

## Terms and Conditions for applicants

**When an applicant accepts an offer of a place at the University of Wales Trinity Saint David (UWTSD), a contract is formed. Before accepting an offer, applicants must read the terms and conditions below.**

### **Admissions and enrolment - policies, procedures and regulations**

A place on a Programme of Study is subject to the applicant successfully completing the admissions and enrolment process.

This offer of a place is subject to the terms and conditions specified in the following:

- (1) the offer letter; and
- (2) information on the University's website and in its prospectus; and
- (3) the information contained in the Student Charter and the Student Code of Conduct available at: [www.uwtsd.ac.uk/studentcharter/](http://www.uwtsd.ac.uk/studentcharter/). The Student Charter sets out the responsibilities which bind the University and, in addition, it explains the responsibilities that students must fulfil whilst studying at the University. The Student Code of Conduct which complements the Student Charter, outlines how students of the University are expected to conduct themselves.
- (4) Regulations for students, summarised in the document 'University Regulations - Student Guide': [www.uwtsd.ac.uk/academic-office/university-regulations-student-guide](http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide) and the appropriate Programme of Study Handbook. Students should also refer to the Academic Quality Handbook for details of the University's regulations, including assessment regulations available at: [www.uwtsd.ac.uk/academic-office/academic-quality-handbook/](http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/)

It is important that Applicants read these documents prior to accepting an offer and abide by the University's regulations, as failure to do so may result in the withdrawal of an offer of a place or the termination of a subsequent enrolment.

The University's Admissions Policy can be found under the 'How to Apply' pages of the University's website, and can be accessed at: [www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/)

### **Offers**

Any conditions attached to an offer of a place at the University are specified in the offer letter and in the correspondence received by the applicant through UCAS (if the application has been handled by UCAS).

An offer may be conditional or unconditional. Conditions may be academic or non-academic. Academic conditions normally require an applicant to provide evidence that they have achieved certain qualifications. Non-academic conditions often require applicants to fulfil necessary legal requirements for entry to a programme, which, depending on the circumstances, may include for example, obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service or providing evidence required by UKVI.

In firmly accepting an offer of a place, applicants agree to all of the University's terms and conditions. After accepting an offer of a place, applicants will have 14 days during which time they may decline their offer if they change their minds. A cancellation form can be accessed here: [www.uwtsd.ac.uk/apply/terms](http://www.uwtsd.ac.uk/apply/terms)

Applicants whose insurance choice at UWTSD becomes firm at confirmation (whereby they have been unsuccessful at the institution where they were holding a firm choice) will have 14 days to decline their offer of a place from the date of the change. UCAS applicants who are accepted through 'Clearing' will have 14 days in which to change their mind from the date of their acceptance. Applicants can choose to have their application released back into Clearing or to have it withdrawn from the UCAS system.

Students also have 14 days in which to change their mind and cancel their place from the date that they enrol on their Programme of Study without incurring any financial penalties.

### **Meeting the terms of the offer**

Applicants who receive a conditional offer of a place, subject to achieving particular qualifications, will need to meet those conditions in order to obtain an unconditional offer of a place.

If a place has not been confirmed by the end of the third week in August, applicants should contact the Admissions Team in Registry at [admissions@uwtsd.ac.uk](mailto:admissions@uwtsd.ac.uk). If an applicant's exam results have not been received by the Admissions Team, the applicant will be asked to provide evidence of these. Applicants who have not received their qualification certificates by this time should provide an official letter from their School or College that confirms their results.

Applicants are required to meet the conditions of their offer three weeks prior to the commencement of their Programme of Study. The University reserves the right to withdraw applicants or to defer their offer of a place to the following year if offer conditions have not been met by this time.

### **UCAS applicants**

Applicants who both meet and exceed the conditions of their offer will be entitled to seek a place on an alternative programme at UWTSd or at another institution through the Adjustment process. Further details are available at [www.ucas.com/adjustment](http://www.ucas.com/adjustment). The Adjustment process applies to full-time undergraduate UCAS applicants only.

Applicants who know that they have failed to meet the conditions of their offer and whose offer status is still conditional, should ensure that the University Admissions Team has received all of their results. Once in receipt of these, the University will consider whether to offer the applicant a place on an alternative programme at the confirmation stage. The University does not guarantee the offer of an alternative programme to a student who has not been accepted onto their initial programme of choice. If an alternative course is offered by the University to the applicant, they can accept or decline that offer. Applicants who decide to decline the offer may request to have their application released into Clearing (if eligible) or have their application completely withdrawn from the UCAS system (where applicable).

### **Changes to the terms of an offer**

Unless required to do so by law, or to meet a new industry requirement, the terms of an offer will not be changed. In the unlikely event that it is necessary to change the terms of the offer, the applicant will be informed in writing and asked to agree to the changes.

### **Programmes of Study that are subject to validation**

All new Programmes of Study at the University must be formally approved and validated prior to delivery. The processes for programme approval and validation exist to ensure that programmes are consistent with University and Faculty Strategic Plans, are of an appropriate academic standard and are properly resourced.

If a programme is subject to validation, then the applicant will be informed in writing when the programme has been formally validated, and will also be informed of any changes made to the programme. If the programme is not validated or if an applicant decides to withdraw their choice as a result of changes made to the programme during the validation process, the University will endeavour to find the applicant a place on an alternative programme.

## **Changes to a Programme of Study**

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

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 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, 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 needed 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 withdraw from your programme and apply for a refund or partial refund of any tuition fees you have paid.

## **The provision of accurate information from the applicant**

Applicants should ensure that the information that they provide to the University is true, complete and accurate. Applicants should contact the Admissions Team in Registry if they need to inform the University of any change to their personal details, such as their name or postal address. The Admissions team can be contacted at [admissions@uwtsd.ac.uk](mailto:admissions@uwtsd.ac.uk).

After enrolling as a student, any change in personal details should be communicated to the Registry at: [registry@uwtsd.ac.uk](mailto:registry@uwtsd.ac.uk).

If an application is found to contain false information at the point of verification or thereafter, the University reserves the right not to enrol the applicant or to require the student to withdraw from the programme of study. The same consequences will apply where an applicant has failed to disclose any material information that would affect the decision to offer a place, such as information relating to a relevant unspent criminal conviction, outlined in the section on criminal convictions below.

Further information is contained in the University's Admissions Policy which can be accessed at: [www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/)

## **Health Requirements**

Some programmes may require the applicant to complete a health questionnaire and undergo health screening checks as part of the admissions and enrolment process. Applicants will be informed in their offer letter if such health requirements apply.

## **Criminal convictions and the requirement for disclosure**

### **Programmes for which a Disclosure and Barring Service (DBS) Check is not required**

The University has a duty of care towards its students, staff and visitors. To ensure the safety of the University community, applicants to the University are encouraged to disclose any relevant unspent criminal convictions at the earliest opportunity. All declarations of a conviction are handled confidentially by Student Services. Applicants are able to discuss their conviction in confidence with trained staff in the Student Services Team who can provide them with relevant support.

### **Programmes for which a Disclosure and Barring Service (DBS) Check is required**

Applicants who wish to enrol on programmes where they will be required to work with children, young people or vulnerable adults, must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions. Such applicants will be informed during interviews, and in subsequent offer letters, that they will be required to gain a satisfactory enhanced disclosure from the Disclosure and Barring Service in order to fully enrol as a student at the University, and before they will be allowed to undertake work that requires contact with children or vulnerable adults.

The University uses an external service 'GBG Online Disclosures' to process DBS applications. Applicants who accept an offer of a place as their firm choice will be directed to apply for a DBS Check through the online service.

It is strongly recommended that applicants register with the DBS Update Service. The Update Service is an online subscription service that allows those subscribed to keep their DBS certificate up-to-date and reduces the need to apply for multiple certificates when moving from one role to another in the same workforce. The University will check DBS Enhanced Disclosures against the DBS Update Service and will require the applicant/student to apply for a new DBS certificate if the Update Service indicates that new information has become available since the disclosure was issued, or if the applicant/student allows their registration to lapse. In accepting an offer, applicants consent and agree to these processes. The University will decide if any convictions or information revealed are incompatible with a place on a programme of study.

Applicants who are convicted of a criminal offence after they have applied must inform the University immediately. Failure to declare a criminal conviction may result in an application being refused, or an offer of a place being withdrawn by the University.

Further information is contained in the University's Admissions Policy available at:  
[www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/)

Any declaration of a conviction, and any subsequent information disclosed in relation to the declaration, will be handled sensitively, held in the strictest confidence, disclosed only to designated University staff members and managed in accordance with the principles of the Data Protection Act 2018 and the GDPR 2016.

Any person convicted of a crime whilst a student at the University will be subject to the University's Student Disciplinary Policy and will be required to declare the conviction at the earliest point. Continuing students will be required to confirm at re-enrolment that they do not have a criminal conviction that has not previously been declared to the University. All declarations of a conviction are handled confidentially by Student Services and applicants and students are able to confidentially discuss their conviction with trained staff in the Student Services Team who can provide them with relevant support.

### **International applicants requiring a Tier 4 (General) Student Visa**

To study at UWTSD, applicants must meet the visa and immigration conditions required by the UK Home Office which are updated from time to time. Further information is available at:

[www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration) and on the International pages of the University's website: [www.uwtsd.ac.uk/international/applications-and-admissions/immigration-and-visas/](http://www.uwtsd.ac.uk/international/applications-and-admissions/immigration-and-visas/)

### **Support for applicants with disabilities or specific learning needs**

Applicants are encouraged to disclose any disability as early as possible during the application process and throughout their time at the University. Applicants who have disclosed a disability on their application form are encouraged to contact Student Services and their Academic School to discuss their support requirements.

With the applicant's explicit consent, disclosed information may be shared and used to determine reasonable adjustments and compensatory measures. Students who decline to share information should be aware that this may limit the University's ability to ensure that appropriate and timely support arrangements are put in place.

Further information is available at: [www.uwtsd.ac.uk/student-services/](http://www.uwtsd.ac.uk/student-services/)

Once an applicant has confirmed a 'Firm' acceptance of an offer, a Support Needs Enquiry Form will be made available to the applicant to enable them to provide further information in relation to their support needs.

### **Data protection and processing**

The information provided on an application will become part of the student's record. By entering into a contract with the University, the applicant gives consent for the University to store and process personal data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016. The University's policy on data protection is available at: [www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/)

### **Accommodation**

Carmarthen, Lampeter and Swansea campuses have Halls of Residence or student accommodation, with many of the rooms prioritised for first year students. Places are allocated by the Accommodation Office on a first come, first served basis.

Applicants should be aware that due to high demand for University accommodation, it may not be possible to accommodate all first year students in a Hall of Residence and so private rented accommodation may be required. The University does not accept any responsibility for this private accommodation.

Further information about student accommodation options on each campus and how to apply is available at: [www.uwtsd.ac.uk/accommodation](http://www.uwtsd.ac.uk/accommodation)

Accommodation charges are payable termly in full. Information on the accommodation fees applicable at each campus can be found on the Accommodation pages of the University's website: [www.uwtsd.ac.uk/accommodation/](http://www.uwtsd.ac.uk/accommodation/)

Students who accept an offer of accommodation in the Halls of Residence are required to abide by the terms and conditions as set out by the University. These may be found on the University's website at: [www.uwtsd.ac.uk/accommodation/carmarthen-accommodation/](http://www.uwtsd.ac.uk/accommodation/carmarthen-accommodation/). Students are reminded to refer to the terms and conditions throughout the contract period.

## **Fees and Finance**

Tuition fees may be increased in line with inflation. Programme fees are normally charged on an annual basis. Detailed information on fees can be found on the finance pages of the University's website: [www.uwtsd.ac.uk/student-finance/](http://www.uwtsd.ac.uk/student-finance/) and in its Fee and Access Plan: [www.uwtsd.ac.uk/finance/fee-plan](http://www.uwtsd.ac.uk/finance/fee-plan)

Applicants may incur additional costs associated with their chosen programme. Such costs may include the cost of repeat periods of study, extensions to the designated period of study, resubmission fees, travelling expenses to and from the programme venue and other miscellaneous expenses such as the cost of field trips, placements, books and equipment. Information in relation to these additional costs can be found on the course specific webpages for each Faculty on the University's website at [www.uwtsd.ac.uk/courses/](http://www.uwtsd.ac.uk/courses/). Applicants should take these additional costs into account before accepting an offer of a place.

Welsh-domiciled students wishing to apply for student finance will need to register with Student Finance Wales at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk). Applicants should submit their applications by early May of the year in which they wish to commence their studies if they wish to receive their first instalment ready for the start of term.

English-domiciled students wishing to apply for student finance should refer to the information available at: [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance).

EU-domiciled students wishing to apply for student finance will need to register with Student Finance Wales at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk). It is recommended that applications are made within 9 months of the course start date.

Applicants from Northern Ireland wishing to apply for student finance should refer to the information available at: [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk).

Applicants from Scotland wishing to apply for student finance should refer to the information available at: [www.saas.gov.uk](http://www.saas.gov.uk).

If fees are to be paid partly, or in full, by a sponsor or other agency, documentary evidence of this must be provided at enrolment.

It is the student's responsibility to ensure that any fees and expenses in relation to their programme are paid in full and on time.

Student Services have support mechanisms in place to help students to manage their finances. Further details are available at [www.uwtsd.ac.uk/student-services/financial-support/](http://www.uwtsd.ac.uk/student-services/financial-support/)

Information on UWTS D Bursaries and Scholarships is available at: [www.uwtsd.ac.uk/bursaries/](http://www.uwtsd.ac.uk/bursaries/)

## **Cancelling an offer of a place**

After accepting an offer of a place, applicants will have 14 days during which time they may decline their offer if they change their minds. Applicants who wish to cancel their place may complete and return the Cancellation Form available here: [www.uwtsd.ac.uk/apply/terms](http://www.uwtsd.ac.uk/apply/terms)

## **Enrolment**

Applicants to the University will be invited to enrol online after their application status has become unconditional firm. The terms and conditions of enrolment, detailed in the Enrolment Declaration available at [www.uwtsd.ac.uk/registry/enrolment/student-declarations/](http://www.uwtsd.ac.uk/registry/enrolment/student-declarations/) must be read and agreed.

Applicants will be required before enrolment to provide proof of ID in the form of a birth certificate, passport or driving licence; and satisfactory evidence of their qualifications in the form of an original transcript or certificate, or a copy certified by the issuing institution.

## **The Plagiarism Detection Service, Turnitin**

Plagiarism is a serious offence which the University actively wishes to prevent.

As part of the enrolment process, applicants will be required to sign a declaration authorising their work to be checked against the database of the UK Higher Education Plagiarism Detection Service, Turnitin. The Plagiarism Detection Service, Turnitin is a JISC approved service which searches the Web and extensive databases of reference material and content submitted by other students to identify any duplication of work. Further information can be found at:

[www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/student-experience/Plagiarism-Detection-Service.pdf](http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/student-experience/Plagiarism-Detection-Service.pdf)

## **Library and Learning Resources & Information Technology and Systems**

Information about the services available to students is provided through the following webpages:

Library and Learning Resources: [www.uwtsd.ac.uk/library/](http://www.uwtsd.ac.uk/library/)

Information Technology and Systems: [www.uwtsd.ac.uk/its/](http://www.uwtsd.ac.uk/its/)

The rules for the use of IT at the University are contained in the Information Services Acceptable Use Policy (AUP). Each user is responsible for reading and adhering to the contents of these documents. Failure to observe any part could result in disciplinary and/or legal action being taken by the University against offenders. Further details are available at: [www.uwtsd.ac.uk/its-policies/](http://www.uwtsd.ac.uk/its-policies/)

Regulations in relation to the UWTSD Libraries can be found at: [www.uwtsd.ac.uk/library/library-guide/library-regulations/](http://www.uwtsd.ac.uk/library/library-guide/library-regulations/)

## **Appeals and complaints**

There may be occasions where applicants request an appeal (review of their application), or wish to make a complaint about the admissions process. The arrangements in place for applicants to obtain feedback about an unsuccessful application, to appeal against a selection decision or to complain about the admissions process are set out in the UWTSD Policy and Procedures for Admissions, Feedback, Appeals and Complaints document which can be found under the 'How to apply' pages of the University's website and at: [www.uwtsd.ac.uk/about/strategies-and-policies/](http://www.uwtsd.ac.uk/about/strategies-and-policies/)

The University also has procedures in place for enrolled students who wish to make a complaint or submit an academic appeal.

Further information is available in Chapter 13 of the Academic Quality Handbook and at: [www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/](http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/)  
Complaints from students in partner institutions are dealt with by the partner in the first instance, but the complainant may request a review by University if they are not satisfied with the outcome.

**Any queries or concerns relating to the information contained in this document should be addressed to the Admissions Team in Registry via e-mail: [admissions@uwtsd.ac.uk](mailto:admissions@uwtsd.ac.uk)**

**Applicants to the London Campus should e-mail any queries to: [londonadmissions@uwtsd.ac.uk](mailto:londonadmissions@uwtsd.ac.uk)**