

# University Centre Colchester

## Student Declaration

Version: 8.0  
Updated: June 2025  
Review Date: August 2026

## Contents

1	Introduction.....	3
2	Student Declaration 2025/26 .....	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 2025-26 academic year.

## 2 Student Declaration 2025/26

University Centre Colchester (UCC) is the brand name for the higher education provision at Colchester Institute (CI). For simplification and clarification University Centre Colchester will be referenced to the wider organisational name of Colchester Institute in the below declaration.

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

I agree that:

### Policies

- I have read, understood and agree to abide with the UCC Student Contract and understand that I will be expected to comply with all policies and procedures laid down by Colchester Institute, including those issued by my Awarding Body. ([Academic Services | Policy & Procedure UCC University Centre Colchester](#)).
- I understand that failure to adhere to these policies may result in my place on the course being withdrawn.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 Practice policies.
- During this agreement Colchester Institute may make changes to its regulations, codes of practice and policies, including introducing new regulations, codes and policies. These changes may be made to improve the clarity of effectiveness of the regulations, policies and procedures to assist the effective operation of the Institution or may be required in order to comply with legislation, or in response to recommendations from regulatory bodies. You agree to abide by any such changes to these regulations, policies and procedures if such changes are made during this agreement.

### 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.
- I must wear my University Centre Colchester ID card and lanyard whilst on Colchester Institute premises and whilst representing Colchester Institute.

- I must inform Colchester Institute if I have any convictions, pending prosecutions or I am under Police Investigation whilst I am an enrolled student. I also understand that failure to do so may lead to disciplinary action.
- 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.
- I confirm that all course assessments I will submit in my name will be entirely my own work, unless specified otherwise by myself.
- I understand that any use of AI in my assessments will be in line with guidelines issued in the UCC Ethical Use of Generative AI class contract.

### **Sharing of Data**

- I am expected to read the Privacy Statement about the use of my data.
- I must have permission from the individual I have named as next of kin to provide their personal information to Colchester Institute.
- Colchester Institute may contact my next of kin regarding my attendance, progress, achievement, wellbeing, welfare and personal safety if there are sufficient reasons to do so.
- 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.
- 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 Colchester Institute's retention of records policy unless revoked by me in writing to:  
[registry@colchester.ac.uk](mailto:registry@colchester.ac.uk).
- 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.

### **Other**

- 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 Colchester Institute student may be anonymised and be made available to other students as an example of good practice.
- I am aware that 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.
- Colchester Institute may check my previous qualifications with my previous school, college, university or HESA if deemed necessary.

**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 2025/26 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.
  - Colchester Institute 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.
  - Colchester Institute reserves the right to contact my sponsor, if a sponsor is paying any fees, regarding my attendance, progress and achievement.
  - 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 online. 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.