

Royal Welsh College of Music and Drama – Terms and Conditions for Course Registration 2024/5

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Introduction to the Terms and Conditions

The following document outlines the Terms and Conditions of the Royal Welsh College of Music and Drama ('RWCMD' and 'The College'), through which its students enter into a contract with the College. It contains *six* paragraphs and a student declaration, and is accompanied by annexes. *These Terms and Conditions are an important part of your relationship with RWCMD, and you are therefore encouraged to spend some time reading them and familiarizing yourself with the Annexes.* RWCMD is a member of the University of South Wales Group, and USW is the Degree Awarding Body for College. The Terms and Conditions therefore reference USW where this is applicable, and most particularly with reference to Course Regulations (Annex B) and for International Students (paragraph 3 below, and Annex D)

RWCMD publishes and promotes a range of policies and procedures, which explain how aspects of the life and work of the College are administered, supported and organized. Students or their representatives through the Students' Union are included whenever these are written or revised. The policies extend to aspects of legal and statutory obligation, regulation, conduct and mutual obligations within the academic and artistic community. Some of these are referenced directly within the Terms and Conditions, but all are available through the links provided in the Annexes.

In accepting these terms and conditions, and becoming a member of the College, you are agreeing to the principle that such policies and procedures benefit the whole community, and to abide by them. In the same way, RWCMD commits itself to shared responsibility with you, to discharge its legal, statutory and moral responsibilities within the life and work of the College.

TERMS AND CONDITIONS

1 Confidentiality and Data Protection

Personal information you have provided and those obtained from other sources in connection with your studies will be held securely and confidentially and used by the Royal Welsh College of Music and Drama during registration and after you leave the College for a variety of purposes. These include the administration of all academic records, student support services (including those relating to health and wellbeing), careers services, and the operation of the College's Regulations and Procedures. In addition, the information will be used for collation and compilation of statistics and

Alumni administration. Your personal information will be held confidentially and processed in line with any applicable data protection laws, for more information about how we collect and use your personal information please read the College's full privacy notice which can be found at Annex A

2 Equality and Diversity Act 2010

RWCMD is committed to providing an inclusive learning environment. The College does not discriminate unfairly, either directly or indirectly, against members of its community on any of the grounds of Protected Characteristics as outlined in the Equality Act 2010.

RWCMD has published a policy entitled Respect in the College Community which articulates its commitment to Equality and Diversity and which may be found at Annex A

3 International Students including EU/EEA nationals studying in the UK

All students who study at RWCMD must have a legal right to be in the UK for that purpose. International Students will *either* be sponsored to obtain a Student Visa through the UK Visa and Immigration (UKVI) Student Route *or* will have Settled/PreSettled status in the UK *or* will have another appropriate immigration status, confirmed by the University of South Wales. It is your responsibility as a Student to check if you will need a visa to study in the UK. It is also your responsibility to ensure that you provide correct and valid documentation for any visa application or any Settled/PreSettled Status in the UK.

Students who are being sponsored through the Student Route must also comply with the conditions and/or responsibilities imposed by their student visa and cooperate with the University of South Wales (the license holder) in fulfilling its Student Route compliance obligations. Student information is disclosed to the UKVI (Home Office): this could be for example regarding an immigration application you have made; concerning your attendance and engagement; requests for information including in connection with the prevention or detection of crime; the administration of illegal working and/or the apprehension or prosecution of immigration offenders. Full details may be found in Annex D.

4 Events Beyond our Control

RWCMD is committed to delivering your chosen programme of study together with its services, however, sometimes we may be prevented from doing so by events that would reasonably be considered to be outside our control, such as an act of God, fire, explosion, flood or other natural disaster, acts of terrorism, civil commotion or riot, embargos, blockades, imposition of sanctions or international or national travel restrictions, pandemic, epidemic or acts or orders of governments. Where our ability to deliver our services to you is impacted by such an event, we will do all that we reasonably can to make such changes to our delivery of the services so that we can continue to provide services to you, albeit in a different format or using a different delivery method. Where we are able to do this, and RWCMD considers it reasonable, RWCMD will have no liability

for any delay in the provision or performance of the services or for any changes made so that the services can continue.

Where we are completely prevented from delivering our services to you because of such an event and we are unable to make any changes that would allow us to continue, we may cancel the programme of study and if that happens, we will consider, based on the level of service received up to the date of cancellation, whether or not you are entitled to any potential refund (whether in full or in part).

5 Complaints

RWCMD recognises that there may be occasions where students feel they have cause for complaint about a service they have received. RWCMD's Complaints Regulations and procedures are found in Annex C. These apply to students during their course and for a period of up to 3 months after leaving College or graduating.

Student Declaration

I agree to abide by and observe all regulations applicable to students of the Royal Welsh College of Music and Drama and the University of South Wales, as specified in Annex B.

I agree to abide by the Student Casework Regulations and Procedures, as specified in Annex C.

I understand that if I have a student visa, my financial sponsor may ask the Royal Welsh College of Music and Drama to provide my course and attendance records to them.

I understand that if I have a Student Route visa or other visa which permits me to study at RWCMD I must comply with the terms of the visa and Immigration Authority requirements and I am aware of my immigration responsibilities and the record keeping and reporting duties of RWCMD as specified in Annex D.

I understand that if necessary and appropriate following any disciplinary investigation, the College reserves the right to inform a relevant professional or external body.

I acknowledge that tuition fees are due for each year or stage of my course. I agree that, should the Student Loans Company or my sponsor fail to pay my fees, then I will be liable for payment of the fees in full immediately, and I am aware of the College's sanctions for non-payment.

I agree to abide by and observe the College's Fees and Debt Management Policy which is specified in Annex E and I understand that if I withdraw from my course, any reduction in fees will only be made in accordance with this Policy.

For courses or modules which require referral to the Disclosure and Barring Services (DBS), I understand that sufficient clearance is required for me to remain on that course or module.

I declare that, to the best of my knowledge, the information I have given in relation to my registration is correct. If any of the information supplied is incomplete or incorrect, the College reserves the right to take appropriate action, which may include withdrawal

I understand that by accepting the Terms and conditions I am entering into a legally binding agreement with the Royal Welsh College of Music and Drama

ANNEX A

Policies and Procedures

- Respectful Space Statement <https://hub.rwcmd.ac.uk/a-space-for-everyone/>
- RWCMD Commitment to Equality
<https://resources.rwcmd.ac.uk/pdf/RWCMD-Strategic-Equality-Objectives-EN.pdf>
- Anti-Racism Plan <https://resources.rwcmd.ac.uk/pdf/RWCMD-Anti-Racism-Plan-EN.pdf>
- Health and Safety Procedures <https://hub.rwcmd.ac.uk/student-charter/health-and-safety/>
- Information Systems Regulations <https://hub.rwcmd.ac.uk/my-online-resources/it-it-regulations/>
- Privacy Statement www.rwcmd.ac.uk/privacy
- Library Regulations <https://www.rwcmd.ac.uk/student-life/library>
- Copyright <https://hub.rwcmd.ac.uk/student-experience/library/copyright-notes/>

ANNEX B

Course Regulations and University of South Wales Academic Regulations

<https://www.rwcmd.ac.uk/who-we-are/policies-and-procedures> and
<https://registry.southwales.ac.uk/student-regulations/>

- Syllabus Documents (to be available on Moodle for Registered Students)
- Extenuating Circumstances
- Appeals Procedures
- Academic Misconduct and Unfair Practice
- DBS Checking

ANNEX C

RWCMD Casework Regulations <https://www.rwcmd.ac.uk/who-we-are/policies-and-procedures>

- Student Complaints Procedure
- Regulations Governing Student Conduct
- Fitness to Study
- Suspension of Studies and Withdrawing from Studies

- Student Engagement Policy

ANNEX D

International Students <https://students.rwcmd.ac.uk/visa-international-students/>

- Compliance and Reporting

ANNEX E

Financial Regulations <https://students.rwcmd.ac.uk/financial-information-2/>

- Student Settlement of Fees
- Student Debts to the College
- Financial Contingency Funds