

Registration Form – Declaration Statement

1. **Please note the following:** If your employer is to pay the fee, a signed Employer's Certificate (Form RE2) or official letter must be supplied. For this purpose, data may be released to third parties in relation to your studies at the University. Please note this will apply for each academic year for the duration of your registration at the University. Should the Student Loans Company, an employer or sponsor refuse or fail to make any requested contribution to your fee, then you will be responsible for the full amount payable in respect of this registration.

DECLARATION

2. I have checked that all the details on this registration form are correct and that I have provided copies of the appropriate photographs and documents where required.
3. I understand that the University needs to collect the data requested about me in this form as part of the contract I am entering into with the University when I complete this registration form, and to comply with the University's statutory duties under the Equality Act 2010. This information will be used to:
 - i) enrol me in the University and onto my course,
 - ii) to be able to help me during my time in the University,
 - iii) to provide recognition of my studies at the end of my course at this University, and
 - iv) to contact me after I leave the University.
4. I understand that the University may need to share some of the data that I have supplied with external agencies, as listed in the Data Protection Statement for students which can be found on the University's website <http://www.port.ac.uk/accesstoinformation/policies/information/filetodownload.21824.en.pdf>, in order to comply with its legal obligations. I understand that if it becomes necessary to share data in any other instances not covered by this contract, the University will ask me to agree this at the time that information is collected
5. I understand that the University only collects the data that it needs for the purposes mentioned above, and generally holds the information for up to six years after I leave the University.
6. I am also aware that the University will monitor my attendance at scheduled teaching events and use of the University Library (either through physical registration or the use of 'swipe' cards) in line with Central/Faculty/Department Attendance and Engagement monitoring processes.
7. I understand that the University collects, uses and holds this data under the terms of the current Data Protection Act 1998 and will do so in compliance with the General Data Protection Regulations 2018 when they come into force. I am aware that further information about the data collected, why it is collected, who to contact within the University about the use of my data and the organisation to which complaints can be made if my data has not been processed properly, can be found on the University's Data Protection webpages at <http://www.port.ac.uk/departments/services/corporategovernance/dataprotection>.
8. I am aware of my rights concerning membership of the Students' Union, which can be found at <http://www.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload.38569.en.pdf>, and that my name and contact details are passed to the Students' Union in order that I can be registered as a member. Should I not wish to be a member of the Students' Union, I am aware that I can contact the University's Data Protection Officer on data-protection@port.ac.uk to request that my data is not passed to the Students' Union or that it be removed from the Students' Union database if the data has already been passed to the Students' Union.
9. I agree to abide by the University of Portsmouth regulations, as they apply to my studies at the University. This includes the University's policy with regards to tuition fees, withdrawals, suspensions and refunds.
10. I agree to inform the University if my circumstances change.
11. I confirm that I will settle my tuition fees and provide evidence of personal identification and my qualifications, as and when requested by the University.
12. I am aware that failure to abide by sections 9 -11 above will result in my exclusion from the University in accordance with the Code of Student Behaviour and the Examination and Assessment Regulations,

copies of which can be found, respectively, at

<http://www.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload,10393,en.pdf>

<http://www.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload,10383,en.pdf>

13. Under University regulations, I understand that I must attend all learning activities and submit or attend for all assessments on time. I further understand that I have an obligation to maintain the confidentiality of any confidential information which may be disclosed to me during my studies, for example as part of research or an independent study project.
14. I also understand that where my studies are funded by the University or an external sponsor, I may be required to assign any intellectual property rights in the work which I generate to the University or to the sponsor.

For full-time, on-campus, non-EU students only

15. I agree to abide by the regulations set down by the UK Visas and Immigration (UKVI) based upon the immigration rules for students studying under Tier 4 of the points-based immigration system, which can be found at <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>. The University of Portsmouth's compliance requirements can be found at http://www.registryhub.port.ac.uk/helptext/Tier_4_compliance_requirements.pdf

By completing and submitting this form, I agree to abide by all of the above for the duration of my registration at the University.