

**To complete enrolment, PLEASE READ the following statements and tick the box at the bottom of the page TO CONFIRM YOU HAVE READ, UNDERSTOOD AND ACCEPT THE STATEMENTS.**

## **University of Southampton Charter, Statutes, Ordinances and Regulations**

I hereby acknowledge that as a student of the University of Southampton I am bound by all the requirements in force under [Charter, Statutes, Ordinances and Regulations of the University](#) as amended from time to time. I understand that these include the requirement that all outstanding academic debts to the University are paid before an award can be confirmed and that for serious breaches of regulations the penalties may include termination of enrolment.

### **Statement of Policy regarding the Data Protection Act 2018**

I understand that the University processes my personal information in accordance with the [General Data Protection Regulation](#) (GDPR), [Data Protection Act 2018](#) (UK) and the [Personal Data Protection Act 2010](#) (Malaysia), as applicable, in the circumstances described below.

As a general principle, information collected about students will be stored as part of the University's records only for as long as it is needed and used only for achieving the purposes for which it was collected. It is used to support the University's central and legitimate activities (mainly teaching and research, administration, pastoral care, and health and safety). It is also used to support the internal procedures that underpin those activities (e.g. admitting, enrolling, accommodating, monitoring, assessing and examining students, compiling records and statistics, business intelligence and research to support the student experience, administering tuition fees and bursaries, liaison with the University of Southampton Students' Union (SUSU), administering graduation, and developing a continuing relationship with the University). Information may also be collected and stored as required by, and in the manner prescribed by, law. The information collected will be sufficient but no more than is necessary for achieving these purposes, including compliance with the relevant law.

For the purposes of the [Data Protection Act 2018](#), the data controller is the University of Southampton. The University will endeavour to ensure that any personal information processed by it is as accurate as possible, kept up to date, and safeguarded from unauthorised disclosure.

The University may legitimately disclose certain types of personal information to external third parties in certain appropriate circumstances to comply with its legal and regulatory obligations. For example, these include: to UCAS; to verify any qualifications relied on, in references to prospective employers or to another university; in cases where this is necessary to fulfil the University's statutory obligations to authorised bodies such as the Higher Education Statistics Agency, including in connection with immigration and nationality, National Student Survey or postgraduate equivalent, council tax and the electoral register; to other parties in the pursuit of the University's legitimate interests, such as publishing examination results (whether on the Internet or via any other medium) and providing reports to grant-awarding authorities, the Student Loans Company, sponsors and collaboration partners; or in accordance with legal obligations imposed by the Information Commissioner. Information about how your personal information is used by the Higher Education Statistics Agency can be found [here](#).

When necessary, personal information will also be disclosed to employers responsible for supervising students during internships and placements required as part of their degree programme or to other educational institutions where a collaborative, joint or exchange programme is undertaken.

It should be noted that any personal information provided to the University may be shared, as appropriate, internally to staff and officers of the University in furtherance of any or all of the above purposes or for the purposes as set out in the [Privacy Notice](#).

The University may appoint external data processors to process students' personal information. Where any data processor is appointed, the University will ensure that the data processor (a) complies with obligations equivalent to those imposed on the University and (b) provides sufficient guarantees in respect of technical and organisational security measures governing the processing of any personal information.

Exceptionally, the University may disclose your personal information with a third party if required to do so: to the police in a criminal investigation; to relevant authorities for the assessment or collection of tax or equivalent duties; to protect or defend the University's rights, interests, or property, or those of third parties; act in urgent circumstances to protect the personal safety of University constituents, or the public; to protect against legal liability.

Publication of examination results on the Internet, and disclosure of personal information relating to overseas and sponsored students and exchange and collaborative programmes, among others, may involve a transfer of personal information to a country outside of the European Economic Area. In each case, whenever we transfer your personal information out of the EEA, the University will endeavour to ensure a similar degree of data protection is afforded to it in the recipient country by implementing appropriate safeguards.

The University also reserves the right to release appropriate and relevant information to your parent, guardian or sponsor to protect your vital interests (life and death issues) or the vital interests of a third party, or to ensure or facilitate payment of any fees due to the University.

### **Data Protection Policy information**

I understand that the [University's Data Protection Policy](#) applies to all students who process personal information on behalf of the University, and the Policy sets out the standards expected by the University in relation to the processing of personal information and safeguarding individuals' rights and freedoms. As a student of the University, I understand that I should only process personal information for an academic or University related purpose, with the knowledge and express consent of an appropriate University employee. My processing of personal information should be limited to the minimum consistent with the achievement of academic objectives. I also understand that I may be asked to demonstrate compliance with its obligations if required under the GDPR and the Data Protection Act 2018.

### **Sharing Assessment information**

I understand that the University may make available any piece of assessment work that I may undertake as a requirement of my programme of study to third parties where this is necessary for the conduct of proper academic business and quality assurance. This may include assessed items being stored by third parties, and further reproduced to assess work submitted at a later date. Assessment items submitted may also be reproduced for comparison against work submitted by other institutes.

### **Sharing Disability information**

It is the University's policy to obtain your specific consent where you wish to disclose a disability or specific learning difficulty to the University. This is to enable Student Services to sensitively share relevant information about any support requirements you may have within the University and to enable the University to meet those support needs.

I understand that appropriate information about my Disabled Students' Allowances (if eligible) may be disclosed to funding bodies external to the University (e.g. SFE, NHS or Research Council). Statistical information, which would not identify me directly, may be included in reports.

### **Sharing information in an emergency**

I understand that if the University is seriously concerned about my safety or that of others it will discuss with me any external services, or third parties, including a parent, guardian or sponsor that it considers may need to be involved in any support I may require. The University may, in serious circumstances, contact external services or third parties, including a parent, guardian or sponsor without my permission to facilitate professional support (e.g. Doctor or emergency services) or personal support. Whenever possible, I will be informed if information is to be shared externally.

**For students sponsored by the University of Southampton under Tier 4 of the UK's immigration regulations:**

I understand that the maximum number of hours I can work during term time is as stated on my visa or in the relevant visa regulations as published by the Home Office from time to time. I understand that the maximum number stated is the total number of hours that I may work, whether I work for one or more employers.

### **Attendance and monitoring**

The University monitors the use of University systems for two purposes. The first is to ensure that students sponsored by the University under Tier 4 of the UK's immigration regulations are engaging with their studies. The second is to identify students who may need additional support or pastoral care.

### **Satisfying admissions and assessment conditions**

This enrolment is subject to me satisfying any outstanding requirements resulting from the admissions process, previous assessment, or any other stipulations required by my programme of study.

### **Students' Union**

[The University of Southampton's Student Union, known as SUSU](#) is the University's students' union regulated under the Education Act 1994 and is the representative body for all the students of the University. When you enrol on a credit bearing programme or higher degree by research at the University of Southampton you automatically become a member of SUSU.

SUSU is an independent company, limited by guarantee. Full membership is free and automatic; there is the potential to incur a 10p liability per member in the unlikely event SUSU should ever cease to exist.

We are required to bring to your attention your right under the Education Act 1994 to opt out of membership of SUSU should you choose, details are in the Code of Practice agreed by the University's Council, which is available [here](#). Should you decide that you would prefer not to be a member, you should complete and sign the appropriate form (Details can be found under [Opting out of Membership](#) in the University Calendar) and return it to Student Services Centre within four weeks of your enrolment or the start of your programme of study, whichever is the later date.

*Please note; The University will share some of your personal information with SUSU to inform SUSU membership. If you would like further information about this, please contact the Student Records Team by emailing [sturec@soton.ac.uk](mailto:sturec@soton.ac.uk)*

### **Student Charter**

The University of Southampton is committed to supporting students as they work towards fulfilling their academic and personal potential. Together as staff and students we form a community working to facilitate learning, within a culture based on mutual respect in which individual rights and responsibilities and diverse needs are promoted.

The charter is a reference point for students and staff to consider the nature of the rights and responsibilities of all those included within the University's community. It does not constitute a legally binding contract, but gives an overview of how we work together to establish and maintain our unique learning and living culture. Our [Student Charter](#) has been jointly developed by the University and SUSU.

### **My responsibilities:**

After I have enrolled I accept that it is my responsibility

- to abide by the [Charter, Statutes, Ordinances and Regulations of the University](#), including but not limited to those for Academic Integrity and those for Student Discipline.
- to check the exact details of my tuition fees so that I am aware of how much and when these fees become due.

- to check regularly my University of Southampton Student email account as important information regarding my programme of study, tuition fees and accommodation (if applicable) will be sent via this medium.
- to apply for a University ID card (new entrants only)
- to abide by the [University's Data Protection Policy](#), the [GDPR](#), and the [Data Protection Act 2018](#) or the [Personal Data Protection Act 2010](#) (Malaysia), as applicable

I confirm I wish to enrol for 2019-2020 Academic Session. I understand that, by confirming below, University fees become due and I agree to pay my fees in accordance with the University's fee payment policy.

(Further information for undergraduates is available at: <https://www.southampton.ac.uk/uni-life/fees-funding/ug-fees-funding.page>)

Further information for postgraduates is available at: <https://www.southampton.ac.uk/uni-life/fees-funding/pg-fees-funding.page> (or from the Student Services Centre.)