

## TERMS AND CONDITIONS OF REGISTRATION 2015/16

### HOW TO VIEW OUR DOCUMENTS

If you are reading these Terms and Conditions of Registration online you will be able to access the documents through the hyperlinks. A copy these Terms and Conditions of Registration is also available as a pdf document.

If you are reading these Terms and Conditions of Registration in a paper form, the documents are available through the [Students Web Pages](#) on the University web site.

The arrangements set out in these documents apply to students registered with Canterbury Christ Church University and define the basis of the contractual agreement between you as the student and us as the University.

We recommend you download and save a copy of the linked documents for future reference. However, the documents will be available for reference throughout your studies on the [Student Web Pages](#).

You will register for a programme at the University.

### HOW TO GET HELP AND ADVICE ON THE DOCUMENTS

Please contact the University [i-zone](#) if you are unable to access these documents or if there is anything in them that you are unsure about and want to discuss with us before you register.

### POLICY ON CHANGES TO PROGRAMMES

While we will seek to ensure the arrangements set out in the documentation that form part of the Terms and Conditions do not change during your period of registration, there may be a need to make changes in arrangements, regulations or policy and to address any ambiguity.

The University will give reasonable notice of changes to the documentation, and the date they take effect.

The University has in place [Procedures Relating to Changes in the Running of Programmes](#).

### REGISTRATION AS A STUDENT

#### Requirements Relating to Student Registration

You will be registered as a student of the University. The [Requirements Relating to Student Registration](#) set out the general conditions that apply to your registration with the University.

### COMPLAINTS AND APPEALS

The University has a [Student Complaints Procedure for Registered Students](#). There is an [Appeals Procedure](#) in relation to academic and professional decision-making by the University. The University is a member of the Scheme of [Independent Adjudication for](#)

[Higher Education](#) set up by the Higher Education Act 2004 to review student complaints and appeals.

There is a separate [Admissions Appeals and Complaints Procedure for Applicants](#), which applies to those applying for a new programme at the University.

Students studying at partner institutions follow the partner's complaints procedure and the University's [Appeals Procedure](#).

## **STUDENT PROCEDURES**

### **Student Discipline**

The University has a [Student Disciplinary Procedure](#). When you register to study with the University you agree to be bound by the expectations in relation to student behaviour.

### **Professional Conduct**

Students on professional programmes are bound by the [Code of Student Professional Conduct](#).

Students on professional courses in the Faculty of Health and Wellbeing are bound by the [Student Fitness to Practise Policy](#).

Students on professional programmes in the Faculty of Education are bound by the [Faculty Professional Suitability Policy](#).

### **Attendance**

Students are active participants in their learning experiences and must take responsibility for achieving their potential through successful completion of each stage of their studies. The [Student Attendance Policy](#) sets out the arrangements for following-up on matters of non-attendance.

## **STUDENT FINANCIAL ARRANGEMENTS**

When you register as a student of the University you agree that you will pay the tuition fees and other charges which are due in respect of your studies.

### **Tuition Fees**

The following documents set out the arrangements for the payment of tuition fees to the University, what the University may do if you fail to pay the tuition fees, the fee refunds you may be eligible for if there is a change in your study plans, and the Complaints and Appeals Process relating to tuition fees.

The documents are relevant to you as a student, regardless of whether your tuition fees are being paid by a loan from the Student Loans Company, whether you are paying them yourself, or a Sponsor is paying them on your behalf.

This document relates to students from the United Kingdom and other countries in the European Union:

[Your Fees Your Responsibilities: Home and EU Students: Student Tuition Fees: Payment and Debt Arrangements 2015/16](#)

This document relates to students from outside the United Kingdom and the European Union:

## [Your Fees Your Responsibilities: Overseas Students: Student Tuition Fees: Payment and Debt Arrangements 2015/16](#)

Tuition fees for all programmes are payable on an annual basis, except where stated in the offer, and depending on the programme may be subject to an annual inflationary increase in every year where the programme lasts more than one year.

### **Other Costs**

There may be other costs of study which you may have to meet in addition to the tuition fees you pay to the University. The [Additional Course Cost Information](#) sets out the general principles on what is included in the tuition fee and what represents an additional cost, and applies to all students.

## **ASSESSMENT**

### **Programme and Credit Award Regulations**

When you are awarded credit for your modules you will be able to count that credit towards a University qualification. The regulations relating to qualifications and credits are set out in the [Regulation and Credit Framework for the Conferment of Awards](#).

A few programmes have [Special Regulations](#).

### **Assessment Procedures**

You must fulfil the assessment and examination requirements for your programme before progressing to the next year of study, and may be required to withdraw from the programme if you fail to meet these requirements.

The University has an [Assessment Procedures Manual](#) which sets out how the University will undertake the assessment of your modules and programme. The University will apply its academic judgment to determine the extent to which the learning outcomes of your studies have been met.

Details of the assessment arrangements are set out in the relevant programme and module handbooks.

### **Plagiarism and Academic Misconduct**

If a student submits an assessment that contains work that is not the student's own work or has been submitted by the student for another assessment, without acknowledging the sources, the student is committing 'plagiarism' and this is an offence. Plagiarism is defined as the act of presenting the material, ideas, and arguments of another person as one's own. The [Plagiarism Policy and Procedures](#) set out the University's approach to cases of plagiarism. The policy includes a description of the use of text comparison software made by the University.

It is intellectually dishonest to cheat. By doing so, a student might gain an unfair advantage that prevents fair assessment. Using another person's answers or paying for work from someone else and submitting it as one's own is cheating. Further examples are detailed in the [Academic Misconduct Procedure](#), which sets out the University's approach to cases of academic misconduct.

## INFORMATION SERVICES

All students must abide by the [Regulations for the Acceptable Use of University Information Technology](#) which explain the student's responsibilities for helping to keep University computing resources and services secure. Students who break these Regulations may have to face disciplinary procedures or criminal proceedings (or both). Students are also bound by the [Email Use Policy](#) and the [Social Media Policy](#).

When you use our library services, you are bound by the [Library Code of Conduct](#) and the [Library Regulations](#).

Intellectual Property relates to the outputs of creative endeavour in literary, artistic, industrial and scientific fields that are new, innovative and can be protected. The arrangements relating to student's intellectual property are set out in the [Intellectual Property Policy](#).

## PERSONAL INFORMATION

The University has a [Data Protection Policy](#) and provides [Data Protection Information for Students](#). When you register to study with us you are agreeing to the personal information that you have supplied to us being used and processed in accordance with the policy.

We use the information we hold in our records to process your registration, to keep in touch with you and to provide services and facilities, so it is important that it is correct. It is your responsibility to keep your personal information up to date and notify us of any changes or errors. You must notify us within a reasonable time if you change your name, the country where you are resident, or any of your contact details. An explanation of how you may change your personal information is available on the [student portal](#). We may require you to provide satisfactory evidence of a change before our records are updated.

We will pass certain personal information to the [Christ Church Students' Union](#) under a [data transfer agreement](#) to enable you to make use of the Students' Union's facilities and services. You can ask for your information not to be passed to the Students' Union by emailing the University [i-zone](#).

## NOTIFICATION OF RELEVANT DISABILITIES

If you have told us you have a disability which might affect your studies, examination or assessment, this will be acted upon. However, you will need to provide us with any further information we request so we may meet our responsibility to make reasonable adjustments for you under the Equality Act 2010.

If you have not yet told us that you have a disability which might affect your studies, examination or assessment you can [contact us](#) to do so. [Disability advice](#) and guidance is available to you from Student Support Health and Wellbeing.

## OUR REGISTERED ADDRESS

Our registered address is Canterbury Christ Church University, Rochester House, St. Georges Place, Canterbury, Kent, CT1 1UT.

We are a Registered Company limited by guarantee (No: 4793659) and a Registered Charity (No: 1098136).

July 2015