

Enrolment forms the basis for a legal contract between the student and the university. In order to become a student you will need to enrol.

Before you begin enrolment you will be asked to confirm that you have read the Data Protection statement below:

DATA PROTECTION

The University's Data Protection Officer is Teresa Kelly. The University processes data relating to its students for a variety of purposes. These include:

- Administration of student-related functions from initial application through to graduation
- Alumni operation, including fund-raising and surveys of graduate work destinations
- Management of University facilities
- Provision of student support services and advice
- Management information
- Internal research, including monitoring quality and performance
- Monitoring of equal opportunities to promote equality and diversity
- Monitoring of complaints, disciplinary cases and academic appeals
- To enhance the student experience
- For the issue and operation of the University student ID card
- Analysis of data collected during the year, as a result of student engagement, which will be used to identify better ways of supporting student success both individually and collectively (commonly referred to as Learning Analytics)

The University, via Schools, Campus Student Services, the Academic Registry, and other ancillary departments, allows access to employees and agents of the University (on a need-to-know basis only). Student information is disclosed to a variety of third parties or their agents, notably:-

- Students' sponsors (including LEAs, the Student Loans Company and funding councils).
- Relevant government departments to whom we have a statutory obligation to release information (including HEFCE, the Higher Education Statistics Agency, Home Office and Council Tax officers).
- Current or potential employers of our students.
- Current or potential providers of education to our students.
- The JISC plagiarism detection service.
- The agency compiling the National Student Survey.

Where there is a sponsor (excluding family members) paying a student's fee, the university may disclose information to the sponsor related to the academic progress of that student during the period of sponsorship.

Disclosures to organisations not listed above will be made in specific legitimate circumstances. Consent from the student will be sought where necessary and students will be informed of such disclosures unless exceptional circumstances apply.

The University undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of its Data Protection notification. The details above indicate the nature of this notification but are not exhaustive.

Under the Data Protection Act 1998, you have a right to a copy of the current personal information held on you by the university and a right to object to data processing that causes damage and distress. A copy of the University Data Protection policy is available at <http://unihub.mdx.ac.uk/>

OVERSEAS STUDENTS

If you are an overseas student subject to immigration control, you agree that the University may discuss your immigration status with the Home Office and that both the Home Office and the University may share relevant information pertaining to your immigration status.

FINANCIAL LIABILITY

Enrolment Terms and Conditions

A student's enrolment constitutes acceptance of the financial liabilities of the programme they are undertaking. This is the case even when the student is sponsored, i.e. the student retains the liability for fees when a third party is expected to meet the costs of tuition. The student accepts that their enrolment is dependent on payment of the relevant fees in full.

For further details please see

<http://unihub.mdx.ac.uk/your-support-services/fees-payments-funding/fees>

ACADEMIC REGULATIONS

The enrolment process constitutes the students' acceptance of the Academic Regulations in both academic and non-academic matters. This means that the student is bound by the regulations governing examinations and assessment but also provides an acceptance of non-academic policies on, for example, student conduct, equal opportunities, etc. This enables us, where necessary, to take disciplinary action. Any student complaint is also investigated on the assumption that the student has agreed to be bound by these rules and regulations.

<http://unihub.mdx.ac.uk/your-study/assessment-and-regulations>

COMPUTING SERVICES TERMS OF USAGE

All Middlesex students have access to a university email account and on-line learning environment. As part of their enrolment, the student accepts the terms of usage of these facilities which allows for the withdrawal of facilities and/or enrolment if those facilities are misused. A copy of the Computer Use policy for Students can be found at: **<http://unihub.mdx.ac.uk/your-middlesex/university-regulations-and-policies/policies>**

STUDENT DECLARATION – before completing enrolment you will be asked to confirm as follows:

I have read the above Enrolment Terms and Conditions.

I confirm that on my admission as a student of Middlesex University I shall comply with the regulations of the University in respect of both academic and non-academic matters (as given in the University's Guide and Regulations). I also confirm that the information that I have supplied is correct to the best of my knowledge.

I acknowledge that I am responsible for the payment of my tuition fees and any other associated charges, including any amounts due from third parties which are not paid. Until all monies are paid in full my enrolment is provisional only. I understand that failure to settle fees on time will mean that the University will withdraw access to learning facilities and this may ultimately lead to my expulsion from the University.