

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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Terms and Conditions of Being a Registered Student in MIE

1. Context

In order to complete the registration process annually, all students are required to agree to the terms and conditions in this document. In order to begin or continue studies in MIE, you, as a registered student, must accept and agree to be bound by the MIE terms and conditions and MIE policies and procedures that apply to students.

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 \(Early Childhood Education; Intercultural Learning and Leadership; Visual Arts; Inquiry-Based Learning; Primary Mathematics Education; Christian School Leadership\)](#)

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](#), [General Data Protection Legislation \(GDPR\) 2018](#) and as further outlined in the [MIE Privacy Statement](#).

The following are some of the ways that MIE may use your data.

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

- 3.2. Selected data will be provided to relevant bodies where there is a statutory obligation on MIE to do so, such as to the [Department of 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.
- 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 period in accordance with the MIE [Record Management Policy](#) and [MIE Records Retention Schedule](#).
- 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 vetting,² where relevant. I authorise MIE 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 MIE will provide my personal data to external service providers engaged by MIE in order to facilitate the provision of the relevant student support service (e.g. [Disability Service](#) and [Health Service](#)).
- 3.8. I acknowledge that MIE 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, personal public service number (PPSN)), nationality

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

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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 MIE in accordance with the [Data Protection Act, 2018](#), [GDPR, 2018](#) and the [MIE Privacy Statement](#).
- 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 MIE 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 [Institute Charges Policy](#) in the event that I fail to comply with this undertaking.
- 3.16. I understand that MIE may contact grant or sponsoring bodies to ascertain or verify the status of my grant application.
- 3.17. I understand that my contact details may be used for all student and alumni purposes in accordance with the MIE Privacy Statement.
- 3.18. 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.

- 3.19. I understand that where my course requires school, work or field placement, I shall act responsibly at all times. This includes respecting the privacy of those I engage with in this work and not sharing image, videos or text about placement on social media. I further confirm that I shall not engage in any way on social media platforms with students, staff or others who I meet through participation in a placement
- 3.20. I acknowledge, where relevant, that my course is a full time course and that I am required to attend classes as timetabled.
- 3.21. I understand that in emergency situations (e.g. late cancellation of a class), I may receive an information SMS from MIE.
- 3.22. On a pilot basis, the software SeAts will be used to record attendance for students on the International Foundation Programme and the Bachelor in Science (Early Childhood Education) programme. In order for this application to be used we need to share with SeAts your name, your MIE email address, your course title and the modules that you are taking. This data is processed in line with MIE's data sharing agreement with SeAts.

4. Policies and Related Documents

All up to date MIE policies are published on a dedicated policy webpage [here](#). The MIE policies and procedures which you, as a registered student, will be required to accept and comply with include (but are not limited to) the following:

- 4.1. [Record Management Policy](#)
- 4.2. [MIE Records Retention Schedule](#)
- 4.3. [Garda Vetting for Students Procedure](#)
- 4.4. [Institute Charges Policy](#)

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- 4.5. [MIE Privacy Statement](#)
- 4.6. [Privacy Statement for Blended Learning](#)
- 4.7. [MIE GDPR Data Processing Agreement with External Examiners](#)
- 4.8. [MIE Data Protection Policy](#)
- 4.9. [MIE Disciplinary Policy](#)
- 4.10. [MIE IT Acceptable Use Policy](#)

The other policies and procedures that apply to you, and which you agree to be bound by, are set out on the MIE dedicated policy webpage. MIE reserves the right to amend or update the policies from time to time at MIE's sole discretion, and you will be bound by the then current version of the policies, which will be displayed on the MIE website.

5. Responsibility

The Registrar/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.

6. AGREE and CONFIRM

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](#)).

Appendix 1 – Declaration

I the undersigned hereby declare that I have read, understood and accept the information provided in points 3.1-3.15 and point 4 above.

PRINT NAME: _____

SIGNATURE: _____

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PROGRAMME NAME: _____

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

DATE: _____

Appendix 2 – Specific Consent

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

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

PRINT NAME: _____

SIGNATURE: _____

PROGRAMME NAME: _____

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

DATE: _____