

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

**Academic session 2021/2022**

## Contents

Principal Conditions of Registration Summary.....	1
STUDENT'S DECLARATION.....	5
1 REGISTRATION.....	6
2 TUITION FEES PAYABLE.....	7
3 PERSONAL DATA.....	7
4 CHANGE IN PERSONAL DATA .....	8
5 CHANGES TO YOUR PROGRAMME OF STUDY .....	8
6 CONDUCT.....	9
7 PROFESSIONAL STATUS & OTHER REQUIREMENTS .....	9
8 FRAUD .....	10
9 ASSESSMENT and RESEARCH MISCONDUCT.....	11
10 STUDENT COMMUNICATIONS.....	11
11 INTERNATIONAL STUDENTS .....	11
12 WITHDRAWAL / INTERRUPTION OF STUDY.....	12
13 HEALTH AND SAFETY.....	12
14 EQUALITY, DIVERSITY AND INCLUSION.....	13
15 DISABLED STUDENTS.....	13
16 STUDENTS UNDER 18 YEARS OF AGE.....	13
17 STUDENTS' UNION .....	14
18 STUDENTS' CHARTER AND STUDENT COMPLAINTS PROCEDURE.....	14
19 APPLICABLE LAW.....	14
20 NON-PAYMENT OF TUITION FEES AND TUITION FEE DEBT.....	14
21 FORCE MAJEURE.....	15
22 INTELLECTUAL PROPERTY.....	15
23 LEARNING RESOURCES.....	15
24 COPYRIGHT .....	15
25 QUESTIONS.....	16
Further information about the University, its policies, rules and practices are available at <a href="http://www.greenwich.ac.uk">www.greenwich.ac.uk</a> .....	16
APPENDIX A - Glossary of Terms .....	17
APPENDIX B - Useful University website addresses.....	20

## Principal Conditions of Registration Summary

As a student of the University of Greenwich (“University”), you are expected to familiarise yourself with the University’s <https://www.gre.ac.uk/about-us/policy>. These are the key documents that will support the relationship between you and the University and you should read them carefully to understand your rights and responsibilities as a student of the University.

When you register as a student, you will be required to agree to the University’s Principal Conditions of Registration (“PCRs”), which follow this summary. We have highlighted the following areas of information to ensure that you are aware of their content specifically. Please note however that this summary is not intended to replace you reading the PCRs in full which can be found on the following pages.

If you are in any doubt as to your understanding of the PCRs, you should seek advice from the University Secretary by emailing [universitysecretary@greenwich.ac.uk](mailto:universitysecretary@greenwich.ac.uk).

All references below are to the relevant sections of the PCRs (available following this summary).

<b>Student’s declaration</b>	
This sets out the circumstances in which the University may be required to make changes to certain aspects of your studies and/or programme of study and the reasons why it may be necessary for any such changes to be made. Where reasonably possible, the University will consult with you in advance about any significant changes. Where you are not satisfied with the changes, you will be offered the opportunity to withdraw from your programme, move programmes or reasonable support to transfer to another provider.	
For more information on how the University of Greenwich has assessed and planned to mitigate possible risks to the delivery of your programme of study, please see the University’s <a href="#">Student Protection Plan</a> .	
<b>1 – Registration</b>	
1.2	You are required to register each academic year and your registration must be completed within two weeks of the start of your programme of study. You risk your registration being terminated if you do not complete the process in full.
1.8	You are required to provide full details of your funding at registration. Tuition fees are payable annually at registration and you are responsible for paying your fees.
1.12	Only modules included in your programme will be used for assessment and progression decisions and only those modules will contribute to your final award.
1.13	You are required to inform your faculty if you undertake additional studies or work that may impact on your ability to study.
<b>2 – Tuition Fees</b>	
You should be aware of the following provisions of the University’s <a href="#">Tuition Fee Policy and Procedures</a>	
2.1	If you are overcharged fees, the University will refund any overpayment to you. If you are undercharged, the University will seek to recover the

	underpayment in a way that minimises any hardship to you, e.g. by agreeing a payment plan.
2.2	Making changes to your programme/mode of study may affect your tuition fee rate.
2.3	The University reserves the right to charge separately for any additional modules or credits that you add to your programme of study after you have completed registration.
2.4	If you repeat a period of study, this will normally be charged at a pro-rata rate depending on the number of credits you need to repeat.
2.5	You should be aware that the tuition fee rates are reviewed annually and may be increased as set out in the Tuition Fee Policy and Procedures. You should check these provisions carefully.
2.6	If you interrupt or withdraw from study, the tuition fees payable by you will be calculated in accordance with the relevant <a href="#">Charging and Refund Policy</a> for taught awards and the relevant <a href="#">Postgraduate Research Tuition Fees Charging and Refund Policy</a> for postgraduate research awards.
2.7	You should be aware that students who are in fee debt to the University will be subject to the applicable University's <a href="#">Policy and Procedures for the Non-Payment of Tuition Fees</a> .
2.8	If students are due a refund for all or part of a payment they have made, the money will be repaid to the account from which it was received, including to third parties such as Student Finance England, the student's scholarship funder, or parent in accordance with the relevant <a href="#">Charging and Refund Policy</a> for taught awards and the relevant <a href="#">Postgraduate Research Tuition Fees Charging and Refund Policy</a> for postgraduate research awards.
<b>3 – Personal data</b>	
3.2	The University will collect, store and process your personal information in accordance with the <a href="#">Student Privacy Notice</a> .
3.5	You should be aware that there are limits on your right to make recordings of lectures and seminars etc. and you must always seek permission from the presenter in advance. Lectures, seminars etc in which you participate may be recorded by the University and recordings placed on Moodle for teaching purposes.
<b>4 – Change in personal data</b>	
4.2	You are required to keep your personal details updated via the Student Portal.
4.3	The University is not liable for any incorrect information provided by you and you will be responsible for any consequences of failing to update the University.
<b>5 – Changes to your programme of study</b>	
5.1	You cannot change your programme of study after the start of the academic year unless there are exceptional circumstances.
5.2	If you are studying on a visa, you should be aware that changing your programme of study could affect your visa.
5.3	If you do wish to change your programme of study, for example programme or programme title for a research student or mode of study, this requires approval from the programme leader of both your current and future programme of study authorised via submissions of a programme change form, otherwise such a change of programme requires a new applicant. The university reserves the right to refuse such a change of programme request or new application

<b>6 – Conduct</b>	
6.1 & 6.3	You should be aware that failure to comply with the University’s conduct requirements may lead to you being suspended and/or excluded as a student.
<b>7 - Professional status and other requirements</b>	
7.1	Students on certain programmes must receive clearance from the Disclosure and Barring Service (DBS).
7.2	The DBS application process (if applicable) must be completed by the end of week one of term one of your first year. If this is not done, restrictions will be placed on your record which will have an impact on your ability to study.
7.4	If you do not receive DBS clearance or it is revoked, your registration may be terminated.
7.7	Failure to meet professional body requirements may lead to termination of your registration.
<b>8 – Fraud</b>	
8.1 & 8.3	Providing false information to the University may lead to the cancellation of your application and/or the termination of your registration.
<b>9 - Assessment and research misconduct</b>	
9.1 & 9.3	You should be aware of the University’s Procedures on Assessment Misconduct (see the <a href="#">Assessment Misconduct Procedure</a> for taught awards and the <a href="#">Postgraduate Student Research Misconduct Procedure</a> for research awards). Failure to comply may lead to your registration being terminated.
<b>10 - Student communications</b>	
10.1 & 10.2	You should check your University email account and Student Portal on a regular basis. You are responsible for taking any actions required of you as communicated by such means.
<b>11 – International students</b>	
11.3	You will be withdrawn from the University if your immigration status lapses and/or you are unable to provide evidence of valid leave which permits you to study in the UK.
11.4 & 11.5	You must inform the University and provide any necessary evidence within 10 working days if your immigration status changes during your studies, or if you submit an application for a new visa or leave to remain. You must also inform the University within 10 working days in the event that your immigration clearance is refused or revoked.
11.9	The University may need to make changes to these conditions of registration and its policies and procedures at short notice in order to comply with current legislation. The University cannot accept any liability for any loss incurred as a result of policy changes imposed by the Home Office or its departments.
11.10	Your information may be shared with the Home Office or other UK government agencies where the University believes this is necessary to comply with its legal obligations.
<b>12 - Withdrawal/Interruption of study</b>	
12.2 & 12.4	You may be withdrawn if you do not maintain satisfactory engagement with your studies.

12.3	If you interrupt and subsequently resume your studies, you will pay the rate of tuition fees applicable at the point when you resume for any new and repeated modules.
<b>13 – Health and Safety</b>	
13.1	You must comply with the University’s Health and Safety Policy and requirements, report any health and safety issues which you become aware of and keep the details of your emergency contact up to date.
<b>15 - Disabled students</b>	
15.4	You are expected to cooperate with the University on the implementation and review of arrangements for any reasonable adjustments required to meet your needs and to provide information so that arrangements can be revised if necessary.
<b>16 – Under 18 years old student</b>	
16.1	If you will be under 18 years old at the time of registration, your parent or guardian must return a Parental Consent Form before you can register.
<b>17 - Students’ Union</b>	
17.1	You may opt out of being a member of the Students’ Union.
<b>20 - Non-payment of tuition fees and tuition fee debt</b>	
20.2	The University will withhold your transcript and certificate and exclude you from your awards ceremony until any tuition fee debt is cleared.
20.4	If you are in debt to the University, you cannot register until you have made acceptable arrangements for the debt to be cleared in full.
<b>21 - Force Majeure</b>	
21.1	You should be aware of the circumstances in which the University may not be able to provide educational services.
21.3	Neither you or the University shall be liable to the other for any loss and/or damage arising from matters outside your or the University’s reasonable control which could not have been foreseen, avoided or prevented even if reasonable care had been taken.
<b>22 - Intellectual property</b>	
22.2	You will own any intellectual property created by you whilst a student subject to the University’s <a href="#">Intellectual Property Policy</a> .
22.3	For certain activities, you may be required to assign your IP interest to the University. You will be required to sign an intellectual property assignment agreement if you are a postgraduate research student.

## 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 or more of the conditions set below, please make your objection in writing to the University Secretary at [universitysecretary@greenwich.ac.uk](mailto:universitysecretary@greenwich.ac.uk).

The Principal Conditions of Registration (PCRs) 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. The Principal Conditions of Registration and our policies and procedures are regularly reviewed and may change in future academic years in which you register as a student.

Please be aware that by completing the Student Declaration and agreeing to the Principal Conditions of Registration and associated policies and procedures by registering as a student, you are entering into a legally binding contract with the University. You have the right to cancel this contract within 14 days from the date of completing your registration. To exercise your right to cancel, you should complete a request to withdraw from your studies in accordance with the University's [procedures on withdrawal/interruption of study](#). Any refund due to you will be as specified in the relevant [Charging and Refund Policy](#).

The University will do all that it reasonably can do to provide educational services as described on its website or in the prospectus or other documents issued by it to appropriately registered students. Sometimes circumstances may mean that we cannot provide such educational services or that the University has 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 might be because of, for example:

- industrial action by University staff or third parties;
- the unanticipated departure or absence of key members of University staff;
- acts of terrorism;
- a major disruption event;
- the acts of any government or local authority;
- academic changes within subject areas; or
- where the numbers recruited to a programme or module are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it.

In these circumstances, the University will take all reasonable steps to minimise any possible disruption caused to those services and affected students, for example by making reasonable modifications, but to the full extent that it is possible under the general law. The University excludes liability for any loss and/or damage suffered by any applicant or student as a result of these circumstances.

The modifications we make may be to:

- the content and syllabus of programmes, including in relation to placements;
- the timetable, location and number of classes;
- the content or method of delivery of programmes of study;
- the examination process; and
- the timing and method of assessment

Many of the changes that we make are in response to feedback from students and are intended to improve the experience of students and student outcomes.

In making any changes, the University will aim to keep significant changes to the minimum necessary and will notify and where reasonably possible also consult with you in advance about any significant changes that are required. Where significant changes have been made to your programme and you are not satisfied with the changes, you will be offered the opportunity to withdraw from the programme, move to another programme and, if required, reasonable support to transfer to another provider as a last resort. Please see the relevant [Charging and Refund Policy](#) for information on your rights regarding refund and compensation arrangements in the event of disruption and/or changes to educational services.

For more information on how the University of Greenwich has assessed and planned to mitigate possible risks to the delivery of your programme of study, please see the University's [Student Protection Plan](#).

## 1 REGISTRATION

- 1.1 The identification number provided for your online registration is your unique student ID number which will be quoted on all University documents.
- 1.2 You will be required to register each *academic year* that your *programme of study* runs, and your registration must be completed within two weeks of the start of your *programme of study*. The University is entitled to terminate your registration if you fail to complete the process in full, within the prescribed timeframes, which includes tuition fee payment; verifying your identity and previously attained qualification documents; as well as Disclosure and Barring Service (DBS) and medical health clearance where required.
- 1.3 If once you have registered at the university you subsequently wish to change your PROGRAMME of study, for example programme or programme title for a research student or mode of study, this requires approval from the programme leader of both your current and future programme of study authorised via submissions of a programme change form, otherwise such a change of programme requires a new applicant. The university reserves the right to refuse such a change of programme request or new application
- 1.4 At the scheduled place and time, you will be required to produce your current valid identification with any relevant residency document (if required) and education qualifications and register for your *Greenwich Gateway Card* which will include an up to date photograph in the correct format.
- 1.5 The name recorded on the University of Greenwich student records system will be that also presented on the identity document presented at Registration and will be the name used in the production of the Greenwich Gateway Card and any formal documents from the university (e.g. award certificates and transcripts).
- 1.6 You will be provided with a Greenwich Gateway Card, once you have completed the University's registration process. You will be required to carry your *Greenwich Gateway Card* at all times when on campus and to produce it upon request. A charge may be levied for a replacement *Greenwich Gateway Card*.
- 1.7 After completion of your programme, or following withdrawal from your studies, your *Greenwich Gateway Card* will be deactivated (i.e. access to the University buildings and resources will be removed).
- 1.8 If you are supported by Student Finance England, its regional equivalent or another *approved sponsor*, you must provide full details and verification at registration. If you

are not so supported, you will be responsible for the payment of your own *fees*, annually at registration. More information on tuition fees is available [on the University website](#).

- 1.9 If you are eligible for student financial support from Student Finance England or its regional equivalent, registering to this programme of study will affect your future entitlement to funding.
- 1.10 If you are in receipt of a grant or bursary, or of any payment via the University, you will be required to present your *Greenwich Gateway Card* when collecting it.
- 1.11 Undergraduate full-time Students are normally expected to take 120 credits within an academic session. Part-time students cannot study more than the authorised number of modules/credits (maximum 90 credits) in one academic year for the duration of the programme. Students studying for more than 90 credits will normally be expected to pay the appropriate full-time fee as designated by the University.
- 1.12 If you take more than the prescribed modules, only those modules included in your programme of study will be used for formal assessment and progression purposes and contribute to your final award.
- 1.13 You are required to keep your faculty informed if you undertake additional studies or work that may impact on your ability to study.
- 1.14 For postgraduate research awards, including Professional Doctorates (EdD), you should check 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](#).

## **2 TUITION FEES PAYABLE**

- 2.1 Information on tuition fees for all students can be found in the applicable [Tuition Fees Policy and Procedures](#), available on the University website.
- 2.2 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.

## **3 PERSONAL DATA**

- 3.1 The University, as a data controller, complies with its obligations under Data Protection legislation as set out in its [Data Protection Policy](#) and [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 The University collects, stores and processes personal information (including "personal data" and "special category data" as defined by legislation) 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. Further information is provided in the [Student Privacy Notice](#) and [Data Processing Activities Register](#).
- 3.3 The University may also share some personal information with other organisations where this is necessary. For information about this, refer to the Student Privacy Notice.

- 3.4 You are responsible for using the University's IT systems in accordance with the University's [IT Policies and Procedures](#). This includes keeping secure any password for access to the University's systems.
- 3.5 Students may not make recordings during any University lecture, presentation, seminar, workshop, tutorial etc., except for the sole purpose of supporting your own private study, or unless you have special educational or disability needs. In each case, students should seek permission from the presenter before making the recording, and in any event must not distribute the recording in any way to others. The University may record lectures, presentations, seminars, workshops, etc which you attend so that recordings can be made available on Moodle for teaching and learning purposes and that this may include comments which you make. Further details, including how you can opt out from being recorded, are available in the University's [Policy for Lecture Capture](#).
- 3.6 The University's Alumni office may contact you after you leave the University, either itself or via an agent, for the purposes of keeping in touch and to make you aware of any events, news or information which you might be interested in, or for philanthropic support on behalf of the University's charitable mission. You will be given information about how to opt out of this service within these communications.

#### **4 CHANGE IN PERSONAL DATA**

- 4.1 Information that you provide during the University's application and registration processes will be used in many areas of your University experience, including details that will appear on your award certificate.
- 4.2 You are required to provide an up-to-date residential address, and to update this and any other details you have provided us with, as and when they change, via the student portal. If you are unable to do this, you should inform the relevant *Student Centre*.
- 4.3 A change of name must be supported by original documentary evidence e.g. marriage certificate, deed poll. The evidence provided will be scanned and stored in your student record.
- 4.4 The University will not be liable for any out of date information or incorrect information that you have provided. You will be responsible for any consequences (such as the sending of documents to an outdated address or the cost of re-issuing documents or certificates, if the University is able to do so) of not keeping your information correct and up to date.
- 4.5 The personal details held on your student record cannot be updated by the University once you have completed your studies. Your documents and certificates will be issued in the full name as it is registered on your student record. The only retrospective changes that can be made are when an administrative error has occurred or where the University is required to make a retrospective change under the provisions of the Gender Recognition Act 2004.

#### **5 CHANGES TO YOUR PROGRAMME OF STUDY**

- 5.1 You are not entitled to change your programme of study or selected modules after the start of the academic year, unless there are exceptional circumstances authorised at Faculty level.
- 5.2 New first year students and direct entrants to subsequent years of the programme will be asked to choose their module options (where applicable) during the registration process.

5.3 Students who need to choose options in continuing years will be invited to choose those options ahead of the following academic year. These options will be confirmed at the next registration period. In exceptional circumstances, you may be able to change your option courses during the registration period.

5.4 Students studying on visas should seek advice from the International Student Advice team before requesting to transfer to a different programme of study, as this could affect your visa.

NB: Not applicable to Postgraduate Research Students who should refer to [Research Student's Supervisors' Handbook](#)

## 6 CONDUCT

6.1 You are required to comply at all times with all University rules, regulations, policies, procedures and codes of practice that are in force during your period of registration. Further details are provided in the University's <https://www.gre.ac.uk/about-us/policy> on the University's website and elsewhere in these Principal Conditions of Registration; copies in other formats are also available upon request from the Student Wellbeing Team.

6.2 The University has a student [Policy on Bullying and Harassment](#), and a [Policy on Sexual Violence](#), and you must adhere to the principles within these policies.

6.3 You must 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 Procedure, Fitness to Study Policy and Procedure](#) and [Fitness to Practise Procedure](#) are available on the University website.

6.4 Students based at a Partner College of the University are subject to the disciplinary regulations of the relevant college.

6.5 Students studying on relevant Professional, Statutory and Regulatory Body (PSRB) programmes run by a Partner College will be subject to the Fitness to Practise Procedure. A full list of programmes is available in Appendix A of the [Fitness to Practise Procedure](#).

## 7 PROFESSIONAL STATUS & OTHER REQUIREMENTS

7.1 It is the University's policy to check if students have criminal convictions, where their studies are expected to bring them into contact with children and/or vulnerable adults, or as required by law or a professional body. Such students must receive clearance from the Disclosure and Barring Service (DBS) before being able to proceed with all elements of study.

7.2 Students who require a DBS clearance must have commenced the DBS application process before they complete registration, and at the latest by the end of week one of term one in their first year. If you have not complied with this, a Professional Requirement hold can be placed on your record meaning that you will not be able to use the library or access your modules on Moodle.

7.3 If you require a DBS clearance, you must 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 your circumstances change that are relevant to such clearance

from the DBS, you must inform your faculty immediately and understand that such checks may need to be repeated.

- 7.4 If you apply for but do not receive such clearance, or your clearance is revoked on any subsequent check, your student status at the University and your registration on your programme of study may be terminated. In such circumstances, you will be charged for the period you have been registered for as per the relevant [Charging and Refund Policy](#).
- 7.5 The Faculty may require you to undertake a further DBS check if you have had an interruption to your programme of study or are made aware of a disclosable event happening after the production of the original certificate.
- 7.6 If you wish to use the qualification for which you are studying to obtain professional status then it is your responsibility to ensure that you meet the requirements of the professional body, including those relating to criminal records.
- 7.7 If at any point during your studies you fail to meet the requirements of the professional body, this may result in your student status at the University and your registration on your programme of study being terminated. In such circumstances you will be charged for the period you have been registered for as per the relevant [Charging and Refund Policy](#).
- 7.8 For certain professional programmes of study, students are required to complete an Occupational Health clearance. You will be notified by your programme team if this applies to your programme of study. If you fail to commence the clearance process by the end of the first week of term, a Professional Requirement hold will be placed on your record which will mean that you will not be able to use the library, or access your modules on Moodle.
- 7.9 For apprenticeship programmes of study, the student, employer and training provider (the University) are required to complete a set of tripartite contracts before starting your apprenticeship. You will be unable to complete your registration and proceed with studying until all such contractual matters are complete. If your employer fails to do so, your student status at the University and your registration on your programme of study may be terminated.

## 8 FRAUD

- 8.1 If the University has reason to believe that you, or any person acting on your behalf, has provided false information, omitted relevant information, made any misrepresentation and/or provided counterfeit or forged documents relating to your place at the University or your fees or funding, the University will take whatever steps it considers necessary to establish the authenticity of that information and/or documentation which you have submitted in support of your application and on-going relationship with the University.
- 8.2 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](#) and [Student Privacy Notice](#) or as required or permitted by law.
- 8.3 If the University concludes that a fraud has taken place it is entitled to cancel your application, withdraw any offer of a place and to terminate your student status and registration on your programme of study following the appropriate procedure. In such circumstances you will be charged for the tuition you have received as per the relevant [Charging and Refund Policy](#) of the University.

- 8.4 At the request of the University, you may be required to provide such further information or documentation as may be requested in relation to your application or your student status.

## **9 ASSESSMENT and RESEARCH MISCONDUCT**

- 9.1 The University takes assessment misconduct extremely seriously, as set out in the [Assessment Misconduct Procedure \(Taught Awards\)](#), available on our Regulations and Policies page on the website.
- 9.2 The University will take measures to ensure that assessment misconduct is detected and dealt with, for instance, by providing information to outside agencies for monitoring purposes, and undertaking any investigation and/or disciplinary action the University deems appropriate.
- 9.3 The University takes offences relating to research misconduct extremely seriously, as set out in the [Postgraduate Student Research Misconduct Procedure](#).
- 9.4 The University may take measures to ensure that research misconduct is detected and dealt with, for instance, by providing information to outside agencies for monitoring purposes, and undertaking any investigation and/or disciplinary action the University deems appropriate.

## **10 STUDENT COMMUNICATIONS**

- 10.1 The University will channel all formal student communications through your University of Greenwich student email account, which could include but is not limited to fees, tuition, registration, examinations and notification of formal results. You must read your email account on a regular basis and you are responsible for taking any actions required of you as communicated by such means. Your University of Greenwich student email account will be terminated three months after you leave the University.
- 10.2 Important announcements and information will be broadcast on the University Student Portal. You must check the University Student Portal on a regular basis to keep yourself informed on University matters.

## **11 INTERNATIONAL STUDENTS**

- 11.1 If subject to immigration control, you must have all necessary immigration clearances for the duration of your studies and must be, if applicable, in possession of a valid visa which permits you to study at the University of Greenwich.
- 11.2 It is your responsibility to demonstrate that you have the right to study in the UK. In making its assessment, the University will consider any evidence it deems appropriate, and its judgement on your immigration status is final.
- 11.3 You will be withdrawn from the University if your immigration status lapses and/or you are unable to provide evidence of valid leave which permits you to study in the UK.
- 11.4 If your immigration status changes during your studies, or if you submit an application for a new visa or leave, you are required to inform the University (at the Student Centre or by email to [T4compliance@gre.ac.uk](mailto:T4compliance@gre.ac.uk)) and provide any requested evidence within 10 working days.
- 11.5 In the event that your immigration clearance is refused or revoked, you must inform the University within 10 working days. In such circumstances, and where no other

course of action is reasonable or desirable, you may be withdrawn from the University subject to paragraph 11.3.

- 11.6 You must provide the University with a copy of your most recent passport and visa, which will be retained on file in accordance with paragraph 3.2. You will be withdrawn from the University if you fail to provide the University with a copy of your passport and/or visa.
- 11.7 Where applicable, you must be in possession of a valid passport for the duration of your studies. If you renew or replace your passport, a copy must be provided to the University within 10 days, in accordance with paragraph 11.6.
- 11.8 For students in possession of a student visa, sponsorship of your visa is subject to the University's policy on [Sponsorship of International Students for Visa Purposes](#). You must also adhere to the conditions of your visa as stated in the Home Office [Student Visa Route Policy Guidance](#).
- 11.9 UK immigration policy is subject to change. The University may need to make changes to these conditions of registration and its policies and procedures at short notice in order to remain compliant with current legislation. The University cannot accept any liability for any loss incurred as a result of policy changes imposed by the Home Office or its departments.
- 11.10 Your information may be shared with the Home Office or other UK government agencies, where the University believes this is necessary to comply with its legal obligations.

## 12 WITHDRAWAL / INTERRUPTION OF STUDY

- 12.1 You are required to abide by the University's [Policy and Procedures on Withdrawal/Interruption of Study](#) for taught awards and the [Research Student's Supervisor's Handbook](#) for postgraduate research awards, should the situation arise.
- 12.2 If you are not maintaining sufficient engagement to achieve satisfactory academic progress without notifying your faculty, the University reserves the right to withdraw your student registration on a programme of study and the *Greenwich Gateway Card*, following the appropriate procedure. In such circumstances you will be charged for the period you have been registered for as per the relevant [Charging and Refund Policy](#).
- 12.3 If you interrupt and subsequently resume study, the current rate of tuition fees applicable at the point of resumption will be applied to new and repeated modules.
- 12.4 If your attendance does not meet the requirements set down in the [Student Engagement Policy](#), then the University may withdraw you from your programme of study.

## 13 HEALTH AND SAFETY

- 13.1 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. The University [Health and Safety Policy](#) is available on the University website and you should follow its requirements and procedures where applicable to your studies. Key health and safety requirements and arrangements relevant to your programme of study will be covered in induction sessions. In particular, you should agree:

- 13.1.1 to take care that your actions do not put yourself or other people at risk;
- 13.1.2 to follow all health and safety instructions/rules;
- 13.1.3 to report any faults or shortcomings in health and safety arrangements that you become aware of to your Personal Tutor, Academic Supervisor (for postgraduate research students) or another University staff member as appropriate;
- 13.1.4 not to damage or deliberately misuse any equipment provided for the health and safety of members of the University, contractors and visitors; or
- 13.1.5 to provide and keep up to date on *Bannerweb* an emergency contact number which the University can contact should specific circumstances arise.

## 14 EQUALITY, DIVERSITY AND INCLUSION

- 14.1 The University values the diversity of its staff and students. Students are required to act in accordance with the University's [Equality and Diversity Policy Statement](#) and the [Equality, Diversity and Inclusion Strategy](#). You 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.
- 14.2 The University monitors the implementation of its equality scheme and strategy. 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.

## 15 DISABLED STUDENTS

- 15.1 For the University to provide appropriate reasonable adjustments and guidance, students are asked to declare at registration any disabilities, specific learning difficulties, mental health or long-term medical conditions which may impact on their studies. If you need reasonable adjustments due to a disability, you will be required to register with the Student Wellbeing Service and provide suitable evidence of your disability.
- 15.2 Information regarding disabilities 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.
- 15.3 If you have difficulties leaving a building unassisted in an emergency, you will need to have a Personal Emergency Evacuation Plan (PEEP) drawn up at the start of your programme of study and at the start of each new academic year, so that suitable arrangements can be made for you. It is your responsibility to initiate the PEEP process by notifying the Student Wellbeing service of your disability.
- 15.4 Students are also expected to cooperate with the University on the implementation and the review of arrangements for support, to report any problems which may arise and to provide information on changes to circumstances or a disability, so that arrangements can be revised if necessary.

## 16 STUDENTS UNDER 18 YEARS OF AGE

- 16.1 If you will be under 18 years old at the time of registration, the University has an enhanced level of duty of care and will therefore undertake certain arrangements to ensure that this duty of care is fulfilled. This is detailed in the University's [Framework Policy for Students Under the Age of 18 Years](#). It is a condition of registration that

your parent or guardian confirms, via return of the Parental Consent Form, their acceptance of these arrangements. You will be unable to complete your registration until the signed document has been returned to the university.

## 17 STUDENTS' UNION

- 17.1 Although most students choose to join the *Students' Union*, membership is not compulsory. Membership of the *Students' Union* is automatic, unless you opt out by emailing the University Secretary at [Universitysecretary@greenwich.ac.uk](mailto:Universitysecretary@greenwich.ac.uk).
- 17.2 If you 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, you may refer the matter to the University Secretary (see above).
- 17.3 You can access a variety of services through the *Students' Union* including independent advice & representation, volunteering and social opportunities. Those services are detailed on the [GSU website](#) and, for Medway based students, the [GK Unions website](#).
- 17.4 The University has a [Code of Practice](#) regarding the operation of the *Students' Union*, with particular reference to the requirements of the Education Act 1994.

## 18 STUDENTS' CHARTER AND STUDENT COMPLAINTS PROCEDURE

- 18.1 The University has a [Students' Charter](#) and a [Student Complaints Procedure](#) students must adhere to and follow.

## 19 APPLICABLE LAW

- 19.1 Should the situation arise, any dispute howsoever arising between the University and you will be settled in accordance with English law, exclusively in the English courts.

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

- 20.1 If you are in tuition fee debt to the University, you will be subject to the applicable University [Policy and Procedures for the Non-payment of Tuition Fees](#) (available on the University website).
- 20.2 The University has the right to withhold your transcript or certificate for unpaid tuition fee debt, and you will not be able to attend an awards ceremony until such time as the tuition fee debt is cleared.
- 20.3 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): any 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.
- 20.4 If you are in debt to the University, you cannot register until acceptable arrangements have been made for this debt to be cleared in full.

## 21 FORCE MAJEURE

- 21.1 The University will do all that it reasonably can do to provide educational services as described on its website or in the prospectus or in other documents issued by it to appropriately enrolled students. Sometimes circumstances beyond our control mean that we cannot provide such educational services. This may be because of, for example (but not limited to) strikes, industrial action (within the University or at third parties), staff illness, under or over demand from students, severe weather, fire, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic of disease, or failure of public utilities or transport systems.
- 21.2 In these circumstances, the University will take all reasonable steps to minimise the resultant disruption to its educational services and to affected students, for example by making reasonable modifications. The University's Student Protection Plan sets out how the University has assessed and planned to mitigate possible risks to the delivery of your programme of study.
- 21.3 To the full extent that it is possible under the general law neither party shall be liable to the other for any loss and/or damage arising from matters outside the party's reasonable control which could not have been foreseen, avoided or prevented even if the party had taken reasonable care.

## 22 INTELLECTUAL PROPERTY

- 22.1 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.
- 22.2 The University has an [Intellectual Property Policy](#), which confirms that ownership of Intellectual Property created during your studies will rest with yourself as the student, subject to the provisions of the Policy.
- 22.3 You may be required for certain activities to assign your interest in any Intellectual Property to the University, which assignment will be executed by an agreement in writing between you and the University. You will be required to sign an intellectual property assignment agreement if you are a postgraduate research student. By registering with the University, you are agreeing to abide by, and be bound by the University's [Intellectual Property Policy](#) and to any amendments thereof.

## 23 LEARNING RESOURCES

- 23.1 You are required to 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.
- 23.2 You will require a *Greenwich Gateway Card* to gain access to library and computing facilities and to the University's buildings.

## 24 COPYRIGHT

- 24.1 You are required 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.

## 25 QUESTIONS

25.1 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.greenwich.ac.uk](http://www.greenwich.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.

### **Credits**

Each module 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.

## **Modules**

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

## **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**

The University's Students' Charter sets out 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 student complaints.

### **Student Disciplinary Procedure**

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, policies and procedures are available at

<https://www.gre.ac.uk/student-services/regulations-and-policies>

Academic Appeals Procedure (Taught Awards)

<https://docs.gre.ac.uk/rep/sas/academic-appeals>

Academic Appeals Procedure (Research Awards)

<https://docs.gre.ac.uk/rep/sas/postgraduate-research-academic-appeal-form-and-guidance-notes>

Academic Regulations for Research Awards

<https://docs.gre.ac.uk/rep/sas/academic-regulations-for-research-awards>

Academic Regulations for Taught Awards

<https://docs.gre.ac.uk/rep/sas/academic-regs>

Recognition of Prior Learning

<https://docs.gre.ac.uk/rep/sas/recognition-of-prior-learning-student-guidelines>

Assessment Misconduct Procedure (Taught Awards)

<https://docs.gre.ac.uk/rep/sas/academic-misconduct-policy-and-procedure-taught-awards>

Charging and Refund Policy

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

Data Protection Codes of Practice

<https://www.gre.ac.uk/about-us/governance/information-compliance/policy>

Data Protection Policy

<https://docs.gre.ac.uk/rep/vco/data-protection-policy>

Equal Opportunities Statement

<https://www.gre.ac.uk/study/support/equal-opportunities>

Freedom of Information Act 2000

<https://www.gre.ac.uk/about-us/governance/information-compliance/making-requests-for-information/freedom-of-information>

Health and Safety Policy

<https://www.gre.ac.uk/about-us/governance/safety/policy>

Information & Library Services

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

Information and Records Management Policy

<https://docs.gre.ac.uk/rep/vco/information-and-records-management-policy>

Intellectual Property Policy

<https://docs.gre.ac.uk/rep/vco/intellectual-property-policy>

**Policy for Lecture Capture**

<https://docs.gre.ac.uk/rep/vco/lecture-capture-policy2>

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

<https://docs.gre.ac.uk/rep/sas/student-withdrawal-and-interruption-policy-and-procedures>

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

**Postgraduate Student Research Misconduct Procedure**

<https://docs.gre.ac.uk/rep/sas/postgraduate-student-research-misconduct-procedure>

**Research Councils UK**

<https://www.ukri.org/>

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

<https://docs.gre.ac.uk/rep/gre/research-students-supervisors-handbook>

**Sponsorship of International Students for Visa Purposes**

<https://docs.gre.ac.uk/rep/sas/sponsorship-of-international-students-for-visa-purposes>

**Student Complaints Procedure**

<https://docs.gre.ac.uk/rep/sas/student-complaints-procedure>

**Student Disciplinary Procedure**

<https://docs.gre.ac.uk/rep/sas/student-disciplinary-procedure>

**Student Charter**

<https://docs.gre.ac.uk/rep/sas/student-charter>

**Students' Unions**

<https://www.greenwichsu.co.uk/>

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

**Students' Union Code of Practice**

<https://docs.gre.ac.uk/rep/vco/students-union-code-of-practice>

**Tuition Fees Policy and Procedures (including Charging & Refund Policy)**

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