www.gre.ac.uk/?a=548879>