

OFFICE OF STUDENT AFFAIRS

PRINCIPAL CONDITIONS OF REGISTRATION AND EXPLANATORY NOTES

**ACADEMIC SESSION
2011/2012**



**UNIVERSITY
of
GREENWICH**

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' highlighted 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 Secretary and Registrar, University of Greenwich, Greenwich Campus, Old Royal Naval College, Park Row, London, SE10 9LS.

1. Registration

- 1.1 I shall retain details of completing the university's registration process for the whole of the *Academic Year* 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 at the beginning of each academic year that my programme of study runs and that my registration should be completed within two weeks of the start of the academic year. 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, CRB and medical health clearance where required, and verifying my ID (identity) and previously attained qualification documents.
- 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 of study, mode of study, my tuition fee status, the university reserves the right to refuse such a request.
- 1.3 I shall inform the relevant Student Centre on the appropriate form of any subsequent changes of name, address and any other details I have provided during the university's registration process. I am aware that I can update my address details using the student Bannerweb system.
- 1.4 I shall at the scheduled place and time, produce my passport and education qualifications and register for my *University Student ID Card* which will include my photograph.
- 1.5 I understand that I am required to carry my University Student ID Card at all times and to produce it upon request. I also understand that a charge of £10 will be levied for a replacement Student ID Card.
- 1.6 I understand that I shall require a University Student ID Card to gain access to library and computing facilities and to the university's buildings.
- 1.7 If I am supported by Student Finance England, a Local Authority or other Approved Sponsor I shall provide full details and verification at registration, but if I am not so supported and am responsible for my own fees, I shall pay those fees annually, at registration, either in full or in two instalments 50% of which must be paid at registration (excluding any deposit or appropriate discounts) with the final payment made by the due date.

- 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 University Student ID Card

2. Tuition Fees Payable

- 2.1 I have checked and agree with the amount set out as due in the Fee Payment/Charges box of the Online Registration system/Registration Form which I confirm reflects the sum due for the number of *Courses/Credits* I am studying and any other registration fees associated with my Programme of Study. I understand that the university reserves the right to charge for any additional courses/credits and/or amend the fees due, where appropriate. Additionally, if I register late I am aware that I may incur a late registration charge of £50.
- 2.2 I understand that tuition fees are subject to an annual fee setting exercise. 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 will 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 from:

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

- 2.4 Fees will be charged for the Accreditation of Prior Learning and Accreditation of Prior Experiential Learning (APL/APEL).

3. Full-time Students

- 3.1 I understand that *Full-time Students* are expected to take 120 credits within an academic session.
- 3.2 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*.
- 3.3 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.

4. Part-time Students

- 4.1 I understand that the fees charged are based on the number of credits a part-time student studies in the academic session.
- 4.2 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 school and any additional tuition fees paid.

5. Changing Courses

- 5.1 I understand that I am not generally entitled to change my courses outside of the first three weeks of the academic year. However, in exceptional circumstances I may discuss this with my *Programme Leader*. Any changes are subject to the agreement of my *Programme Leader*.
- 5.2 In the event that I do change courses I shall ensure that I inform the Head of the Department so that such changes can be authorised on a course change form so that they can be recorded on the university's student record system.
- 5.3 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.

6. Conduct

- 6.1 I agree to comply at all times with such university rules, regulations and policies as are in force from time to time including, but not exclusively so, those concerning conduct, attendance, academic attainment, cheating and plagiarism, discipline, equal opportunities, harassment and bullying, health and safety, fee payment and payment of debt.
- 6.2 I agree to abide by decisions resulting from any disciplinary process under the university's regulations and agree, subject to any appeal under the regulations, to comply with any fine, suspension, expulsion or other restriction or sanction resulting from any disciplinary action under the university's regulations and procedures.

7. Professional Status & Other Requirements

- 7.1 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, carrying out voluntary work which brings them in to contact with children and/or vulnerable adults. Examples are students on teacher training, pharmacy and nursing programmes. Such students must receive clearance from the Criminal Records Bureau (CRB) before being able to proceed with study.
- 7.2 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.
- 7.3 I understand that for entry to specific Teacher Training, Youth and Community Work, and Early Years 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 profession.

7.4 I further understand that if I fail to meet the requirements of the professional body it may result in my student status at the university being rescinded. I also note that in such circumstances I will be charged for the tuition I receive.

8. Fraud

8.1 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 in respect of an application for a place at the university, tuition fees assessment, Fees Assistance Award, university bursary 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.

8.2 I accept that if the university suspects that fraud may have taken place in the circumstances set out above it is entitled to share information with appropriate outside agencies as defined in its data protection registration (a link to which is available on the university website), or as specified in its data protection Codes of Practice. If it concludes that a fraud has taken place it is entitled to cancel my application, withdraw any offer of a place and to rescind my student status.

8.3 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.

9. Plagiarism

9.1 I understand that the university takes the offence of plagiarism extremely seriously, as set out in the Regulations Governing Suspected Plagiarism and Examination Offences.

9.2 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.

10. Partner College Students

10.1 Partner college students following university validated programmes taught at partner colleges are required to conform to the university's registration process.

10.2 Students based at the college shall be subject to the disciplinary regulations of the College. However, it is the university's Academic Appeal Regulations and procedures 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)

11. Student Communications

11.1 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 fees, registration, examinations and notification of formal results. I also

understand that important announcements and information will be broadcast on the university Student Portal.

12. International Students

- 12.1 I understand that the classification for payment of International student tuition fees will be determined in accordance with The Education (Fees and Awards) Regulations 1997 (S1 No 1972) and any subsequent amendments.
- 12.2 Should the situation arise, I understand that any dispute arising between the university and myself will be settled in accordance with English law.
- 12.3 If applicable, I understand that it is my responsibility to ensure that I have obtained the necessary immigration clearance 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.
- 12.4 As an International Student, I understand that in accordance with UK Border Agency (UKBA) Tier 4 Regulations, the university has been granted a licence to sponsor my student status. I recognise that this licence requires the university to retain a copy of my passport, visa and/or UK ID card; keep an up-to-date record of my contact details; regularly monitor my attendance.
- 12.5 I understand that the university is required to report to the UKBA if:
- a. I fail to complete the university's registration process in time
 - b. I am absent from the university without consent
 - c. My circumstances change; I change programme or the period of study becomes shorter or longer.
 - d. The university is no longer my sponsor.
 - e. It has evidence that I am breaking the terms of my visa.
 - f. I interrupt or withdraw from my programme of study
 - g. The university interrupts or withdraws me from my programme of study

13. Health and Safety

- 13.1 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 intranet.
- 13.2 I agree:
- 13.2.1 to take care that my actions do not put myself or other people at risk;
- 13.2.2 to follow all health and safety instructions/rules;
- 13.2.3 to report any faults or shortcomings in health and safety arrangements that I become aware of to my Academic Supervisor.

- 13.2.4 not to damage or deliberately misuse any equipment provided for the health and safety of members of the university, contractors and visitors;
- 13.2.5 to provide and keep up to date on Bannerweb an emergency contact number which the university can contact should specific circumstances arise.

14. Diversity and Equal Opportunities

- 14.1 I understand that the University of Greenwich 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 schemes, including the Disability Equality Scheme, Gender Equality Scheme, Race Equality Scheme and the Age Equality Scheme. I understand I have a responsibility as part of the university community to promote equality of opportunity and to help eliminate illegal discrimination.
- 14.2 I understand that the university monitors the implementation of its equality schemes and that providing the necessary information at registration on diversity and equal opportunities, while not compulsory, will help this monitoring take place. This will also benefit policy development and action planning.

15. Students' Union

- 15.1 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. I can also write to the university's Secretary and Registrar to terminate my membership.
- 15.2 I am aware that if I have a complaint against the Students' Union, which can not be resolved by using the Students' Union Complaints Procedures, as described in the Students' Union Constitution, I may refer the matter to the University's Secretary and Registrar.
- 15.3 I am aware that I can access a variety of services through the Students' Union (www.suug.co.uk) including impartial advice & representation, volunteering and social opportunities.
- 15.4 I am aware that 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

16. Student Charter and Student Complaints Procedure

- 16.1 I note that the university has a *Student Charter* and a *Student Complaints Procedure* and that copies are available from Campus Student Centres. (Further information is available on the Student Portal).

17. Debt

- 17.1 I understand and accept that if I am in tuition fee debt to the university I will be required to cease attending lectures and other teaching provided by the university, that the

university will refuse to accept and process coursework and that use of any university facilities will be denied to me.

- 17.2 I understand and accept that the university has the right to withhold my award certificate and that I may be excluded from attending an awards ceremony until such time as the tuition fee debt is cleared, or, I have a written financial agreement with the university's Student Centre for the payment of debts due from me to the university.
- 17.3 I understand that debt to the university includes (but is not restricted to) tuition fees, field trip contributions, residence (accommodation) fees, nursery fees, library and other fines, damages and other miscellaneous debts.
- 17.4 I understand that if I am in debt to the university I cannot register until I have cleared that debt. The university's Debt Policy can be viewed at <http://www2.gre.ac.uk/about/policy>

18. Intellectual Property

- 18.1 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.
- 18.2 I understand that the ownership of all equipment, results, patents, designs, copyrights and computer software and other forms of Intellectual Property (excluding books, theses and journal articles) which are produced as a result of a student's study or research with the university shall be vested in, or deemed to be assigned to, the university and that I may be required for certain activities specifically to confirm my assignment of interest in any Intellectual Property to the university. I hereby expressly agree, as a condition of my registration, to abide by, and be bound by the university's Policy on Exploitation of Intellectual Property and to any amendments thereof approved by the University Court. Further information on the Policy can be obtained from the Research Office, or the Secretary and Registrar's Office.

19. Learning Resources

- 19.1 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 web page. <http://www.gre.ac.uk/offices/ils/ipolicies>

20. Copyright

- 20.1 I agree to use all photocopying and other reproduction facilities within the law and to follow guidance provided in the notices displayed by the relevant machines.

21. The Data Protection Act 1998

- 21.1 I understand that the university complies with the Data Protection Act 1998 as set out in its Data Protection Policy and Codes of Practice, which are available on the website.

- 21.2 I understand that the University of Greenwich collects, stores and processes personal data about its students for the purpose of administering and managing their educational programme and all other services provided to them by the university. The information held and processed may be disclosed to the Higher Education Statistics Agency (HESA), national and local government education departments, funding councils, sponsor organisations, other educational establishments, the University of Greenwich Students' Union for membership purposes and other relevant bodies.
- 21.3 I understand 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.
- 21.4 I understand that I am responsible for keeping the university informed of any changes in my personal information.
- 21.5 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.
- 21.6 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.
- 21.7 I understand that I am responsible for keeping my own transcript. If I request a replacement transcript I may be required to pay a fee.
- 21.8 I understand that the University of Greenwich collects and stores images of its students for security reasons. Additionally the university has a duty to protect public funds from fraud and may use personal data for verification purposes with other authorised public bodies to detect or prevent crime. Data is kept to a minimum and every effort made to ensure accuracy and confidentiality.
- 21.9 I understand that the University of Greenwich collects, stores and processes emergency contact information to be used only for emergency purposes. The information will not be disclosed to any individual or organisation, other than in emergency situations relating to the immediate health or safety interests of its students and will only be used for current students of the university. I also understand that I should inform the individual or individuals named, that I have disclosed their details to the university.
- 21.10 I understand that in respect of the National Survey of Students which takes place annually, information about individual students may be supplied by the university to the Higher Education Funding Council for England (HEFCE), or agents working on its behalf. HEFCE's appointed agent may contact individuals direct to take part in a survey to provide feedback about the quality of their programmes of study. HEFCE may share this information with the Department of Health (for NHS funded students) and other national government departments.

- 21.11 I understand that after I have completed my studies, the university will contact me as part of the Destinations of Leavers from Higher Education (DLHE) survey. All data collected by the university will be forwarded to the Higher Education Statistics Agency (HESA). The data in students' records will be used in anonymised form, primarily for statistical analysis by HESA. Information will not be used by HESA in a way that would affect individual students, and precautions are taken to minimise the risk of identification of individuals from the published and released data. Statistics are published per programme of study and school with no reference to name and student ID number. I may also be contacted about the longitudinal survey at a later date, but I am able to opt out of this if I wish.
- 21.12 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. I can opt out of this service if I wish.

22. Freedom of Information Act 2000

- 22.1 I understand that the university, as a public authority, complies with the Freedom of Information Act 2000, aiming to improve public understanding of its operation, decision making and expenditure, by promoting a culture of openness and accountability.
- 22.2 I understand that the university has a Records Management Policy, which sets out its obligation towards properly managed record keeping, in terms of the records held, where they are kept, and what they contain.
- 22.3 I understand that the university has a Publication Scheme, which sets out the information that is published by the university and is available for all to look at.
- 22.4 I understand that these and further information can be obtained from the university website.
- 22.5 I understand that in principle any work that I submit to the university, including dissertations, or any correspondence that I have with university staff, or any research that I undertake while under the supervision of the university, would be covered by the Freedom of Information Act and could theoretically be released to a third party. However, if it is personal data it could be excluded, and the university will use its best efforts to protect genuinely confidential information.

23. Withdrawal /Interruption of Study

- 23.1 I understand that I am required to abide by the university's Policy and Procedures on Withdrawal/Interruption of Study, should the situation arise, as not doing so could affect my future eligibility for study, student loan entitlement and the amount of tuition fee payment required.

Further information is available from:
<http://www.gre.ac.uk/students/interrupt>

Glossary of Terms

Academic 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.

Academic Stage

A student's position within a tiered programme of study. Normally a student is expected to complete an academic stage before progressing to the next.

Appeal Regulations/Procedures

University regulations governing an appeal by a student against a decision of the Progression and Award Board (academic appeals), Fitness to Practice Investigative Interview and Assessment Offences Panel or against exclusion from a programme of study because of lack of academic progress.

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 Local Education Authorities, 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.

Banner

The university's information system, used to store and manage student records.

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).

CRN/Section

A unique course reference number.

Final Award

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

Full-time Fees

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

Full-time Student

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

Group

A collective term for other students registered on the same programme.

Guidelines

Information relating to policies and procedures within the university.

Instalment Agreement

A repayment facility agreed between the university and a student, which allows students to pay their tuition fees in two instalments.

Named Award

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

Occurrence/Section

A course occurrence is a running (or offering) of a course e.g. Mathematics and Modelling, Session 2011, Term 1, Monday 9.00am.

Personal Conduct Code

The Personal Conduct Code has been drawn up in order to create and maintain an environment in which facilities and resources can be shared in a fair and civilised manner. The university believes in student centred resource based learning. To enable this to take place in an atmosphere conducive to study, be it group or individual, all users of Library Services must adhere to a code of personal conduct.

Personal Tutor

A member of academic staff assigned to provide academic guidance to a group of students.

Programme

A programme is a collection of validated courses which leads to a named award or awards.

Programme Leader

The academic staff member responsible for managing the programme.

Programme of Study

A 'programme of study' is the curriculum followed by an individual student to meet the requirements of a named award. The programme of study should satisfy the requirements set out in the Programme Regulations.

Student 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 Student 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 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' 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.

Term

The academic year is broken into three terms; Term One from late September to December, Term Two from January to March and Term Three from April to June.

University Student ID card

Student identity card issued by the university at registration.

Useful university web-site addresses

Data Protection Act 1998

http://www.gre.ac.uk/governance/rmo/data_protection

Debt Policy

<http://www2.gre.ac.uk/about/policy>

Equal Opportunities Statement

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

Freedom of Information Act 2000

<http://www.gre.ac.uk/governance/rmo/foi>

Intellectual Property Policy

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

Library and Information Services

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

Code of Behaviour Policy for Students

http://www.gre.ac.uk/_data/assets/pdf_file/0005/70709/code-of-behaviour-2007.pdf

Health and Safety Policy

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

Regulations Governing Suspected Plagiarism and Examination Offences

<http://www.gre.ac.uk/students/regs/regulations-governing-suspected-plagiarism>