



Writtle
University
College

Higher Education

Student Agreement & Terms and Conditions

2018 Entry

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Policy Owner	Department
Academic Registrar	CASTle
Version Number	Date drafted/Date of review
V3: 7/17	7/17
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
10/16	Yes
Reviewed and Approved by (see Policies Guidance for approval process)	Date
CEG	9/11/2016
Access (tick as appropriate)	
Public access (website) <input checked="" type="checkbox"/> And/Or Internal access (MyWi) <input type="checkbox"/>	Staff and Student access <input checked="" type="checkbox"/> Or Staff access only <input type="checkbox"/>

Contents

Introduction	4
Prospectus Information.....	4
Admissions Policy.....	4
Personal Data and Data Protection.....	5
Disclosure of Criminal Convictions.....	6
Health & Safety.....	6
Registration.....	6
Accommodation in Halls of Residence	7
Student Charter.....	7
Induction.....	7
Student Attendance and Engagement	7
Vehicle and Parking Regulations	7
Financial Information, Support and Regulations.....	8
Academic Regulations and Rules of Assessment	8
Intermission	8
Course Modifications.....	9
Library Services, Facilities and Regulations	10
Information Services and Facilities	10
Image Capture	10
HESA Student Collection Notice.....	10
Course Accreditation	11
Plagiarism Declaration and Academic Offences.....	11
Complaints	12
International Students (non-EEA)	12
Copyright Declaration.....	13
Cancellation.....	13

Writtle University College - Higher Education Student Agreement & Terms and Conditions 2018 Entry

Introduction

The following information is important – please read it carefully before accepting an offer of admission. When you accept an offer of admission from Writtle University College (WUC) and you satisfy any conditions which WUC may have attached to the offer, a contractual relationship is established between you and WUC. This agreement identifies the terms that govern the contractual relationship between us and sets out the rights, roles and responsibilities of both parties.

Please contact the University College if you are unable to access any of the links to documents or if there is anything in them that you are unsure about and want to discuss further before you register as a student.

The University College will give reasonable notice of changes to this document and the date they take effect. Any substantial changes will be brought to your attention. Every effort is made to ensure that all the details are correct at the time of publication but these may be subject to alteration. The University College will take all reasonable steps to provide the educational service in the manner set out in each publication and those provided in further documents when you register as a student.

The University College will not be deemed to be in breach of these terms and conditions, or otherwise liable to its students in any manner, for any failure or delay in providing educational services due to an event beyond the reasonable control of the University College, such events include, without limitation to, industrial disputes, protests, a national emergency, act of terrorism, compliance with the law, malicious damage and or natural disaster. The University College will use all reasonable endeavours to minimise disruption to our educational services.

Prospectus Information

Writtle University College will make every effort to ensure that the information contained in our Undergraduate Prospectus is as accurate as reasonably possible. The prospectus is printed early, approximately 18 months before the course start date and aims to provide potential students adequate time to make an informed choice of course. The prospectus content may vary by the time you make your course choice. We would encourage you to regularly review our website course pages for the most up-to-date course information (www.writtle.ac.uk/courses).

Admissions Policy

The Admissions Policy Statement for Higher Education underlies all activity which the University College undertakes in relation to student recruitment, selection and admission from initial enquiry through to registration of a student. The policy supports the relationship and engagement with the student and is aligned to our strategic framework, mission and vision.

Writtle University College operates an open Admissions Policy that ensures fair, transparent and equitable treatment of all applicants and is committed to providing a flexible, high quality teaching and learning environment, focused on supporting students in achieving their full potential.

The University College offers a wide range of Postgraduate, Undergraduate and Foundation Degree courses validated by Writtle University College. The University College is fully committed and supportive of equal access and inclusion and aims to avoid unfair discrimination on any grounds. The University College is committed to a policy of equality of opportunity and aims to provide a learning and social environment that is free from unfair discrimination. The University College believes that a student body which is diverse in terms of background and experience contributes to a stimulating learning environment.

All applicants are considered for admission on the basis of educational performance and/or professional experience that provides evidence of the ability to meet the demands of the chosen course. The University College therefore welcomes applications from students with the potential to succeed at Writtle University College. Applicants are evaluated as individuals, considering both academic and vocational achievements, potential to achieve and to meet higher education outcomes. Please refer to the full policy at <http://www.writtle.ac.uk/Admissions> (Accessed 7/2017)

Personal Data and Data Protection

All student data is collected, processed and disclosed in accordance with the Data Protection Act 1988 and the University College is registered under the Act to hold personal data about its students, staff and third parties. The University College retains the right to terminate the registration of a student should it subsequently be discovered that the information provided in support of her/his application was inaccurate or incomplete or a misrepresentation of her/his academic achievements. You undertake to ensure that the University College is kept notified of your current address at all times while you remain a student at the University College, via the University College's central Registry. You undertake to check your University College email account frequently and regularly.

Please note: You have the right to access your personal records held on file by the University College. Requests should be made in writing to the University College Secretary. The University College reserves the right to charge a small fee (maximum of £10) which must be received before the information is released.

The University College may be required to supply personal and sensitive data to regulatory and statutory bodies concerned with the sector, funding bodies, for meeting of legal obligations to the Home Office (UK Visas & Immigration), for purposes of Council Tax exemption and when legally required for other Government information-gathering exercises. The University College shares some personal data with Writtle University College Students' Union for administrative services and running of clubs, societies and social activities. Please refer to the full policy at <http://writtle.ac.uk/Policies-&-Procedures>.

Disclosure of Criminal Convictions

As a condition of registration as a student of Writtle University College, you are required to disclose any relevant criminal conviction. We are obliged to review and consider whether any unspent criminal conviction or related information is compatible with you taking up your place or continuing on your course. Our Applications Committee will review the criminal conviction and supporting paperwork. You agree to notify the University College if you commit or are convicted of a criminal offence during your studies. Please refer to the full policy at <http://writtle.ac.uk/Policies-&-Procedures>.

Health & Safety

The University College has a duty of care for the health, safety and well-being of its students. You agree to abide by the University College's Health & Safety Policy. Full details can be accessed at http://www.writtle.ac.uk/pdfs/Health_and_Safety_Policy.pdf

Registration

All students who wish to undertake a course of study at Writtle University College are required to register with the University College on an annual basis, normally during the month of September. Registration is a process by which students commit to becoming a member of the University College and agree to abide by its regulations and procedures.

The Student Agreement sets out the terms and conditions on which Writtle University College accepts you onto a course. Further details of terms, conditions and regulations are contained in specific documents, which are available to you. As a student of Writtle University College, you are agreeing to the terms and conditions.

As a condition of registration at Writtle University College, you give your consent to the processing of your personal information. You agree and confirm that to the best of your knowledge the information shown in all sections of your application and online registration form are correct. You agree to the University College processing data for purposes connected with your studies or health, safety and welfare whilst on the premises and for other legitimate reasons including communicating with you following the completion of your studies.

You agree to abide by the Rules and Regulations of the University College and its partners and understand that the University College and University reviews and changes its regulations each Academic Year. Rules and regulations can be changed as part of an on-going review process, and can be changed in response to changes in rules and regulations by the validating University (Writtle University College or the University of Essex), responses to student feedback, changes within the sector, and recommendations from external agencies such as the Quality Assurance Agency. When regulations are amended they are processed through a formal committee structure which includes student representation and are formally approved before being

enforced. It is your responsibility as a student to read the regulations and make note of any possible changes that have come in to effect.

Accommodation in Halls of Residence

For those of you who will be living in Halls of Residence, you agree to abide by the Regulations for Students in Residence (sent to you with the halls offer letter) and confirm that you will read “A Guide for Residents” before moving into halls of residence which is available on Moodle (returning students) and at <http://www.writtle.ac.uk/Accommodation> (Accessed 7/2017)

Student Charter

The Student Charter undertakes, through its published core values, to put the student at the heart of what we do, and to work in partnership with you to continuously improve our service. The Student Charter is not a contract but aims to set out what you can expect from us and us from you. It acts as a summary document which can point you in the right direction if you require more information about a particular matter. The Student Charter, in printed format, will be made available and discussed during your academic induction. <http://www.writtle.ac.uk/Registration> (Accessed 7/2017)

Induction

The Induction week is designed to help you settle into University College life, both academically and socially. There are a range of events planned for Induction and Freshers’ week. Students are actively encouraged to participate and attend the Student Union planned activities and events. These events will help make you feel part of the University College and help you quickly settle into University College life. The academic induction is compulsory. The Induction Guide is issued during September, prior to arrival.

Student Attendance and Engagement

You agree to participate, engage and attend all scheduled learning, teaching and assessment sessions associated with the programme on which you have registered. This includes regular attendance at all course lectures, practical classes, tutorials, seminars, field trips, dissertation tutorials, laboratory sessions and assessment opportunities relevant to your course. You are expected to arrive on time for scheduled classes and remain for the duration of the session. You are expected to undertake independent study in order to meet the learning outcomes of your chosen course. [WQM068 - HE Attendance Policy](#) (Accessed 7/17)

Vehicle and Parking Regulations

You agree to abide by the [Vehicle and Parking regulations](#) (Accessed 7/2017)

Financial Information, Support and Regulations

Information of all costs associated with your studies are clearly available on the course and financial pages of our website. Fees are reviewed and payable on an annual basis. Depending on your course of study, fees may be subject to an annual inflationary increase in every year where the course lasts for more than one year. There may be other costs which are course specific; these are clearly stated on the course and financial pages of our website. The University College charges different levels of tuition fees depending on whether the student is classified as either a Home/EU student or an International student.

As a student of Writtle University College, you may be entitled to receive financial support through a bursary or scholarship scheme. In the event that you are awarded financial support you agree to abide by the terms and conditions relating to the specific bursary or scholarship scheme.

You are bound by the University College's Higher Education Tuition Fees and Bursary policies on payment of fees. You agree to abide by the Financial Regulations, to accept responsibility for the payment of tuition and other associated fees for your course and any accommodation or other charges that you may incur while studying at Writtle. You accept responsibility for payment in the absence of any other form of sponsorship. You understand that should you incur a debt with the University College and you do not respond to requests for payment within a reasonable time, then your details may be passed to a debt collection agency in line with our Financial Regulations. The University College may also apply sanctions, including withdrawal of facilities, withholding your certificate and exclusion from the University College. Please refer to the full [policy](#) (Accessed 7/2017)

Academic Regulations and Rules of Assessment

You agree to abide by the [Academic Regulations and Rules of Assessment](#) (Accessed 7/2017) of the University College.

Academic Regulations and Rules of Assessment can be changed as part of an on-going review process and can be changed in response to updates in rules and regulations by the validating University, responses to student feedback, changes within the sector, and recommendations from external agencies such as the Quality Assurance Agency. When regulations are amended they are processed through a formal committee structure which include student representation and are formally approved before being enforced. It is your responsibility as a student to read the Regulations and make note of any possible changes that have come into effect.

Intermission

Intermission (temporary withdrawal/leave of absence) provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (eg health or personal problems) although other reasons are permitted. An intermission is approved for a defined period of time, after which you would return to your studies. A request to intermit needs formal approval and requests are governed by the Writtle University College [regulations](#) and guidelines.

You agree to follow intermission guidelines if you decide to intermit from your studies and keep the university college informed of your intention to return to study. You will also be required to inform the relevant funding body of your intermission from study and for international students who are have Tier 4 General visa you will need to discuss intermission with the Registry Department as this may impact your leave to remain in the UK.

By agreeing to intermission you are accepting that the course you are registered on may change during the intermission period. The course could change due to responses to student feedback, external examiner feedback, changes in research focus, changes within the sector and responses to feedback during the annual and periodic review process. This means that modules and module options may change upon your return. The university college will inform you of any changes that have been made to your course during the intermissions period.

By agreeing to intermission guidelines, you are accepting any changes to your programme, and to intermit for a maximum period of 2 academic years.

[Intermission Guidelines](#) – (Accessed 7/2017)

In March 2015, the University College was awarded taught degree awarding powers (TDAP). This means from September 2017 students enrolling onto courses at the university college will receive a Writtle University College rather than University of Essex degree. All students who enroled onto courses before September 2017 will be awarded a University of Essex degree. The relationship between the University College and University is due to terminate for taught degrees in September 2021. Therefore, if you voluntary intermit from your course, you may return to a Writtle University College award depending on the nature and length of your intermission. In these cases each student will be dealt with on an individual basis.

Course Modifications

To ensure the continuing quality and relevance of the provision, courses are continually reviewed. As part of the review the courses may be modified to enhance provision. Courses may be modified for the following reasons, changes to research focus, changes to staffing, recommendations from external examiners, responses to student feedback, as part of the annual review of courses process, changes and advances in industry, changes and advances within the sector and as part of the periodic review and revalidation process. In this instance the Degree Scheme Variation Procedure will be followed and students will be consulted before any changes are made and approved. For a modification to be approved the majority (over 75%) of students will need to approve the changes. The university college keeps the number of modifications that can be made to a course within a validation cycle under review to ensure that the current student's courses are not detrimentally affected by the modifications. You agree to accept the modifications process and agree to participate in the consultation in any modifications are outlined by the Course Manager. [Modifications Process](#) (Accessed 7/2017)

As with all university college policies and procedures, the modifications process is continually reviewed and updated, you should keep updated on the modifications policy and procedure each academic year you are at the university college.

Library Services, Facilities and Regulations

Writtle University College Library is a bright spacious building housing one of the leading specialist book and information collections in the country. With 40,000 volumes and 300+ periodical titles in print and many more in electronic format, the Library is a busy though peaceful area of the University College. Open over twelve hours a day during term time with qualified, experienced staff on hand to help with any information requests. For further library information please view the [Library Moodle page](#).

Books may be renewed on or before the due date, provided no one else has reserved them. Renewal is the responsibility of the borrower, and can be requested online library or by telephone.

The fines for overdue items are 20p per day per item. If you have a fine of more than £1.00 on your record, you are not able to take out any items. You can view the library catalogue and renew your items by visiting the Online Library Catalogue.

Information Services and Facilities

You agree to abide by the IS&T Usage Policy. This policy explains the student's responsibilities for helping to keep the University College computing resources and services secure. Please refer to the full policy – [IS&T Usage Policy](#).

Image Capture

Images may be captured during business activities, events and other activities organised and/or hosted by the University College using film photography, digital photography, video or other medium. They may be used on the University College's website, in the University College prospectus, in course brochures, in other publicity material (such as internal and external newsletters) and as part of an exhibition of student work. This could be provided to the media for publication in local, national or international newspapers or educational magazines. The University College acknowledges its responsibilities in capturing images by photography or other means under the provisions of legislation.

HESA Student Collection Notice

[\(HESA - Student Collection Notice\)](#) (Accessed 7/2017)

We process and send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This information forms your HESA record, which does not include your contact details. Your contact details may be passed to survey contractors to carry out the National Student Survey and surveys of student

finances, on behalf of the education organisations listed below. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them.

Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA record please see [HESA - Publications and Products](#) (Accessed 7/2017) or email data.protection@hesa.ac.uk

Course Accreditation

Some of the higher education courses at Writtle University College are accredited by Professional, Statutory, and Regulatory Bodies (PSRB). This means that the course has met a set of criteria required to achieve accreditation which has a standing within the relevant sector. Once accredited, courses are usually subject to review by the PSRB to ensure that the accreditation criteria are continually met.

Courses that are accredited may be subject to amendments in line with changes to the accreditation of the PSRB. In this event the Degree Scheme Variation (modifications) policy will be implemented and students will be informed. As the accreditation will be affected by non-compliance with required changes, the courses may be changed and students will be informed rather than consulted on the changes.

All courses that are accredited are highlighted on the university college website, and details of the accreditation criteria may be outlined on the relevant PSRB website.

Plagiarism Declaration and Academic Offences

You understand that it is an academic offense for a student to commit any act whereby he or she gains or attempts an unfair academic advantage. The following are examples of academic offenses given by Writtle University College and the University of Essex, although the list is not exhaustive; Plagiarism, using work previously submitted in assignment without full acknowledgement, falsifying data or evidence, submitting a fraudulent claim for extenuating circumstances, submitting written work produced collaboratively unless explicitly permitted, assisting another student to commit an academic offense, copying work of another student, communicating with another candidate in an examination, introducing any written, printed, or electronically stored information into an examination other than the material expressly permitted in the instructions for the examination, and attempting to interfere with the assessment process including defacing

or interfering with examination answer books. You agree to comply with the academic offenses policy.

[Academic Offenses Policy](#) – Approved at Academic Board in 07/2017

You understand that plagiarism, including unreferenced copying from the internet, other students' work or any other unreferenced source, will lead to disciplinary action. You agree to the University College submitting your work to the JISC Plagiarism Detection Software, Turnitin UK (see the section on Academic Offences in the HE Student Handbook).

As with other policies and regulations of Writtle University College and the University of Essex, they are subject to on-going review and may be updated. The policies may be updated in line with changes from the University of Essex, responses to student feedback, updates within the sector or through recommendations through external bodies such as the Quality Assurance Agency. You will be required to keep up to date with the policies and guidance on academic offenses and plagiarism.

Complaints

You should attempt to resolve any issues with the member of staff involved in the first instance. If you remain dissatisfied, the University College's Complaints Procedure for Students and Members of the Public is available for your use at <http://writtle.ac.uk/Policies-&-Procedures>

International Students (non-EEA)

You have an important responsibility to ensure that you always comply with the conditions of your Tier 4 student visa. The consequences of not complying with your visa conditions can be very serious and could lead to a criminal record or being denied entry to the UK for a number of years. We want to help you protect your tier 4 status and enjoy your time at Writtle University College without any difficulties so please take the time to read this declaration carefully.

Please keep your contact and personal details up-to-date at all times by informing the Registry Department of any changes. This includes changes to your name, address, telephone / mobile and email details. You may email any changes to international@writtle.ac.uk

You are expected to attend all required lectures and tutorials, Writtle University College has introduced an [attendance monitoring scheme](#) (Accessed 7/2017) and it is important that you follow this.

If you are going to be absent for any reason please notify us as soon as possible at international@writtle.ac.uk If you do not attend your classes regularly you could be withdrawn from your course and we will no longer be your sponsor. This will be reported Home Office and your visa will be curtailed, this means that you will have to leave the UK.

Writtle University College as a Tier 4 sponsor reserves the right to inform the UK Visas & Immigration department of any concerns in relation to your Tier 4 visa and stay in the UK.

Copyright Declaration

You understand that referencing a piece of work, website or resource may avoid plagiarism, but may not offer a defence against copyright infringement. You confirm that all copying of copyright work will be carried out within the terms of the Copyright Design and Patents Act 1998 and/or the University College IP Policy All content on the Writtle University College website is owned by, or licenced, to Writtle University College and is protected by copyright. This material may not be copied or reproduced in any form.

Cancellation

The University College's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 which means that you have a limited 'cooling off period' of up to 14 days in which you may change your mind, withdraw your registration and cancel your place at the University College. You must give written notice of your cancellation to the University College within this 14 day period.

Version Control

Policy Title	Higher Education Student Agreement, Terms and Conditions Entry 2018
Date Approved	07/2017
Approved by	CEG
Next Review Date	07/2018
Executive lead	Centre of Academic Standards, Teaching and Learning Excellence
Accessible to students?	Yes