



Prifysgol Cymru

Y Prifysgol Fwyaf yn Cymru

Student Agreement 2024-25

and English

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Introduction

If you accept an offer of a place on a programme of study at UWTSD, you will enter into an agreement (a contract) with us. This Student Agreement (the 'Agreement'), together with your offer letter, is the legally binding contract that we will make with you and it is very important that you read it carefully before you accept your offer. The Agreement includes two Appendices which you should read.

At the time you enter into the Agreement, you will be subject to UWTSD's Regulations, Policies and Procedures. We will ask you to enter into a Student Agreement each time you enrol or re-enrol with us.

The Agreement is applicable to all students but some clauses refer specifically to 'international students', meaning students who have been assessed as international for tuition fee purposes.

In this Agreement we use the term 'programme of study' (shortened to 'programme') to refer to the various types of courses that we offer. These include degree programmes, apprenticeship programmes and short courses that may or may not lead to the award of credit or a qualification.

If you have any questions about the Agreement, please email: registry@uwtsd.ac.uk or if you are an international student, please email the relevant team below:

Birmingham International Admissions: BirminghamInt@uwtsd.ac.uk

London International Admissions: LondonInt@uwtsd.ac.uk

Wales International Admissions: WalesInt@uwtsd.ac.uk

1. Payment of Fees

responsible for ensuring that you have a valid DBS certificate in place at the start of the module or placement and you must make it available to us on demand.

4. Communicating with UWTSD

- 4.1 On enrolment you will be allocated a UWTSD email account and access to the student portal on MyTSD. All communications from us will be sent through these channels and you must check them regularly.
- 4.2 We welcome correspondence in en-GB

- 5.2.8 Our Fitness to Practise Policy (Chapter 12 of the [Academic Quality Handbook](#)) applies to students on professionally focussed programmes and describes the steps we may take if there are concerns about your fitness to practise.
- 5.2.9 Our Student Placements Framework (Chapter 11 of the [Academic Quality Handbook](#)) describes our requirements about the organisation of and conduct during any out your fitness to practise

- 6.9 We will consult with the Students' Union (SU) before making any major changes to Regulations, Policies and Procedures that affect students.
- 6.10 Any changes will normally come into effect at the start of the next academic year. Some may be introduced during the academic year if we consider it is in students' interests, or if required by law or in other exceptional circumstances. We will take all reasonable steps to minimise disruption to students
- 6.11 The updated Regulations, Policies and Procedures will be made available on our website. They may also be publicised by other means so that you are made aware of any major changes.

7. Events outside our control

- 7.1 We will do all that we reasonably can to provide the programme, related educational and other services and facilities as described in the material information set out on our website

If you are a UK applicant, you may also telephone us at 0300 323 1828 or email us at: registry@uwtsd.ac.uk. If you have applied to us through UCAS, you must also contact UCAS direct. If you are an international applicant, you should email us at the relevant address below:

Birmingham International Admissions: BirminghamInt@uwtsd.ac.uk

London International Admissions: LondonInt@uwtsd.ac.uk

Wales International Admissions: WalesInt@uwtsd.ac.uk

10.2 If you cancel the Agreement within 14 days of accepting our offer and you have already paid a deposit or made other payments to us, we will refund the payments in full using the same means of payment as you used for the initial transaction (unless you have expressly agreed otherwise).

10.3 If you accept our offer but you then decide that you want to postpone your start at UWTSD, you must contact us by emailing registry@uwtsd.ac.uk or if you are an international applicant, you should email the relevant team below:

Birmingham International Admissions: BirminghamInt@uwtsd.ac.uk.

London International Admissions: LondonInt@uwtsd.ac.uk

Wales International Admissions: WalesInt@uwtsd.ac.uk

We may agree to defer your place or we may ask you to re-apply. If the tuition fees for your programme of study increase before you start at UWTSD, we may charge you the increased fee. We may not refund your deposit unless you have told us that you want to postpone your start within 14 days of accepting our offer.

10.4

Birmingham International Admissions: BirminghamInt@uwtsd.ac.uk
London International Admissions: LondonInt@uwtsd.ac.uk
Wales International Admissions: WalesInt@uwtsd.ac.uk

11.1 If you withdraw within 14 days of the programme start date, we will refund any fees that

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15.3 If we fail to insist that you perform any of your obligations under these terms or if we do not enforce our rights against you, or if we delay in doing so, that will not mean that we have waived our rights against you and will not mean that you do not have

Appendix 1 – Major and minor changes and communications

An offer of a place to study at the University shall be based on the latest available information about the Programme of Study, as at the date of acceptance of the offer. Applicants will find information such as the core modules and an indication of optional modules on the course pages of the University's website.

However, changes to programme information, including to programme description, content, mode and/or location of delivery and/or timetable, services, facilities and/or the University's Royal Charter, Statutes, Ordinances, Regulations and Academic Guide may be necessary.

Reasons for changes include, but are not limited to, the following reasons:

- to meet the requirements of an accrediting, professional, statutory and/or regulatory body;
- to respond to sector good practice or quality enhancement processes;
- to keep programmes contemporary by updating practices, modules or areas of study;
- because of circumstances outside the reasonable control of the University, such as a key member of staff leaving the University or being unable to teach (where the programme or module is reliant on that person's expertise);
- enhancement to the University's Estate and Facilities and planned relocation of Schools;
- Other circumstances outside the reasonable control of the University including industrial action, severe weather, public health pandemics, fire, civil disorder, political unrest, government restrictions or serious concern about the transmission of a communicable disease making a programme unsafe to deliver.

Changes to programmes or modules may also need to be made where the minimum number of students required to ensure a good educational or student experience has not been met. Please note that in some exceptional circumstances, programmes may be withdrawn (prior to commencement) for this reason.

If changes to your programme are made after you have accepted your offer, the University will take reasonable steps to notify you of those changes.

If your programme is withdrawn or if fundamental changes to your programme are made after you have accepted your offer, the University will take reasonable steps to give you early notification and where applicable offer a suitable alternative programme at the University. You will also be entitled to

changes to the learning outcomes, the assessment methodology, or the indicative content of existing modules;

a change to the title of an approved module;

the addition of an approved module to a named pathway;

the introduction of new material or new modules which do not result in a material change to the programme;

- where a material change would occur, then the procedures for major modifications or revalidation would be followed)

minor structural changes;

offering an approved module within the programme in a different language.

However, it is important to recognise that this is not an exhaustive list and there may be other instances of major or minor changes.

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Document version control

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0.1	Annual review – initial draft for consideration by the SLT.	Jonathan Batty, Former Director of Marketing and Communications / Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	08/08/24
1.0	Final version approved by the SLT.	Jonathan Batty, Former Director of Marketing and Communications / Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	09/08/24

