

Document Identifier: Terms and Conditions of Being a Registered Student in MIE

Document Title:	Terms and Conditions of Being a Registered Student in MIE
Description:	This document sets out the terms and conditions students must adhere to in order to begin/continue studies in Marino Institute of Education.
Author (Position):	Registrar and Vice President of Academic Affairs
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Policy Approval Date:	September 2020
Date of Next Policy Review:	September 2023

Terms and Conditions of Being a Registered Student in MIE

1. Context

In order to complete the registration process, all students are required to agree to the terms and conditions as set out by Marino Institute of Education (MIE), annually. In doing so, you as a registered student, must accept the MIE's terms and conditions set out in this document in order to begin or continue studies in MIE.

2. Purpose

This document sets out the MIE terms and conditions for students registering to one of the following MIE undergraduate or postgraduate programmes;

- i. [Trinity International Foundation Programme](#)
- ii. [Bachelor in Education \(Primary\)](#)
- iii. [Baitsiléir san Oideachas Trí Mheán na Gaeilge \(Bunmhúinteoireacht\)](#)
- iv. Bachelor in Science ([Education Studies](#); [Early Childhood Education](#))
- v. [Professional Master of Education \(Primary\)](#)
- vi. [Professional Diploma in Education \(Further Education\)](#)
- vii. [Master in Education Studies \(Early Childhood Education; Leadership in Christian Education\)](#)

3. Terms and Conditions – Data Collection Information

3.1. Data collected on registration is collected for the provision of education, student support services and for related administrative and record-keeping purposes¹. All data collected and processed will be in accordance with the [Data Protection Act, 2018](#) and the [General Data Protection Legislation \(GDPR\), 2018](#).

3.2. Selected data will be provided to relevant bodies where there is a statutory obligation on the Institute to do so, such as to the [Department of Employment Affairs and Social Protection](#). Information which is not personally identifiable will be provided for statistical purposes to government, to members of the public under [Freedom of Information](#), or other bodies. If appropriate, identifiable information will be provided to grant or sponsoring bodies, such as [Student Universal Support Ireland \(SUSI\)](#), regarding attendance and/or academic performance where this is relevant.

¹ See [Record Management Policy](#) and [MIE Records Retention Schedule](#)

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- 3.3. Personal data collected from international students outside the European Economic Area may be shared with the [Department of Justice and Equality](#) as required under [section 8](#) of the [Immigration Act, 2003](#) in order to validate and progress visa applications.
- 3.4. All relevant information will be retained for a specified period¹.
- 3.5. By continuing with my registration I acknowledge that my data will be shared with the [Higher Education Authority \(HEA\)](#) for funding allocation, statistical analysis and policy formulation purposes. The data shared includes personal data such as name, address, Eircode, personal public service number (PPSN), grant status, and [Central Applications Office \(CAO\)](#) data. Full details of what data are shared and how these data are used are contained at this link: www.mie.ie/hea_data_collection.
- 3.6. I acknowledge that my registration to my MIE course is contingent on successful Garda vetting². I authorise the Institute to release to schools/other institutions in which I undertake school placement/work placement/field placement/special education placement a confidential copy of my Garda vetting results should the school request same.
- 3.7. I acknowledge that the Institute will provide my personal data to external service providers engaged by the Institute in order to facilitate the provision of the relevant student support service (e.g. [Counselling Service](#), [Disability Service](#) and [Health Service](#)).
- 3.8. I acknowledge that the Institute authorities will, where relevant, provide the [Teaching Council and Department of Education and Skills](#) with the details necessary to commence my registration and eligibility for induction as a teacher.
- 3.9. I acknowledge that details of degree results matched with student data (including student name, student number, contact details and date of birth) are shared with [Academic Registry](#) in Trinity College Dublin, the University of Dublin for the purposes of issuing student numbers and making academic awards.
- 3.10. Students' registered names and the type and grade (where appropriate) of award are publicly acknowledged at conferring or other awards ceremonies.
- 3.11. Personal data will not be processed, other than as required or permitted by law. Those providing personal data have the right to access and rectify such data, within parameters set in law. Personal data will be processed by the Institute in accordance with the [Data Protection Act, 2018](#) and the [GDPR, 2018](#).

² See [Garda Vetting for Students Procedure](#)

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- 3.12. I am aware that the [Privacy Statement for Blended Learning](#) has been amended to include recording and live streaming of some classes. I have read this document and accept its contents.
- 3.13. I understand that, during my studies, I will be invited to participate in [StudentSurvey.ie](#). Some of my information will be sent to the [HEA](#) to ensure that the survey is offered only to intended groups of students. Certain limited demographic information may be matched to my survey responses in order to allow for anonymised analysis of results, for example, by gender or full-time/part-time status. My responses will be treated confidentially and no individual student will be identifiable in any reports or results generated as a result of this survey.
- 3.14. I confirm that I have accessed online a copy of the [Institute Charges Policy](#) and I hereby apply for registration in accordance with its provisions.
- 3.15. I certify that all fees and charges due to the Institute have been paid by me or will be paid by me or on my behalf as instructed by the [Finance Office](#), in accordance with the [Institute Charges Policy](#). I acknowledge that penalties and sanctions will be applied in accordance with the Policy in the event that I fail to comply with this undertaking.
- 3.16. By agreeing to all above points I wish to confirm my registration as a student in MIE by signing the below declaration (see [Appendix 1](#) and [Appendix 2](#)).

4. Responsibility

The Registrar and Vice President of Academic Affairs is responsible for the maintenance of this document. This document will be reviewed and updated as required on a regular basis.

5. Related Documents

- 5.1. [Record Management Policy](#)
- 5.2. [MIE Records Retention Schedule](#)
- 5.3. [Garda Vetting for Students Procedure](#)
- 5.4. [Institute Charges Policy](#)
- 5.5. [MIE Privacy Policy](#)
- 5.6. [Privacy Statement for Blended Learning](#)

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Appendix 1 – Declaration

I the undersigned hereby declare that I have read, understood and accept the information provided in points 3.1-3.15 above.

PRINT NAME: _____

SIGNATURE: _____

PROGRAMME NAME: _____

YEAR of STUDY (which you are registering for Year 1, 2, 3 or 4): _____

DATE: _____

Appendix 2 – Specific Consent and GDPR Consent in the Context of Participation in Lectures, Seminars, Tutorials and Other MIE Events

Please tick the boxes below as appropriate. Ticking the following boxes is optional and failure to provide consent will not affect your registration status.

1. I give consent to the Institute to disclose my registration details to my parents or guardians for the purpose of claiming benefit in respect of their children.

2. I hereby give consent to the Institute under the [Data Protection Act, 2018](#) to contact grant or sponsoring bodies to ascertain or verify the status of my grant application.

3. I consent that my contact details may be used for alumni purposes in accordance with the [MIE Privacy Policy](#).

4. In the context of my educational programme at MIE, I am aware that lectures, seminars, tutorials and other events may take place remotely (using a webinar or other similar format) or physically, and that such lectures, seminars, tutorials and other MIE events may be recorded and such recordings may be retained for future educational uses. I consent to personal data relating to me being so used where obtained in the context of my verbal or visual participation in such events.

PRINT NAME: _____

SIGNATURE: _____

PROGRAMME NAME: _____

YEAR of STUDY (which you are registering for Year 1, 2, 3 or 4): _____

DATE: _____