



The University of  
**Nottingham**

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## Your Registration Agreement with The University of Nottingham

What you need to know and do



# The Registration Agreement

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## The University will provide a suitable learning environment

We will endeavour to:

- Give accurate information and guidance concerning programmes of study
- Provide high quality teaching in accommodation with facilities that are fit for the purpose
- Provide appropriate learning resources
- Operate clear and equitable regulations and procedures
- Provide you with the opportunity to become involved in a wide range of sporting, cultural, personal development and other extra-curricular activities, in association with the Students' Union

## The University will operate fair and efficient complaints and appeals procedures

We will endeavour to:

- Publicise the internal complaints and disciplinary procedures
- Take complaints and appeals seriously and deal with them in confidence
- Ensure that academic appeals procedures are fair and consistent throughout the University

## The University will provide high quality and confidential support services for students

We will endeavour to:

- Provide a comprehensive range of specialist services. This will include financial, language and disability support, the accommodation service, careers advice, counselling and the International Office. These are complemented by the chaplaincy and services offered by the Students' Union and other providers in the local community
- Give accurate information and efficient service regarding the availability of financial support

## The University will involve students in its decision making processes

We will endeavour to:

- Provide opportunities to participate in institutional decision-making
- Encourage student representation on committees
- Provide mechanisms for you to give your views about provision through staff-student consultative committees and other means



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## We expect you to:

- Take significant responsibility for your own learning, personal development and well-being including being available when required by the University, and participating fully in all necessary components of your course, completing assignments and prescribed work to the required deadlines and taking all examinations and assessments required by your course
- Read and comply with the University's Regulations and Codes of Practice relating to students
- Take advantage of the extra-curricular opportunities and support services we provide for you, if you need them
- Keep us informed of any changes to your contact details
- Satisfy all financial obligations to the University in a timely fashion
- Assist in the continued development of the University by letting us know where improvements can be made and by participating in our decision making processes as appropriate
- Acknowledge that you have responsibilities to members of the student and non-student communities of Nottingham in which you are resident, whether temporarily or permanently
- Respect the rights and property of all staff, fellow students, visitors and those living in the area whose day to day lives do not necessarily coincide with that of student life
- Recognise that your conduct and behaviour on or off campus reflects on you and the University and undertake to act with consideration and respect for the welfare and interests of your fellow students and members of the wider community

## Your registration

When you register, you are undertaking to obey the regulations of the University, which are in force during your period of study and which may change from time to time. This includes regulations governing the payment of fees and other sums due to the University, attendance, conduct and progress in studies. These are all available on the University's web pages at [www.nottingham.ac.uk/regulations](http://www.nottingham.ac.uk/regulations) and we will expect that you have read them.

## Your details

The personal details and other information that you provide at registration (name, address, emergency contact etc) will be used by the University to maintain your student record and also to fulfill a legal requirement to provide certain information to the Higher Education Statistics Agency (HESA). The information you provide is subject to the University's Data Protection Statement (see over). The details that we hold for you can be viewed through the portal at [my.nottingham.ac.uk](http://my.nottingham.ac.uk).

If any of these details change or are incorrect you must inform staff in the Student Services Centre or equivalent office, except for changes to your contact details, which you should make yourself through the portal. It is your responsibility to keep the University up to date with changes to your address or phone number. If you disclose a disability you will receive information about the services available to you.



### Contact with the University

The University will use your `username@nottingham.ac.uk` email address to contact you. If you do not activate or use this account the University will not be responsible for you not receiving important information such as details about classes, assessments, examinations, fees, registration, graduation etc. The same applies if you do not keep us informed of your current term time postal address (see Your details, previous page).

Please see

[www.nottingham.ac.uk/IS/connect/index.aspx](http://www.nottingham.ac.uk/IS/connect/index.aspx) for more information about registering for and using network services, including email.

### Data protection

The University of Nottingham is registered as a data controller with the Information Commissioner's Office under the Data Protection Act 1998. The University cannot operate effectively without processing information about you and requires your consent to do this. By registering you are indicating your consent to the University processing your personal data in accordance with the University's ICO registration and in accordance with the current data protection legislation.

You should read the summary of the University's Data Protection Policy, which can be found at [www.nottingham.ac.uk/academicservices/currentstudents/registration/dataprotectionstatement.aspx](http://www.nottingham.ac.uk/academicservices/currentstudents/registration/dataprotectionstatement.aspx)

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