

## Terms and Conditions of your Enrolment

For the University's full terms & conditions at 'Point of Offer' click here: [Terms & Conditions](#)

### GENERAL

- 1.1 Once enrolment has been completed, eligible Full-time or Sandwich students may obtain a Council Tax Certificate via their student portal.
- 1.2 Students must abide by Cardiff Metropolitan regulations, details of which are incorporated into the [Student Handbook](#) on the Cardiff Metropolitan website. Please ensure that you access a copy of the Student Handbook and read these policies and procedures.
- 1.3 The university will require you to submit certain pieces of work by way of E-Submission. The E-Submission system uses the Turnitin database, and work that you submit may be used by Turnitin for the purpose of checking the originality both of your work and other students' work.
- 1.4 All breakages or damage to Cardiff Metropolitan property must be reported at once to a member of staff. Students may be required to make good the loss of, or damage to, any book, apparatus or equipment in their charge.
- 1.5 Cardiff Metropolitan does not accept responsibility for loss or damage to personal property and in the event of any digital media being handed in as lost property, the University reserves the right to access this device in order to restore the property to its rightful owner.
- 1.6 Smoking is permitted only in external designated Smoking areas.
- 1.7 Due to the vocational and industry oriented nature of our programmes, we need to make changes to the content and syllabus of programme of study (including placements option modules) so that our programmes meet the needs of the workplace. Also, due to this, optional modules may be withdrawn and others introduced to maintain vocational currentness (e.g. keeping it real).
- 1.8 Cardiff Metropolitan University will only process information about you in accordance with data protection principles as set out in the General Data Protection Regulations 2018. By submitting this enrolment, you consent to Cardiff Metropolitan collecting, holding and using information about you in order to administer and manage your programme of study. We will only process data for the purposes specified within our Data Protection Notification and the Student Privacy Notice.
- 1.9 Bicycles must be left in the special racks or stands provided and be securely locked.
- 1.10 Due to changes in how individuals are registered to vote, the University may send your details for registration on the local electoral roll. You are entitled to notify the University if you do not wish to register but you are at risk of being fined if you do not respond to requests from your local electoral registration staff offices.

### CONDUCT

- 2.1 You are expected to attend the formal teaching sessions laid down (where applicable) by your programme timetable and abide by the attendance requirements outlined in the regulations.
- 2.2 You are, at all times, expected to conduct yourself in a reasonable and orderly manner, having due regard to other people and to Cardiff Metropolitan property as outlined in Cardiff Metropolitan's Code of Conduct

### ENROLMENT

- 3.1 All students are required to enrol either prior to or at the commencement of their programme of study for each academic year. Enrolment is not complete until:
  - (i) a Cardiff Metropolitan enrolment has been satisfactorily completed;
  - (ii) verification of entry qualifications has been agreed or made by the appropriate academic programme tutor/UCAS;
  - (iii) students will select their modules online during enrolment; and
  - (iv) any other administrative procedures have been satisfied.
- 3.2 Any students who have any outstanding financial commitments to Cardiff Metropolitan will not be allowed to enrol or receive any award from Cardiff Metropolitan.
- 3.3 It is Cardiff Metropolitan's practice to publish end of final year results within the School by means of a pass list, if you do not want your result included please notify [graduation@cardiffmet.ac.uk](mailto:graduation@cardiffmet.ac.uk) and your name will be excluded.

## FEES

4.1 All students are required to agree the method/basis for payment of fees in respect of the full year's programme of study, with the Exchequer Unit, at the beginning of each academic year.

4.2 Where students are not funding themselves, written evidence of sponsorship must normally be provided. If formal documentary evidence is not available at the time of enrolment, such documentation must be provided by students within a 2-week period of enrolment; failure to do so will result in students having to pay the fees themselves.

4.3 If you are paying your own fees you may make arrangements to pay by instalments.

4.4 If, for any reason, the sponsor refuses to accept responsibility for the payment of fees, then the student is automatically held personally responsible for payment of such fees.

4.5 Students are advised to refer to the [Student Handbook](#) which is subject to regular updates and [Tuition Fees Website](#) for details of tuition fee regulations.

4.6 If there is an outstanding financial obligation to the University after you have left, this may be referred to an external collection agency for further action. Please note, any costs associated with this referral will be added to the student liability. Students are advised to refer to the [Academic Handbook](#) for further information regarding regulations and procedures.

4.7 Changes can occur to the cost of study which take into account inflation and market forces, further information can be found in Cardiff Met's [fee plan](#)

## Covid19 and Proposed Changes to Programmes of Study

5.1 The Covid19 Pandemic has resulted in a number of changes to Programmes of study across each School. Some further changes may also be necessary during the academic year, to ensure compliance with Welsh Government and Public Health Wales Guidance. The University will use its best endeavours to bring changes to the attention of each student in a timely manner. Students are referred to the relevant School link [\[Programme Links\]](#) and [Covid19 Page](#) for up to date information. It is the responsibility of each student to check what (if any) changes have been made to their own programme, and to determine that they are content with those changes.

5.2 Students are expected to wear face coverings in any indoor space including teaching space at all times, in line with the prevailing university policy. If this policy changes students will be notified accordingly [\[covid-safe\]](#). The only exceptions are when eating or drinking, or when a student has a medical exemption, or if they are asked to remove their mask by a relevant person e.g. a first aider, police officer or other recognised authority.

## Variation

6.1 The University shall be entitled if it reasonably considers it to be necessary and in exceptional circumstances which are beyond the University's reasonable control, to vary, alter, make changes or suspend the way in which it delivers its education curriculum and other arrangements. Examples of exceptional circumstances may include:

- a) acts of God, flood, earthquake, windstorm or other natural disaster;
- b) epidemic or pandemic;
- c) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict;
- d) fire, explosion or accident;
- e) collapse of building structures, failure of machinery, computers or vehicles;
- f) labour or trade disputes, including strikes and industrial and other action;
- g) interruption or failure of utility service, including but not limited to electric power, gas or water;
- h) the acts, decrees, legislation, regulations or restriction of any government;
- i) in response to the requirements of a regulatory body.

In the event the University is required to make changes, it will take reasonable steps to reduce the impact such action will have on a student.

## Internet Access

7.1 In response to public health advice, the University may be required to move more of its learning and teaching to online delivery. Such advice may also limit the access available for students to University Libraries and Information Services on campus. Students are therefore required to check and ensure they have appropriate access to the Internet, to enable them to undertake their chosen programme of study.