



DCU Registration Terms and Conditions

Academic Year 2024 - 2025

The University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by the Academic Council in relation to any such change.

DCU reserves the right to amend your student record/account at a later date in the event of an error being made.

Student Registration – Programme and Module Registration

- It is your responsibility to ensure that you are correctly registered and adhere to the deadlines for making changes to your registration. Check your module choices carefully to ensure that your choices for the full academic year are accurately selected.
- By clicking 'I Accept' at the end of this page, you acknowledge and accept the information contained in these Terms and Conditions.

Confirmation of Registration

I confirm that all the information provided by me to the University is correct.

I agree to be bound to, and abide by, the University's rules, policies, regulations and codes of discipline in force from time to time and all amendments to the same.

I understand the University may:

- (i) provide to the appropriate authorities (e.g. Higher Education Authority, Student Universal Support Ireland, Department of Social Protection, etc.) personal information relating to me as it may be required to furnish from time to time;
- (ii) use personal information relating to me as appropriate for all University business, including graduation ceremonies; and
- (iii) share my data, both personal and academic, with approved partners where joint awards, student exchange or partnership agreements are in place.

Please see the Data Protection Notice below for further details.

Payment of Course Fees

It is the responsibility of each student to ensure they are in financial good standing with the University.

The DCU Student Fee Protocol sets out the regulations for the charging and payment of student fees. This can be viewed at the following link:

[Student Fee Protocol](#)

Confirmation of student fee amounts due can be viewed at the following link:

[DCU Fees 2024 - 2025](#)

It should be noted that your fees become due and payable once you have registered on a programme of study. Students who have applied for third party funding and are subsequently refused will be liable for payment of the relevant fees.

Data Protection Notice

To complete your registration, you will need to submit personal data to Dublin City University (DCU).

Data protection is concerned with safeguarding the rights of individuals in relation to the processing of their personal data. Personal data is any information relating to an identified or identifiable natural person, whether identifiable directly or indirectly. This may, for example, include your name, your email address, and your date of birth, your academic record and your contact number.

DCU must comply with the General Data Protection Regulation (GDPR) and the Irish Data Protection Acts 1988-2018 when it collects and uses your personal data. DCU acts as a 'Data Controller' in respect of your personal data and complies with its responsibilities under the legislation.

DCU will process your personal data in accordance with the University's [Data Protection Policy](#).

Legal Basis

The legal bases relied upon for the processing of your personal data are:

- contractual necessity (GDPR Article 6(1)(b));
- compliance with legal obligation (GDPR Article 6(1)(c));
- protection of vital interests (GDPR Article 6(1)(d)); and
- performance of a public task (GDPR Article 6(1)(e)).

To complete the registration process the provision of certain personal details is necessary. DCU will also process personal data relating to you as described below, under the 'Why DCU needs your data' section.

If you do not wish to enter into a contractual relationship with DCU (i.e. to register as a student), you have the right not to do so.

Why DCU needs your data

In addition to the purposes described above under the 'Confirmation of Registration' section DCU will process, use and retain the personal data for:

- i) registration and administration purposes in connection with your course and modules, including maintaining your student records;
- ii) for purposes connected with the DCU's provision to you of programmes of academic study and in accordance with its statutory functions under the University Act 1997; &
- iii) as necessary for DCU to meet certain legal obligations to which the University is subject and to support the advancement of the objects and functions of a university, as outlined in the Universities Act 1997.

DCU may also obtain personal data relating to you from other sources (e.g. CAO). Your personal data will at all times be processed, used and retained by the University in accordance with its obligations under applicable data protection legislation and as set out in the DCU Data Protection Policy.

Retention of personal data


Your personal data will be retained by the University for the duration of your enrolment on a course of study at the University and for a reasonable period thereafter, including for alumni relations purposes as described in the DCU Data Protection Policy. Some of the personal data will be retained indefinitely, in line with the University's legal obligations to maintain academic records.

While Registry does not generally seek or collect special or sensitive categories of personal data (e.g. medical / health data or data relating to race or ethnicity), in certain circumstances it will do so. Examples include the processing of medical certificates for consideration in relation to the student academic record (e.g. applications for postponements and/or extenuating circumstances).

Your Data Protection Rights

For further information about your data protection rights please refer to the DCU Data Protection Policy.

Exercising your rights, queries and complaints



If you have any questions in relation to your personal data, you may contact the DCU Data Protection Officer, Mr Martin Ward, on 01-7007476 or email data.protection@dcu.ie. For further information, please contact the University's [Data Protection Unit](#).

The Data Protection Commission (DPC) is the official authority overseeing data protection in Ireland. If you wish to lodge a complaint to the DPC please visit dataprotection.ie

Sharing of Personal Data with the HEA

Please note that your personal data will also be shared with the Higher Education Authority (HEA) for the purposes of funding allocations, statistical analysis and policy formulation. The data shared includes personal data such as your name, address, Eircode, PPSN, grant status and CAO data. By completing your registration, you are agreeing to your data being shared with the Higher Education Authority. Further details on the categories of data shared with the HEA, and how they are used by the HEA, can be accessed at [this link](#). If you wish to object to the processing of your personal data in this manner, or if you have any queries in relation to the processing of your personal data generally, please contact the:

HEA Data Protection Officer - email: dataprotection@hea.ie

Sharing of Personal Data with SUSI

Please note that your personal data may also be shared with SUSI, a unit of City of Dublin Education and Training Board (City of Dublin ETB), for grant administration purposes. The data shared includes personal data such as your name, address, Eircode, PPSN, grant status and CAO data. By completing your registration, you are agreeing to your data being shared with SUSI. Further details on the categories of data shared with SUSI, and how they are used by SUSI, can be accessed at [this link](#). If you wish to object to the processing of your personal data in this manner, or if you have any queries in relation to the processing of your personal data generally, please contact the:

City of Dublin ETB Data Protection Officer - email: dataprotection@cdetb.ie

29th October 2024.

End.