

Registration Agreement and Conditions – 2012/13

A. I declare that I intend to register with the University for the academic year of 2012/13, the information given on this form is true to the best of my knowledge and:

1. I agree to abide by the University's [Academic Regulations and policies](#).
2. I have read and understood and agree to be bound by the terms of the [Intellectual Property Policy](#) of the University.
3. I accept responsibility for ensuring that my personal details are correct and are maintained whilst I am a registered student.
4. I accept that the University will take whatever steps it considers necessary to establish the authenticity of my personal information; fraudulent registrations will be cancelled and the appropriate authorities notified.
5. I have not been required to withdraw from this course, and I do not know of any reason why I should not be registered on it.
6. I understand that the University and/or its agents may wish to ascertain whether there is any similarity between work that I produce or have produced and that produced by third parties. I therefore hereby grant the University an irrevocable license to use, as it sees fit, any and all results and material and outputs relating to my work/studies at the University (including, but not limited to, intellectual property; eg design rights and copyright etcetera) with the right to sub license, and to the fullest extent necessary, in order for the University or its agents to ascertain whether there is any such similarity for the purpose of determining whether any plagiarism by myself has occurred.
7. I agree to abide by the [Chest Copyright Agreement](#) as included in the University's policies.
8. I accept the [University Data Monitoring policy](#) and agree to abide by/comply with the [University Acceptable Use IT policy](#).

B. With regard to my tuition and other fees, I acknowledge that:

1. I am immediately liable for my tuition fees at the start of my course. Before or at the point of registration it is my responsibility to pay my tuition fees, make arrangements to pay my tuition fees or provide acceptable evidence that Student Finance or a sponsor has agreed to pay part or all of my fees.
2. Where my sponsor agrees to pay part of my fees I am liable for payment of the remainder. Should my sponsor default on the payment of fees, I will become immediately liable for that payment except where my registration is at the request of my employer and my employer is paying my fees. In such circumstances, should my employer default on the payment of fees I may be withdrawn from my course.
3. Failure to pay tuition fees, make arrangements to pay fees or provide acceptable evidence of sponsorship may result in the University withdrawing my registration.
4. Should I withdraw from the University, any reduction in fee will be made in accordance with the reduction in fees and refunds policy explained in detail in the [UWE Student Fee Policy](#).

C. Criminal Record Bureau (CRB) checks (students in Education and Health and Social Care only)

For some courses the University requires satisfactory admissions checks before a student can undertake the course. These checks include health, criminal and identity checks. If you register on such a course it is a requirement of registration that you

accept the appropriate conditions. For further information, please see our [CRB Guidance](#).

1. I confirm I understand that admissions checks are undertaken to assess my suitability to register on my course and that if any outstanding checks fail to be satisfactory I will be withdrawn from the course.
2. I agree to return any training salary if I am withdrawn from my course as a result of a failed admissions check.
3. I confirm I am not aware of any reason which would make me unsuitable to register on my course.
4. I confirm that if my circumstances change from the details disclosed during my admissions checks I will inform the University immediately so consideration can be given to this new information.
5. I confirm that the information included on the CRB Disclosure obtained during my course application remains accurate and there is no additional information relating to criminal convictions or proceedings for me to disclose, whether or not they affect my suitability for the course.
6. Under the terms of the Home Office Circular 6/2006 I agree to inform the police that I am a student (teacher) if arrested for any offence.

D. Data Protection Act 1998 - Consent to Process Personal Information

The personal information collected on this registration form will be processed by the University in accordance with the terms and conditions of the 1998 Data Protection Act. We will hold your data securely and not make it available to any third party unless permitted or required by law. The requested data will be used as follows:

1. The University will process your data for purposes connected with your studies, for communicating to you information relating to your studies, for accommodation, security or health and safety, or for any other legitimate reason.
2. The University will disclose your information to third parties in the following instances:
 - a. If you agree, the information supplied by you as listed [here](#) will be shared with UWE Students' Union. The Students' Union provides membership services to UWE students. This information will be transferred securely by UWE to the Students' Union's website provider who will import your information into a database that will pre-register you with the Students' Union. This will mean you won't need to re-enter your personal data when registering on the [Students' Union website](#). This will enable you to join the sporting, cultural and extra-curricular activities provided by the Union, and other online membership services and participate in Students' Union elections and student representation:

If you wish the information indicated to be made available to the Students' Union please tick the box provided on the registration form.

- b. The University may disclose your attendance and progression information to your employer/sponsor, on receipt of a legitimate request, if the following circumstances apply:
 - i. your tuition fees are being paid by your employer/sponsor
 - ii. you are paying your own tuition fees, but are allowed paid time off work by your employer to attend University

- c. Information on this form and other information held by the University will be sent to external agencies to enable them to carry out their statutory functions. These agencies include HESA (the Higher Education Statistics Agency) - students are advised to refer to [HESA's data protection information for students](#) for further information.
3. The University will retain an electronic record of academic work and specified extra-curricular activities, prizes and employability awards, and offices held in Student Union clubs and societies to meet the requirements of the Higher Education Achievement Report (HEAR).
4. The University will store your data on University premises, in protected storage facilities and on secure encrypted servers.
5. The University's Academic Regulations require the authorised posting of course results lists by electronic means to individual students or, by exception, on designated University notice boards approved and designated for this purpose.
6. For students with a Tier 4 student visa coming to study at UWE, as part of the Points Based System for immigration, UWE as your immigration sponsor is required to take and store a copy of your current passport and visa. This is a mandatory requirement of your visa as specified by the UK Border Agency. UWE fulfils this requirement by taking electronic scans of these documents.
 - a. The information is required to support your registration as an International Student under the Points Based System and will be transferred to our student record system.
 - b. The scanned copies of your passport and visa will be held for a minimum of 1 year following the completion of your studies.
 - c. The information will only be made available to University staff involved with the processing of your registration and student record.
 - d. The University will hold your information securely and will not disclose it to any unauthorised third party.

I confirm that I have read and accept the above Agreement and Conditions and that this confirms my membership of the University. I agree to the University processing my personal data as described above.

The following is the University's agreed statement requiring the student to acknowledge the action of submitting the form as a personal certification of acceptance of the Agreement and Conditions.

You should note that by submitting this confirmation you are giving your personal certification that you accept the conditions in all statements of Section 4 - Agreement and Conditions