

**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 General Data Protection Regulation (GDPR) protects the rights of individuals by setting out certain rules as to what organisations can and cannot do with information about people. A key element to this is the principle to process individuals' data lawfully and fairly. In order to meet the fairness part of this we need to provide information on how we process personal data.

The University primarily processes your personal data in order to administer your degree from the point you submit an application, through enrolment, general teaching and learning activities and finally to graduation and your rights to enjoy alumni related services.

Your personal data is also used in other important ways such as measuring your engagement with your course including attendance and access to University resources. The data gathered from this is known as learner analytics and can be used to improve the student experience both for you as an individual, and collectively for the whole student body.

If you access additional University services such as the Learning Enhancement Team or any of our Wellbeing Services you will need to provide additional personal data in order to access those services. This will be explained to you in more detail if this becomes relevant to you.

The University is required to share personal data with a number of external bodies in order to fulfil legal or other similar obligations and provide additional services to students. The most prominent of these include:

- Middlesex University Students Union (MDXSU) - or the administration of the Union and its clubs/societies, administration of elections and student representation
- Student Loans Company - in connection with grants, fees, loans and bursaries
- Relevant government departments to whom we have a statutory obligation to release information (including Office for Students, Home Office, Higher Education Statistics Agency)
- Housing providers for students

The University takes its obligations under the GDPR seriously, we do not retain personal data for any longer than is necessary. The University has a retention schedule in place for the different categories of data it holds.

In some cases, there are good reasons as to why the University needs to retain data about students for a significant period of time. The most important reasons are outlined below:

- in order that student awards can be verified in the long-term;
- to produce transcripts and references;
- for alumni services and ongoing relations with the University;
- for careers and employability services;

You have a number of rights in relation to how the University processes your personal data. For more information on this and an expansion to all the information provided above please refer to the [University Privacy Policy](#) or contact the Data Protection Officer [dpaofficer@mdx.ac.uk](mailto:dpaofficer@mdx.ac.uk)

### **FINANCIAL REGULATIONS**

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**

[https://unihub.mdx.ac.uk/\\_\\_data/assets/pdf\\_file/0032/187484/Student-Financial-Regulations.pdf](https://unihub.mdx.ac.uk/__data/assets/pdf_file/0032/187484/Student-Financial-Regulations.pdf)

### **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://www.mdx.ac.uk/about-us/policies/university-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>

### **INTELLECTUAL PROPERTY RIGHTS**

Intellectual property is the product of thought, creativity, and intellectual effort in the course of a student's study at Middlesex University. A copy of the Intellectual Property Rights can be found at:

[https://unihub.mdx.ac.uk/\\_\\_data/assets/pdf\\_file/0030/156396/IP-STUDENT-POLICY\\_ST.pdf](https://unihub.mdx.ac.uk/__data/assets/pdf_file/0030/156396/IP-STUDENT-POLICY_ST.pdf)

### **MAKING CHANGES TO PUBLISHED PROGRAMME RELATED INFORMATION**

<http://www.mdx.ac.uk/about-us/policies/public-policy-statements>

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

**I have read the above 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.**