

# University Centre Colchester

## Student Declaration

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## Contents

1	Introduction.....	3
2	Student Declaration 2024/25.....	4

## **1 Introduction**

All students enrolling on a University Centre Colchester programme are required to sign and agree to the student declaration on an annual basis as part of the registration process. This document provides details of the declaration for the 2024-25 academic year.

## 2 Student Declaration 2024/25

I have discussed my study programme with a course leader or lecturer and confirm that I have received information and advice appropriate to my needs. I believe I am fit to study my chosen course and registered on the right study programme for me. I agree to uphold the Colchester Institute's / UCC's expectations at all times. I agree that:

### Policies

- I will be expected to comply with all policies and procedures laid down by Colchester Institute and University Centre Colchester <https://www.colchester.ac.uk/ucc/ucc-policies-and-procedures/>. I understand that failure to adhere to the policies may result in my place on the course being withdrawn.
- I am expected to have read and understood the Colchester Institute IT Code of Conduct and University Centre Colchester student disciplinary policies; including Fitness to Study and Fitness to Practise policies.
- I must comply with the regulations as stated in the UCC Student Handbook for Colchester Institute and the regulations, where appropriate, for an Awarding Body.
- Educational assessment includes formative and summative assessment, tutor and peer assessment, performances, exhibitions and portfolios.

### Conduct

- I must not make publicly available, by any means, any information that Colchester Institute would reasonably deem as harassment, bullying, defamatory, libellous, breach of intellectual property or which expresses extreme political or religious opinions.
- University Centre Colchester may contact my next of kin regarding my attendance, progress, achievement, wellbeing, welfare and personal safety if there are sufficient reasons to do so.
- I must wear my University Centre Colchester ID card and lanyard whilst on College premises and whilst representing the College.
- If I choose not to disclose details about disabilities and learning support needs, or I limit that disclosure, I may not be able to access the full range of support available.

### Other

- I confirm that all course work submitted in my name is entirely my own work, unless specified otherwise by myself.

- I must inform Colchester Institute if I have any criminal convictions, prosecutions pending or I am under Police Investigation whilst I am a registered student. I also understand that failure to do so may lead to disciplinary action.
- Colchester Institute may use photographs and video and audio recordings in which I or my work appear for educational purposes.
- Any work created as part of my programme of study as a University Centre Colchester Student may be anonymised and be made available to other students as an example of best practice.
- CCTV is in operation on Colchester Institute premises
- My personal data will be processed for any purposes connected with my studies or my health and safety whilst on the premises, or for any other legitimate reason.
- I agree to abide by the terms and conditions of the UCC Student contract. [University Centre Colchester | Student Contract - Colchester Institute](#)
- University Centre Colchester may check my previous qualifications with my previous school, college, university or HESA if deemed necessary.
- Colchester Institute will share confidential information about my health, safety and well-being for safeguarding purposes with key agencies (Police, NHS, Social Care etc) where required in order to protect me and/or others.
- Colchester Institute will share information about my health, safety and well-being for safeguarding purposes with my next of kin, if I am over 18 years of age, where there may be a risk to life.
- I must have permission from the individual I have named as next of kin to provide their personal information to Colchester Institute.
- I am expected to read the Privacy Statement about the use of my data.
- All consent given on this form shall remain in place for the duration of my studies and whilst documentation remains in force in accordance with the College's retention of records policy unless revoked by me in writing to: [registry@colchester.ac.uk](mailto:registry@colchester.ac.uk)

**I agree to the following Fee Declarations:**

- Colchester Institute reserves the right to contact my sponsor, if a sponsor is paying any fees, regarding my attendance, progress and achievement.
- I am expected to have read and understood the University Centre Colchester Fee Policy 2024/25 (<https://www.colchester.ac.uk/ucc/ucc-policies-and-procedures/>) and that I will abide by the payment options and rules and that it is my responsibility to ensure fees are paid. If I withdraw, intermit or transfer from my course I will be liable for any outstanding fees. If I do not make the agreed repayments in full and on time,

University Centre Colchester may inform debt collection agencies in order to recover the money owed and additional costs may be incurred.

- All fees must be paid in full before completion of my award or qualification. If there are any outstanding debts, transcripts and certificates will not be issued and I will not be permitted to attend graduation.
- The College may, as necessary during the year, vary the delivery model of my course. For example, a course that starts as predominantly classroom based might be required to move on-line. I understand this would not be a cause for a full or a partial refund.

- I authorise Colchester Institute to provide academic references as requested.
- I agree that, on occasions, photographs or video images may be taken of me for promotional activities.
- I consent to University Centre Colchester sharing information regarding my attendance, achievement, progression and support arrangements to named individuals. (You will need to complete the University Centre Colchester Information Sharing Agreement form during induction.)

I declare that I have read and understood the terms and conditions on my Registration Form. I confirm that all the information provided on this form is correct and will notify Colchester Institute of any changes whilst I am an enrolled student.