



Enrolment Permissions & Regulations

You are expected to read this document in full and will be asked to confirm that you have done so in the online enrolment for your course of study.

Your Personal Information - Privacy Notice

The personal information you provide in this enrolment process will be held and processed by the University out of necessity for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University as a data controller and out of necessity for the performance of a contract.

The way your personal information is used is set out in the University's Data Protection Policy. The Data Protection Officer can be contacted on dpo@harper-adams.ac.uk.

Your personal information will be held and processed (including profiling) for the purposes of:

- Administering your contract with the University;
- For the provision of your chosen course to you;
- As otherwise necessary for the University to provide targeted academic support, welfare and other educational and related services;
- For statutory reporting (information the University is legally obliged to provide – see HESA student collection notice below);
- For supporting Individual Electoral Registration (IER) for voting purposes;
- For the purposes as set out in the University's UK GDPR Layered Notice (available under Section 5 of the [Publication Scheme](#)); including the sharing of information with the Students Union in order to operate its democratic processes and support and other services to students.
- Your photo, taken or provided by you at enrolment, will be used to provide identity for building and document access and by tutors for identification purposes.
- To support the health and safety of all the University community, including for the purposes of welfare and disciplinary interventions or processes.

Upon graduation, your details will be passed to the Alumni Association, so that they can contact you about becoming a member.

Students who enroll on courses under AMTRA Regulations will have their exam marks, academic misconduct and other relevant data, shared with AMTRA. The employer of students enrolled on apprenticeship programmes will be contacted to review their progress, wellbeing or inappropriate behaviour.

Such data processing shall be undertaken in accordance with the Data Protection Act 2018 and the General Data Protection Regulation and your personal information will be shared with external agencies, including the Higher Education Statistics Agency (HESA) and with the Students' Union at the University where legally required or lawfully permitted. For a full list of agencies with whom we will share your personal information and the purposes for sharing that information, please see the Harper Adams University Layered Notice. University staff may also use student achievement data, as well as other personal data, with a view to evaluate the effectiveness of academic support arrangements.

Your personal information will be retained by the University for the periods specified in the Personal Data Retention Schedule. You have the right to access your personal information in a format that is usable to you for other purposes, to correct inaccurate or incomplete information, to request that processing of your personal information be restricted or to have



your personal information deleted in certain circumstances. To find out more about these rights or to exercise your rights, please contact the Data Protection Officer on dpo@harper-adams.ac.uk.

Student Collection Notice

Every year the University is required to send some of the information it holds about you to the Joint Information Systems Committee (Jisc) (referred to as 'your HESA information'). HESA stands for the Higher Education Statistics Agency. Jisc is an official source of data about UK higher education.

Your HESA information is used for a variety of purposes by Jisc and by third parties. The full notice can be found at www.hesa.ac.uk/fpn. All uses of your HESA information must comply with data protection legislation.

Data submitted to Jisc by the University includes details about the course you are studying, and any qualifications awarded to you during the academic year. It also includes personal data such as your name and date of birth, your prior qualifications, and where you lived before and during your course. Information about your health, disability status, ethnicity, sexual orientation, gender reassignment or religion are classed as 'Special categories of data' under the General Data Protection Regulation (GDPR). This information is necessary for monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010 or equivalent subsequent legislation, or for other research purposes falling within GDPR article 9(2)(j). This information will also be processed for statistics and statistical research.

Some other information is used to enable research into the provision of fair access to higher education, for example information as to whether you are a care leaver. Your HESA information may also include details of any financial support you may receive from the University.

Key changes to this year's Student Collection Notice:

- Change of data controller

On 4th October 2022 HESA merged with Jisc. HESA is now part of Jisc, who are the body responsible for collecting and disseminating information about higher education in the UK and the designated body for England. Jisc are the controller of the HESA website and of any processing described on the HESA website, unless otherwise indicated. This means Jisc are the controller of any information submitted by the University to HESA. See the HESA Data Collection Page for further information.

The Student Collection Notice is regularly reviewed and updated to ensure it accurately describes how your HESA information is used. This notice may be updated from time to time. The most up-to-date version is available on the [HESA Data Collection Page](#).

For further information about data protection, please see the [HESA data protection page](#). If you think there is a problem with the way Jisc is handling your data, you have the right to complain to the [Information Commissioner's Office](#) and further information is available on their website.



Updates to key policies, procedures and documents in 2022/23

The full collection of [University policies, procedure and information can be found on our website](#). The table below provides details of changes and updates made to key University policies and procedures during the current academic year 2022/23. Please ensure that you are familiar with any new or revised documents that apply to your programme of study.

Document	Nature of changes	Approved by
Academic Appeals Policy	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students. Update Pro Vice-Chancellor, Education and Students to Head of Registry Services. Update University Secretary to Pro Vice-Chancellor, Education and Students.	Academic Board – Chair’s Action (July 2023)
Academic Integrity and Academic Misconduct: A Guide for Students and Tutors	Update Director of Academic Services to Pro Vice-Chancellor, Education and Students.	Academic Board – Chair’s Action (July 2023)
Academic Integrity and Academic Misconduct: A Guide for Students and Tutors	Changes to move away from time-constrained examinations. Updates on the use, or misuse, of AI in assessments given the release of highly accessible tools.	Quality and Standards Committee (22 March 2023)
Academic Quality Assurance Manual	Update Director of Academic Services to Pro Vice-Chancellor, Education and Students	Academic Board – Chair’s Action (July 2023)
Assessment Arrangements	Update Head of Quality Standards to Academic Registrar	Academic Board – Chair’s Action (July 2023)
Assessment Regulations	Change in rules relating to borderline classification upgrades	Quality & Standards Committee (22/3/23)
Assessment Regulations FAQs	Change in rules relating to borderline classification upgrades	Quality and Standards Committee (22/3/23)
Collection of Student Debt Policy	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students	Academic Board – Chair’s Action (July 2023)
Complaints Policy	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students. Update Head of Quality Standards to Academic Registrar	Academic Board – Chair’s Action (July 2023)
Examination rules	Update Head of Quality & Standards to Academic Registrar	Academic Board – Chair’s Action (July 2023)
Fees and Charges 2023/24	Revision of dates relating to accommodation liability charges. Adjustment to accommodation payment instalments (percentage payable each term)	Finance & General Purposes Committee June 2023



Fees and Charges 2023/24	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students	Academic Board – Chair's Action (July 2023)
Fees and Charges 2022/23	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students	Academic Board – Chair's Action (July 2023)
Prevent Policy Statement	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students	Academic Board – Chair's Action (July 2023)
Refund and Compensation Policy	Update Head of Quality & Standards to Academic Registrar	Academic Board – Chair's Action (July 2023)
Student Conduct and Discipline Policy	Amended to include supplementary guidance on initiation-type behaviour, including Pubwatch and animal abuse.	Academic Board – Chair's Action (Sept 2022)
Student Health and Wellbeing Policy (incorporates Fitness to Study)	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students	Academic Board – Chair's Action (July 2023)
Student Visa Sponsorship Policy	Update Head of Academic Services to Pro Vice-Chancellor, Education and Students	Academic Board – Chair's Action (July 2023)
Transfer Policy	Update Head of Quality & Standards to Academic Registrar	Academic Board – Chair's Action (July 2023)