STUDENT TERMS AND CONDITIONS OF REGISTRATION
2015/16

I declare that the information provided by me in my application and on the web registration forms is to the best of my knowledge correct.

I agree that I will comply with the Statutes, Ordinances, Regulations and Rules of the University.

I understand that:

1. I am responsible for ensuring that the University Student Fees and Funding Office is supplied with full and correct information for the collection of my fees.

2. If I am a sponsored student, I agree to the University sharing data with my sponsor and acknowledge that, should my sponsor default on payment, I shall become liable for the payment of my fees.

3. If I have an outstanding balance to the University at the end of an academic year, I will not be permitted to proceed to the next year of study or to graduate.

4. Should I default on any payment to the University or, when paying by instalments, fail to set up a payment plan, the University may remove my access to computing and library facilities.

5. I am responsible for the maintenance of my personal data, including addresses and phone numbers, on the Liverpool Life student portal.

6. I agree to abide by the Computing Services regulations and guidelines and any additions or amendments as are issued from time to time by the relevant University authority. I understand that my Computing Services registration will lapse and information that I have stored will be removed when I cease to be a student of the university.

7. I will be informed of the dates, times and places of my University examinations via Liverpool Life and that it is my responsibility to ensure that I read the examination timetable prior to each examination period. I understand that misreading of the timetable will not be accepted as good cause for missing an examination.

8. If I am required, by virtue of my registration on my academic programme, to apply for a DBS check (criminal records check) and wish for the University to undertake this check via the DBS Update Service, I will be required to provide authorised University staff with my DBS Certificate number. By so doing, I understand that I will be providing informed consent for such authorised staff to receive information in relation to any criminal records.

INTELLECTUAL PROPERTY

I confirm that I have read and will fully comply with the following statement on intellectual property.

For this purpose, "Intellectual Property" shall mean any idea, invention, method, discovery, secret process, design, trade or service mark, copyright work (including computer software and all data and
other information relating thereto), database rights, trade secret, confidential information, or any similar process, right or information.

In order to allow the University to meet efficiently its obligations to protect and exploit commercially valuable Intellectual Property arising from activities within the University, any commercially exploitable Intellectual Property which students may generate in connection with their studies at the University should vest in the University. I understand that it is not the wish of the University to seek to interfere in my free use of copyright of normal academic publications or lecture notes or Intellectual Property generated outside of my University studies. It simply seeks the assignment of any rights arising from Intellectual Property having commercial potential which are created in the course of my studies at the University.

I hereby assign to the University all Intellectual Property which arises during my studies or research or which relates to the subject matter of my studies or research or which is created using facilities of the University. I agree to execute all such documents and do all such acts, at the cost of the University, as the University may require to confirm the University's ownership of such Intellectual property and its ability to gain the benefit of such Intellectual Property, or at the direction of the University, to vest such Intellectual Property in a third party. In consideration of this assignment I understand that the University will share with me any financial benefit accruing to it from the commercial application of the Intellectual Property concerned as if I were a member of staff. I acknowledge that during the course of my studies or research I may have access to confidential information belonging to the University or a third party. I agree that I will not use such confidential information other than in connection with my studies or research (and then only upon such terms and conditions as may have been agreed) and will not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.

DATA PROTECTION

I understand that some information collected about me during the registration process, together with other information held by the University about me, may be provided to external agencies such as HESA, HEFCE, the NHS (for NHS funded programmes) or local authorities (for Council Tax exemption purposes). I understand that my record will be added to a database which will be passed to the central government departments and agencies and devolved administrations which require it to enable them to carry out their statutory functions under the Education Act or other Acts of Parliament. I understand that it will also be used in anonymised form for statistical analysis by HESA and the above bodies resulting in publication and release of data to other approved non-statutory users. These may include academic researchers and commercial bodies.

I understand that my contact details will not be made available to HESA, my names will not be used or included in its statistical analysis and precautions are taken to minimise the risk that I will be able to be identified from the data. I understand that neither statutory nor non-statutory users of HESA data will be able to use the data to contact me.

Under the Data Protection Act 1998, I understand that I have the right to a copy of the data held about me by HESA, for a small fee and that, should I have any concerns about, or objections to, the use of data for these purposes, I should contact HESA at www.hesa.ac.uk or in writing to 18 Royal Crescent, Cheltenham, GL50 3DA.