



**UNIVERSITY  
OF LONDON**

# Student terms and conditions 2018–2019



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## IMPORTANT INFORMATION REGARDING THE TERMS AND CONDITIONS

Last revised 12 June 2018

The study of programmes through other Central Academic Bodies<sup>1</sup> or at member institutions of the federal University of London are governed by separate Student Terms and Conditions. See the individual websites for further information.

### Changes applied to Terms and Conditions 2018-2019

- a) Under the section Evidence of qualifications, we have included clarification that we normally ask the awarding body to confirm your earlier qualifications.
- b) Section inserted to cover students' rights when revisions to programmes are made prior to registration.
- c) Section inserted to cover students' rights when revisions to programmes are made after registration.
- d) Clarification provided in section 9 that the student has some responsibility in establishing whether a degree from us will be recognised in their country once completed.
- e) Clause 10.5 includes reference to the addition of local taxes added by some constituencies to the Programme Fees.
- f) Clarification provided at clause 14.4 that in order to attend the Graduation Ceremony all Programme Fees must have been paid in full.
- g) At section 16, new clauses added to cover the return of physical materials we have despatched to you, if you cancel your registration.
- h) Clause 20 includes reference to the new data protection legislation and our student privacy notice.
- i) Following a name change effective from February 2018, University of London replaces University of London International Programmes as required.
- j) Further minor revisions for clarification.

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<sup>1</sup> Other Central Academic Bodies of the University of London are School of Advanced Study and the University of London Institute in Paris

## 1 INTRODUCTION

1.1 These terms and conditions ("Terms and Conditions") represent an agreement between the University ("us", "we" or "our") and you ("you" or "your") for this Academic Year. By accepting your Offer, or by continuing your registration, you accept these Terms and Conditions in full. If you have any questions or concerns about these Terms and Conditions, you should contact us using the Contact Us link on our website before accepting the Offer. Where any words are capitalised throughout these Terms and Conditions, they shall have the meanings set out below.

### 1.2 Definitions

In these Terms and Conditions:

<b>"Academic Year"</b>	for the purposes of this document, this means the period for which your Programme runs. An Academic Year starts in October or January of any given calendar year, and may have entry points throughout this period.
<b>"Application Fee"</b>	means the non-refundable fee for your application to be considered by us.
<b>"Cancellation Date"</b>	has the meaning set out in clause 15.2.
<b>"University of London Student Complaints and Academic Appeals Procedure."</b>	means our academic appeals and complaints policy and procedure which can be found by accessing the links set out in clause 1.3.
<b>"Continuing Registration Fee"</b>	means the fee which you are required to pay (where applicable) in order to re-register with us for each Academic Year after the first year of your studies.
<b>"Contract"</b>	means the agreement between you and us in relation to your studying a Programme through the University. These Terms and Conditions and the regulations, policies and procedures referred to in this document form the Contract.
<b>"Fee Payment Methods"</b>	means the <a href="#">payment methods</a> set out on our website.
<b>"Offer"</b>	means an offer of a place on a Programme.
<b>"Programme"</b>	means your prospective or registered programme of study with the University.
<b>"Programme Fees"</b>	means fees payable to the University which include, where applicable, Registration Fees, Continuing Registration Fees, module/course fees, dissertation fees and assessment entry fees as indicated on our

	website. A full list of Programme Fees is available on our website.
<b>"University of London recognised teaching centre"</b> <i>(You may also see this referred to as 'recognised teaching institution')</i>	means a teaching institution that supports students studying for the Programme and is recognised under the University of London Teaching Centres Recognition Framework (TCRF)* with the University. <i>(*You may also see TCRF referred to as TIRF, Teaching Institutions Recognised Framework)</i>
<b>"Registration Deadline"</b>	means the last date for online registration with us as notified to you in the Offer.
<b>"Registration Fee"</b>	means the fee you are required to pay to register with us for your first Academic Year. For some Programmes, this may be included in a module/course fee as indicated on our <a href="#">website</a> .
<b>"University"</b>	means the University of London, an exempt charity and statutory corporation (number RC000661) with headquarters at Senate House, Malet Street, London WC1E 7HU
<b>"Virtual Learning Environment"</b>	means the virtual learning environment that provides you with access to your Programme materials.

- 1.3 In addition to these Terms and Conditions, there are other regulations, policies and procedures which apply to your registration (or continuing registration) at the University and your Programme. Details of the regulations, policies and procedures applicable at the time of accepting these Terms and Conditions, and the location of such documents, can be found in the table below. It is your responsibility to read these documents carefully as they, together with these Terms and Conditions, form the Contract between us and you.

	Document	Location of Document
1.3.1	University of London Statutes, Ordinances and Regulations	<a href="https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations">https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations</a>
1.3.2	General Regulations	<a href="http://www.london.ac.uk/regs">http://www.london.ac.uk/regs</a>
1.3.3	Programme Specifications	Located on the individual Courses webpage <a href="https://london.ac.uk/courses">https://london.ac.uk/courses</a>
1.3.4	Programme Regulations	<a href="http://www.london.ac.uk/regs">http://www.london.ac.uk/regs</a>

<b>1.3.5</b>	University of London Student Complaints and Academic Appeals Procedure	<a href="https://london.ac.uk/current-students/complaints-and-appeals-procedure">https://london.ac.uk/current-students/complaints-and-appeals-procedure</a>
<b>1.3.6</b>	University of London Ordinance 17: Code of Student Discipline	<a href="https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations">https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations</a>
<b>1.3.7</b>	Intellectual Property Policy – Part E of the policy applies to students	<a href="https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf">https://london.ac.uk/sites/default/files/governance/intellectualpropertypolicy.pdf</a>
<b>1.3.8</b>	Data Protection Policy	<a href="https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy">https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy</a>
<b>1.3.9</b>	Fees Schedule	<a href="https://london.ac.uk/applications/costs-your-course/course-fees">https://london.ac.uk/applications/costs-your-course/course-fees</a>

## BEFORE YOU REGISTER

### 2 APPLICATION

- 2.1 We will only assess your application once you have paid any Application Fee applicable to your Programme.
- 2.2 It is your responsibility to ensure that all of the information which you provide to us is true, accurate, and complete, and that you have not omitted any key information.
- 2.3 If we discover that your application contains incorrect or fraudulent information or if you are found to have omitted key information from your application, we may withdraw or amend any Offer, or act in accordance with the General Regulations, including terminating your registration without compensating you and/or revoking any subsequent award.

### 3 EVIDENCE OF QUALIFICATIONS

Where we require satisfactory evidence of your qualifications:

- 3.1 Before receiving your Offer, you will be required to provide or facilitate the provision of verified copies of your transcripts and/or certificates. Acceptable means of providing these documents and their verification are set out on the [website](#).
- 3.2 The University randomly samples and audits the authenticity of the documentation provided to us under paragraph 3.1. We will normally request evidence of your qualifications directly from the awarding body. If we do not receive evidence to our satisfaction, this may prevent us from making you an Offer.

### 4 OFFERS

- 4.1 If you meet the academic requirements and any other applicable requirements for admission upon making your application to us, we will make you an Offer.
- 4.2 If you do not yet meet the requirements for admission upon making your application to us, you will receive an advice letter setting out any outstanding academic and/or other requirements for admission that you will need to satisfy within a timeframe set out in that letter.



- 4.3 Once you notify us that you have satisfied any outstanding requirements and have provided evidence that is acceptable to us, both within the timeframe set out in the advice letter, we will make you an Offer.
- 4.4 If you have not satisfied the outstanding requirements within the timeframe set out in the advice letter, your application and the content of the advice letter will be deemed to have expired, and you will have to reapply.

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## 5 CHANGES TO AN OFFER

- 5.1 We may make changes to the Offer at any time before you accept it. We will inform you as soon as possible and issue an updated Offer.

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## 6 CHANGES TO THE PROGRAMME PRIOR TO REGISTRATION

- 6.1 Due to the period between prospectus publication and registration, circumstances may change due to factors beyond our reasonable control and therefore it may sometimes be necessary to vary the content of the Programme or services described in the prospectus. We will use reasonable efforts to ensure that changes are kept to a minimum, but if we are required to make any material changes to your Programme (as described in the Offer and/or prospectus) before you register at the University, we shall bring these to your attention as soon as possible; if you reasonably believe that the proposed change/s will adversely affect you, you may withdraw your application for the Programme or apply to another programme offered by us for which you are qualified. Where you withdraw your application in these circumstances, any Application Fee paid by you will be refunded.
- 6.2 **Cancellation of Programme:** We will use all reasonable efforts to deliver all Programmes described in the prospectus. However, if there are insufficient student numbers either to make a Programme viable or to deliver a quality student experience, we may cancel the Programme. If you have received an offer for any Programme described in the prospectus, but we discontinue the Programme **prior to your registration** with the University, we will notify you as soon as possible and, where possible, we will recommend a replacement University programme for which you are qualified. If we are unable to provide a suitable replacement programme, or if you are unhappy with the recommended replacement programme, you may withdraw your application. Where you withdraw your application in these circumstances, any Application Fee paid by you will be refunded.



## Registering as a student

### 7 ACCEPTANCE OF AN OFFER

- 7.1 If you have met all the academic and/or other requirements for admission and have received an Offer from us, you can accept the Offer by registering with us online by the Registration Deadline.
- 7.2 If you do not register with us online by the Registration Deadline, your Offer will lapse.

### 8 CHANGES TO THE PROGRAMME AFTER REGISTRATION

- 8.1 Once you have registered as a student of the University we will use our reasonable efforts to deliver your Programme as per the terms of the Contract.
- 8.1.1 In circumstances where there is no material disadvantage to you, we reserve the right to make minor variations to the contents or methods of delivery of Programmes from those described in the prospectus. These will be made to improve the quality of the educational services, to meet the latest requirements of a commissioning or accrediting body, or in response to student feedback. How we notify you will depend on the nature of the changes but, in any event, such changes will be recorded in the updated Programme information on our website.
- 8.1.2 In circumstances where it is necessary to make a material change to your Programme (likely to have a significant impact on your studies), we will consult with you before final decisions are made and consider your concerns. We will assess these against the needs of the wider student body. If you are unhappy with the material change(s) to your Programme, you may cancel the Contract and withdraw from the Programme without incurring any further liability for Programme Fees and we may refund your Programme Fees paid to date.
- 8.2 **Discontinuing a Programme after registration:** If we are forced to discontinue your Programme because of matters beyond our control, we will inform you as soon as is reasonably possible and will use all reasonable efforts to transfer you to a suitable replacement University programme for which you are qualified. If we are unable to provide a suitable replacement programme, or if you are unhappy with the recommended replacement programme, you may cancel the Contract and withdraw from the Programme

without incurring any further liability for Programme Fees and we may refund Programme Fees paid to date.

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## 9 STUDYING ON THE PROGRAMME

### 9.1 We shall:

9.1.1 deliver your Programme with reasonable care and skill and in accordance with the description applied to it in the Programme Specification for the Academic Year; and

9.1.2 clearly outline the academic requirements for the Programme to you.

### 9.2 You shall:

9.2.1 obtain any clearance or permission that may be necessary for you to study in your country of residence on the Programme. In this respect, you acknowledge that degrees obtained by online and distance means are not always recognised by relevant authorities such as ministries of education or regulators for public sector employment or further study. You recognise that it is solely your responsibility to check the position regarding such recognition in your local context before registering for an online and distance degree, whether or not supported by a local teaching institution.

9.2.2 use all efforts to fulfil the academic requirements of your Programme in accordance with the terms of the Contract, including ensuring that all work you submit is entirely your own; and

9.2.3 ensure that you have appropriate access to a computer and internet connection in line with the technical requirements of your Programme.

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## 10 FEE PAYMENT AND PAYMENT METHODS

10.1 You agree to pay all Programme Fees required for your Programme. Information in relation to Programme Fees and how to pay can be found at clause 1.3.9. Fees are only payable in accordance with the Fee Payment Methods.

10.2 The following elements of the Programme Fees, as applicable, are non-transferable within the same Academic Year and cannot be carried forward to subsequent Academic Years:

10.2.1 Registration Fee; and/or

- 10.2.2 Continuing Registration Fee; and/or
- 10.2.3 Assessment entry fees.
- 10.3 Any fees payable to external parties, including, where applicable, examination centres, are your sole responsibility.
- 10.4 You acknowledge that, where applicable and in line with our fees website in clause 1.3.9, certain fees are not included in your Programme Fees and are payable to us separately.
- 10.5 Programme Fees are payable to us in full. Where any applicable law requires local taxes or charges to be paid, these are your sole responsibility in addition to the Programme Fees.
- 10.6 Fees are not usually refundable. Applications through the portal for refunds or partial refunds will be considered on a case by case basis.

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## 11 REGISTRATION FEE

- 11.1 To register for your first Academic Year, you must pay the Registration Fee. Until Registration Fees are paid in full:
  - 11.1.1 you cannot register with us for your first year of studies; and
  - 11.1.2 we will not release your first year Programme materials to you, including through the Virtual Learning Environment.

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## 12 CONTINUING REGISTRATION FEE

- 12.1 In addition to your obligation to pay any applicable Programme Fees, where you are required to pay a Continuing Registration Fee as indicated on our website, you must do this annually when requested for each subsequent year of your studies after the first Academic Year.
- 12.2 Until the Continuing Registration Fee is paid in full:
  - 12.2.1 you cannot re-register with us;
  - 12.2.2 we will not release the relevant Programme materials to you, including through the Virtual Learning Environment; and
  - 12.2.3 you will not be able to enter any written assessments for the Academic Year;

- 12.3 Where no Continuing Registration Fee is payable, you may still be required to re-register with us for each subsequent year of your studies after the first Academic Year. Until you re-register, we will not release the relevant Programme materials to you, including through the Virtual Learning Environment.

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## 13 PAYMENT OF FEES BY A THIRD PARTY

- 13.1 If a third party is paying all or part of your fees, you will be liable for the payment of those fees in the event of non-payment by the third party.

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## 14 NON-PAYMENT OF FEES

- 14.1 Until all outstanding Programme Fees are paid to us, we reserve the right at any time during the Academic Year to suspend or withhold all education-related services and facilities (including assessment entry, Virtual Learning Environment services, and provision of student support).
- 14.2 Before exercising our rights under clause 14.1, we will give you reasonable notice of our intentions.
- 14.3 If you are in debt to us for Programme Fees, you may not be allowed to sit your examinations and we reserve the right not to allow you to register for the next Academic Year.
- 14.4 If you are in the final year of your Programme, we will not release your certificate, or a letter of confirmation of award, until all outstanding Programme Fees are paid. In order to attend the Graduation Ceremony your Programme Fees must be paid in full.

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## 15 UNIVERSITY OF LONDON RECOGNISED TEACHING CENTRES

- 15.1 If your Programme requires you to attend classes at a University of London Recognised Teaching Centre, you will have to pay fees directly to that Recognised Teaching Centre, which may include an additional application fee, tuition fees and other costs for use of their facilities. These fees are in addition to any fees payable to the University. This clause 15.1 also applies if you choose to attend classes at a University of London Recognised Teaching Centre or an independent teaching centre. Your relationship with either a Recognised Teaching Centre or an independent teaching centre will be governed by other arrangements which fall outside of this Contract.

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## 16 YOUR RIGHT TO CANCEL

- 16.1 As you are entering into this Contract remotely (i.e. there has been no face-to-face contact between us and you at the time you register with us) you may cancel this Contract by the later of (a) 14 days after the date when you pay your Registration Fee or (b) 14 days after the date you are first given access to Programme materials on the Virtual Learning Environment ("**the Cancellation Period**").
- 16.2 To cancel the Contract within the Cancellation Period, you must clearly inform us of your decision to cancel through the portal, <https://my.londoninternational.ac.uk/>. The date we receive your notice is the Cancellation Date.
- 16.3 If you have made any payment, or any payment has been made on your behalf under this Contract before the Cancellation Date, excluding payment of the Application Fee, then we will provide you with a full refund as soon as reasonably possible but in any event:
- (a) within 14 days of the Cancellation Date; or
  - (b) within 14 days of the University receiving returned physical materials or receiving satisfactory evidence that the materials have been returned, whichever is earlier.
- 16.4 Where you have received any physical materials, you will have to bear the direct cost of returning these to us in case of cancellation. Where you have received any licensed digital materials, these should not be accessed without specific instruction from your programme director. If you fail to return the physical materials to us, or access the licensed digital materials without specific instruction, we will deduct the cost of the physical materials or the licensed digital materials, as applicable, from the monies you have paid to us, prior to making the refund.
- 16.5 We may make a deduction from the refund for loss in value of any materials supplied, if the loss is the result of unnecessary handling by you.

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## 17 COMPLAINTS PROCEDURES

- 17.1 If you are dissatisfied with any aspect of your Programme, the Student Complaints and Academic Appeals Procedure, at clause 1.3.5 above, sets out the stages to follow to resolve your concerns as promptly, fairly and amicably as possible.
- 17.2 If you are concerned that an examination may not have been conducted in accordance with the relevant instructions or University Regulations, the Procedure for Consideration of

Representations concerning Decisions of Boards of Examiners, outlined in [University of London Regulation 1, Annex 3](#), sets out the stages to follow to make representations for the University to consider on the grounds of administrative error. No appeals may be brought against the results of examinations on academic grounds.

- 17.3 After you have followed the stages to completion as set out in the Academic Appeals and Complaints Procedure or the Procedure for Consideration of Representations concerning Decisions of Boards of Examiners respectively, if you remain dissatisfied, you have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education (<http://oiahe.org.uk/making-a-complaint-to-the-oia/how-to-make-a-complaint.aspx>).

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## 18 DISCIPLINARY OFFENCES

- 18.1 If you do not act in accordance with this Contract, we may take disciplinary action against you under the University of London Ordinance 17: Code of Student Discipline at clause 1.3.6 above. One of the possible outcomes of such an action is that your Contract with us may be terminated and you may be removed from the Programme. As a consequence, you may not be entitled to any refund.

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## 19 INTELLECTUAL PROPERTY

- 19.1 You will comply with our Intellectual Property Policy throughout the Programme.

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## 20 DATA PROTECTION

- 20.1 Your application data will form part of your student record. By entering into the Contract with us, you are giving us the right to hold and process your personal data including some sensitive personal data. We will process your personal data in accordance with Data Protection legislation, our Data Protection Policy, and our Student Privacy Notice.
- 20.2 You agree that the Data Protection Policy and [Student Privacy Notice](#) apply to your application and throughout your registration with us.

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## 21 GENERAL

- 21.1 In the event that the provisions of these Terms and Conditions conflict with the provisions of any of the documents listed in the table at clause 1.3, the provisions of these Terms and Conditions shall prevail.

- 21.2 Each of the clauses in these Terms and Conditions operates separately. If a clause is declared unlawful, the remaining clauses will remain in full force and effect.
- 21.3 The Contract constitutes the entire agreement between you and us. All previous agreements, arrangements and understandings between you and us relating to your admission on to a Programme, whether written or oral, shall have no legal effect unless expressly set out in the Contract.
- 21.4 Where a party fails to enforce its rights under this agreement, or delays in doing so, that will not mean that such party has waived its rights. Where we waive a default by you, this will only be valid when confirmed in writing, and will not apply to any subsequent default by you.
- 21.5 These are the terms of the Contract between you and us. No other person shall have any rights to enforce any of the terms.
- 21.6 The Contract, and any other matters arising out of or in relation to the Contract, are governed by and construed in accordance with English law.
- 21.7 We and you agree to submit to the exclusive jurisdiction of the English courts to settle any dispute or claim arising out of or in relation to the Contract.

**Note:** It is important to read and understand the Terms and Conditions before proceeding.

I have read the above Terms and Conditions. I accept the above Terms and Conditions and agree to be bound by them.

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