

Section 2

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Conditions Governing Enrolment

In enrolling as a student of the University you are accepting the following conditions:

- that you agree to abide by the Charter, Statutes, Ordinances, Regulations and Rules of the University from time to time in force;
- that you agree to abide by the University's acceptable computer use policy;
- that you will provide the University with the data which it requires to exercise its functions and that this data will be complete, accurate and up to date;
- that the University may process your data in accordance with the Data Protection Act (please also refer to section 2; Data Protection, page 22)
- that you agree to the University submitting any of your work to a plagiarism detection engine; and
- that you are, ultimately, personally liable for any tuition fees unpaid by sponsors.

At enrolment, students are issued with a University email account. The University will use this to communicate with students and all students are expected to check their University email account regularly and frequently (at least weekly) for important correspondence.

Students are also expected to use the Student Portal to obtain information relating to registration and enrolment, examinations (including timetables, decisions of boards of examiners and examination marks) and graduation. The University does not accept responsibility for any consequences arising from failure to check.

How to enrol

Please ensure that you have the necessary documentation with you at the time of enrolment. Check the date, time and location of your enrolment; (you should receive this information separately from this booklet). All new students with the exception of Distance Learning students should attend an enrolment session.

If you are disabled and have problems undertaking enrolment as outlined in the following procedures, alternative methods are available on request.

www.ulster.ac.uk/academicsservices/student/

There are four stages to the enrolment process:

- Step 1:** Go to faculty to meet Course/Subject Director or Studies Adviser to choose optional modules etc.
- Step 2:** Go to faculty administrative staff to have personal and enrolment details checked.
- Step 3:** Go to computer laboratory/learning resource centre to complete online enrolment.
- Step 4:** Go to central location
 - (a) to make arrangements with Finance to pay fees and
 - (b) submit your enrolment form to Registry staff and receive your Student ID.

Documentation required for enrolment:

- The completed enrolment form;
- Payment for fees (where appropriate); or acceptable evidence that fees will be paid by an education authority or sponsor;
- The required number of passport size colour photographs (see page 19);
- Your birth certificate, passport or driving licence;
- Documentary evidence (original copies and not photocopies) of all examinations taken from GCSE level (or equivalent) onwards. (If you have been accepted through the UCAS admissions system on the basis of GCE A levels the documentation is not necessary).

Normally students enrolling on postgraduate courses will only be required to produce evidence relating to their primary degree (unless otherwise specifically requested by the University).

Completion of Enrolment Form

Some details may have been completed before you receive the form. Please check that the pre-printed details are correct and make any necessary amendments.

Personal Information

Surname and forename details should be printed in full exactly as they appear on your birth certificate and/or passport/driving licence. These names will be used for

the graduation parchment on successful completion of a course and subsequent award.

Please state your full term-time address. If you do not know your term-time address at the time of registration please notify your Faculty Office and the University Registry of your address as soon as it is known. Overseas Students must provide a term-time address for the purposes of correspondence.

Programme Information

Please check the full title of your programme and your campus location to ensure they are correct.

In addition to enrolling on a specific programme, students also enrol on modules:

- i) Full-time undergraduate students normally take modules totalling 120 credit points each year. Commonly there are three 20 point modules in the Autumn and three in the Spring Semester, but modules may have any value in multiples of five points and may be spread across two semesters.
- ii) The number of modules for postgraduate and part-time students varies according to the course being undertaken.
- iii) Where modules are compulsory these are pre-printed on the front of each student's enrolment form. Optional modules for the full academic year must be selected by the student in consultation with the Course/Subject Director or Studies Adviser at the

enrolment sessions held at the start of the academic year. Optional modules are recorded below the compulsory modules and can be continued on the back of the enrolment form. You should keep a record of those modules for which you have enrolled.

- iv) Students are permitted after enrolment to change optional modules provided they complete a module amendment form, obtain a signature from their Course/Subject Director or Studies Adviser to indicate approval and submit the form to a Registry Office not later than the end of the second week of Semester I (for Semester I modules) and within the first two weeks in Semester II (for Semester II modules).

For further information on module enrolment changes, etc, refer to Section 4, page 49

You should not sign the form until the time of enrolment when you will be asked to do so in the presence of the Enrolment Officer.

The signing of the enrolment form also includes the following declaration:

"I undertake as a student of the University to comply with the Charter, Statutes, Ordinances, Regulations and Rules of the University as are from time to time in force."

"I consent to the University processing information about me, including my Student ID Photograph, for administrative purposes, but only insofar as it is permitted to do so within the constraints imposed by

the Data Protection Act 1998. In particular, I understand that the University may continue to use this information after I cease to be a student of the University. The information which I have provided is complete and accurate.”

Once you have checked and amended the details on the pre-printed enrolment form, met with the course director/studies adviser (stage 1 of the enrolment process) and met with faculty administrative staff (stage 2 of the enrolment process) you will then proceed to a computer laboratory/learning resource centre to complete online enrolment (stage 3 of the enrolment process).

Online Enrolment (step 3 of the enrolment process)

You will log in to your record using your student registration number and personal identification number (PIN). The registration number is printed on your enrolment form (which you will have received along with this booklet). The PIN number will be pre-set to your date of birth (ddmmyy) in the first instance. There will be staff on hand to help you if you have any difficulties logging in or completing any of the screens.

- The online enrolment system has a number of options or screens based on a menu as follows:
- Confirm Programme Details
- Confirm Personal Details
- Confirm Permanent Home Address
- Term Time Address

- Emergency Contact
- Further Information (Equal Opportunities Monitoring – the University is required by the Higher Education Statistical Agency (HESA) to obtain information on gender, ethnicity, religion, disability and previous educational qualifications. This information is strictly confidential and individual students are not identified in any analysis of the data)
- Graduation (indicate whether you envisage you will be graduating this year)
- Module Selection
- Fee Payment
- Security Question
- Network Password

You will be asked to go through these screens in turn and either confirm that the information held on you is correct or to amend it if it is not.

Once you have visited all the menu options, made any amendments required and confirmed that your data are correct, you complete online enrolment by clicking a button to submit your details. These will then be uploaded into the central student records system to update the information held on you.

It is particularly important that your address details are correct as correspondence will be sent to you from time to time and that your modules are correct to enable the examination timetable to be prepared and your marks presented to the Board of Examiners.

Completing Enrolment (step 4 of the enrolment process)

After submitting your details you proceed to a central hall to meet staff from the Finance Department to make arrangements to pay your fees (or provide proof that your fees will be paid by the Student Loans Company, Education and Library Board, employer or other sponsor). Finally, you will hand your enrolment form to a member of Registry Staff who will finalise your registration. You will then be issued with your Student ID Card. You will require your registration number and PIN to access your student record via a web browser. You should access your record to check that your information is correct and up-to-date, for example if you change modules or address. You will also need to access your record to find your examination timetable and your marks.

You can access your record at
www.ulster.ac.uk/academicsservices/student/

You must check your record between Monday 4 October and Wednesday 13 October 2011 and notify the Registry Office immediately of any corrections/ amendments required.

Photographs

You will require one passport size colour photograph for the Faculty Office at enrolment. Students in the Ulster Business School require one photograph. You should write your name and address on the back of this photograph.

In addition you may wish to bring additional photographs for the following purposes:

- Residential Accommodation on Campus – 3
- Chaplains – 1
- Students' Union – 1

Student ID cards

On successful completion of enrolment students will be issued with a student ID card. The ID registration number along with the PIN number (the PIN number will automatically be set to your date of birth – ddmmyy in the first instance) are required to gain access to your personal university record. Your personal details along with the course and modules of study and exam and coursework marks may be accessed. There is a £10 charge for the re-issue of ID cards.

Induction Meetings

Full-time students (except Research) are expected to attend their campus induction meeting. These will take place as follows:

Belfast – Students will be advised of course induction details by a member of faculty staff.

Coleraine – Students will be advised of course induction details by a member of faculty staff.

Jordanstown – Students will be advised of course induction details by a member of faculty staff.

Magee – Students will be advised of course induction details by a member of faculty staff.

Part-time students and research students (both full-time and part-time) will be informed by their faculty or by the Research Office of the dates, time and location of induction meetings. Full-time students will also have a course/school induction.

Student Obligations

All students are responsible for undertaking their own enrolment, with the exception of students on sandwich placement or an intercalary year abroad. Such students will be enrolled in their absence.

The following points should be noted:

- a) students must enrol at the beginning of each year of their course;
- b) enrolment forms must be signed by an appropriate academic or administrator;
- c) a student who is in debt to the University cannot enrol until the debt is cleared;
- d) in signing the enrolment form students agree to abide by all University rules and regulations;
- e) temporary enrolment for up to three months may be granted to full-time students who cannot fulfil all conditions at the time of enrolment;
- f) enrolment may be cancelled by Senate if a student fails to keep the University rules and regulations;
- g) students on leave of absence do not need to enrol during the period of leave but must enrol when they return to the University;
- h) students on a sabbatical year do not need to re-enrol. However, they are still considered to be registered students during this period.

All students are responsible for:

- a) notifying any changes to their personal (including change of address or change of name)/course details to the Registry Office/Campus General Office immediately;
- b) keeping themselves acquainted with notices on official notice boards and through the University's IT infrastructure, VLE, the Student Portal and by accessing their university e-mail account regularly;
- c) keeping in regular contact with their Studies Adviser.

Attendance

Students must:

- a) attend the University for the full academic year;
- b) attend classes punctually and regularly;
- c) notify immediately their Course/Subject Director or research supervisor if they have been absent without permission for more than three days through illness or other cause and, where the absence is due to illness and is for a period of more than five working days, supply a medical certificate. Students wishing to give notification of absence should login to Banner Student Self Service and complete and submit the online NA1 form, which can be found in the Personal Information section. This should be done by the fifth working day of absence.

- d) notify their Course/Subject Director in writing if they wish to take leave of absence. Faculty Board approval will be required before such leave is granted (leave of absence forms are available from the faculty office);
- e) notify their Course/Subject Director in writing if they wish to withdraw from their course.

Any students absent without leave for four weeks will be assumed to have withdrawn from their course and their sponsor body will be notified accordingly.

Communicating with Students

While the University will, on occasion, write to students at their home or term-time address, most communication from the University will be by electronic means.

On first registering all students are allocated a University email account. The University recognises this as the only email address for communication with registered students as it cannot guarantee delivery to other email systems. The University will use this account to communicate with students and all students are expected to check their University email account frequently (at least weekly is recommended) for important communications. As such, the University cannot accept responsibility where a student fails to meet an important deadline or incurs other disadvantages arising from failure to check their email or one of the electronic sources listed below.

The requirement to check is set out in paragraph 3 of the General Regulations for Registered and Occasional students which states that “*Students are responsible for keeping themselves acquainted with notices posted on official notice boards and through the University’ IT infrastructure, for example, the Virtual Learning Environment and the Student Portal, and by accessing their University e-mail account regularly*”.

<http://plangov.ulster.ac.uk/governance/charter.html>

Criminal Offences

Any student convicted of a criminal offence after applying and before enrolling, or whilst enrolled as a student of the University must notify the Director of Student Administration without delay. Failure to do so may result in the student being required to withdraw from the University.

Fitness for Professional Practice

Students undertaking preparation for entry to a profession whose members work with, or come in contact with, vulnerable or potentially vulnerable individuals may be judged unsuitable for entry to that profession on grounds of physical or mental health, or behaviour, which may include conduct which has been or will be referred to the Student Disciplinary Committee. Students deemed to be unsuitable for entry to that profession may be required to withdraw, either temporarily or permanently, from the course.

Contractual Relationship with Students

Details of the University's courses and facilities are set out in the University's prospectuses and other course documentation. The University will use all reasonable endeavours to deliver courses in accordance with the descriptions set out in these prospectuses. However, the University is very largely dependent upon public and charitable funds, which it has to manage in a way which is efficient and cost-effective, in the context of the provision of a diverse range of courses to a large number of students. The University therefore reserves the right to make variations to the content or methods of delivery or assessment of courses, to discontinue courses and to merge or combine courses, if such action is reasonably considered to be necessary by the University in the context of its wider purposes. If the University discontinues any course, it will use its reasonable endeavours to provide a suitable alternative course. Where courses include a period of placement the University cannot guarantee complete success in finding placements for all students.

The University has important internal regulations for student discipline, examinations, library and so on. These are set out in booklets entitled *Charter Statutes* and *Ordinances and Regulations*, copies of which can be obtained from the University's web site –

<http://plangov.ulster.ac.uk/governance/charter.html>

Other codes and rules e.g. 'acceptable use of computers' and 'health and safety' supplement the legal framework.

Applicants who accept an offer of admission thereby agree to abide by the University's internal regulations and will be required to signify their agreement in writing at the time of initial enrolment.

The University cannot accept responsibility, and expressly excludes liability for theft of student property, damage to students' property, transfer of computer viruses to students' equipment or liability for breach of contract. Students are advised to consider insuring their property against theft and damage.

Data Protection

For more details on data protection check

<http://plangov.ulster.ac.uk/governance/dataprotection.html>

The University processes the personal data of students in line with its notification to the Information Commissioner's Office. These data are held both in electronic and in paper format and are summarised below.

1. Introduction

Personal data are processed under the Data Protection Act 1998 which requires the University to ensure that personal data are:

- processed fairly and lawfully and only if certain conditions are met;
- obtained only for specified and lawful purposes;
- adequate, relevant and not excessive; accurate and, where necessary, kept up to date;

- kept no longer than necessary;
- processed in accordance with the rights of the individual;
- kept secure;
- only transferred outside of the EEA where adequate protection exists.

The University processes data about students for various teaching, research and administrative purposes. It is a condition of enrolment that students agree to provide the information requested by the University and to the processing of that information. Examples of how the data are used are as follows:

- supporting registration and enrolment, recording assessment results, academic progress and awards, and organising graduations;
- providing student support services, for example in relation to disability, health, counselling;
- providing facilities such as IT and Library services;
- setting and payment of fees;
- administering tenancies of University controlled properties;
- monitoring equal opportunities and providing management statistics;
- holding student photographs to assist staff in identifying and recognising students and to produce ID cards;
- maintaining contact with alumni;
- fundraising and marketing;
- processing student academic appeals and student discipline cases.

Personal data are normally collected during admissions, updated by students during enrolment and added to by staff during the academic year. After graduation some data are passed to the Alumni Office for approved purposes and then the records are retained or disposed of in line with the University's Records Retention Schedule.

Students have access through the Portal to Student Self-Service where they can view some of the data held on them. Students have a responsibility to check the accuracy of the data and inform the University immediately of any errors or omissions.

2. Health Information

Information on a student's health may be required prior to admission to certain programmes of study and also as supporting evidence where students have been prevented from submitting coursework or taking examinations.

3. Published Data

The details of a student's academic award and its classification are regarded as public information (but not the fact that a student has failed). Names of students who have successfully completed their course are published on the Web, in the graduation booklet and in the press; they are also forwarded to their former school.

4. Prevention or Detection of a Criminal Offence

The University is required to release information to the police, the Social Security Agency or other relevant agencies for the purposes of prevention or detection of a criminal offence, or if required by a court in relation to civil proceedings.

5. Placements and Study Abroad

Where a student's course requires study, employment or a placement at another organisation it will be necessary for the University to transfer personal data to the other university or employer, whether this is within the UK or abroad.

6. Partner Institutions

The University holds data on students of other institutions who are taking a course leading to an award of the University. The data are held to record the academic progress of students and to provide them with an award certificate and transcript on completion of the course. The data are not transferred to any other individuals or organisations other than the institution at which the student is registered.

7. Photographs

All students are photographed at enrolment to provide a digital image to be printed on their University ID card which is used for the purpose of identification and, if necessary, to prevent or detect fraud. The photograph may also be displayed on School notice boards or on Faculty intranets within the University and displayed in the student's record within Faculty Self-Service where it can be viewed by members of University staff (intranets and Self-Service are password protected). Students may also be required to provide photographs that can be attached to paper student files stored securely in School and/or Faculty offices. The University may also commission photography on campus or at specific events, such as award ceremonies, for use in published promotional material.

8. Computer Use

The University routinely logs information about use of IT facilities for statistical purposes and to ensure effective systems operation. The University may also monitor electronic communications to ensure that they are being used in accordance with the University's Acceptable Use Code of Practice.

9. Criminal Convictions and Criminal Records Checks

The University asks applicants to disclose information about serious past criminal convictions that are not spent prior to offering a place on its programmes. The University also undertakes mandatory criminal records checks on those applicants who are accepted to a course which involves work with children or vulnerable adults. Students who subsequently obtain a criminal conviction are required to disclose this to the University.

10. University of Ulster Students' Union

The University will pass student data to the Students' Union to enable it to provide services to students, including lists of students for use during elections to posts within the Union.

11. Disclosures to Third Parties

The University has a statutory obligation to disclose student personal data to government departments, to the Higher Education Statistics Agency (HESA), the Student Loans Company and Education and Library Boards/Local Authorities. The University will pass students' contact details to the organisation contracted to carry out the National Student Survey.

The information provided to HESA is used for statistical purposes and no information will be published that would enable a student to be identified personally. The University will send information from the Destination of Leavers in Higher Education (DLHE) form to HESA. HESA may pass student data to other government departments or statutory bodies that need the data to carry out their functions connected with higher education. Details of the use made by HESA of data collected from universities can be found at:

http://www.hesa.ac.uk/dataprot/collnotices_middle.htm#student

Students who have any concerns about the use of their information may contact HESA directly: Telephone: 01242 255577; Web: **www.hesa.ac.uk/**

The University may need to disclose students' personal data to organisations contracted to work on its behalf such as auditors or consultants. Student data is also, for example, passed to GradIreland Connect which hosts a database that enables students to access the range of services provided by the University's Career Development Centre. In no circumstances will contracted organisations pass on such data to other organisations or individuals.

In certain circumstances the University passes the personal data of student debtors to an external debt collection agency if the University has been unable to recover the debt using its internal processes.

12. Students on Courses Leading to Professional Recognition

The University will pass student data to professional bodies to enable students to be registered with such bodies in order to take up employment within the profession. For example, data on students taking teacher training courses is passed to the General Teaching Council for Northern Ireland as there is a statutory requirement for students completing teacher training courses to be registered with the Council prior to being able to take up a teaching post. Similarly the University passes data of students on nursing courses to the Nursing and Midwifery Council to enable such students to be registered in order to practice as nurses.

13. Access to Data Held

Students may request access to the data that the University holds on them and to information about the purposes of processing and the sources, recipients and potential recipients of the data. The University will not grant students access to confidential references about them which have been provided by the University to a third party, and is not required by law to do so. References given to the University, and the identity of the referee, will not be disclosed without the consent of the referee, unless the University is satisfied that it is reasonable to disclose the reference. Requests by students in connection with data held on them should be made in writing and on the appropriate form, available from the Director of Corporate Planning and Governance, University of Ulster, Coleraine BT52 1SA. The charge for this service is £10.